



County of King William, Virginia

**BOARD OF SUPERVISORS  
WORK SESSION MEETING OF DECEMBER 12, 2022 - 7:00 PM  
KING WILLIAM COUNTY ADMINISTRATION BUILDING  
KING WILLIAM, VIRGINIA**

## **A G E N D A**

- 1. Call to Order**
- 2. Roll Call**
- 3. Review and Adoption of Meeting Agenda**
- 4. Presentations**
  - a. Recreation Study Update - Hill Group
  - b. Debt and Borrowing Capacity Discussion - James E. Sanderson, Jr., Senior Vice President - Davenport & Company LLC
- 5. Work Session Matters**
  - a. Treasurer's Staffing Request - Abbi Carlton, Interim Treasurer
  - b. Volunteer Fire Dept. Retention & Recruitment - Nita McInteer, Human Resources Manager
  - c. First Quarter Financial Report FY23 - Natasha Brown, Director of Financial Services  
**(Attachment Added)**
  - d. Town of West Point Dispatch Agreement - Natasha Brown, Director of Financial Services  
**(Additional Attachment)**
  - e. West Point Library Discussion - John B. Edwards, Jr., Town Manager
  - f. Transfer Station Update - Steve Hudgins, Deputy County Administrator
  - g. Removing the Designation or Appointment of the County Administrator as Clerk for the Board and Creating, Designating, and Appointing the Position of Clerk of the Board of Supervisors - Percy C. Ashcraft, County Administrator
  - h. **Resolution 22-97** - Adopt Revisions to Rappahannock Regional Criminal Justice Training Academy Charter - Jeff Walton, Sheriff **(Updated Attachment)**
  - i. Civic Clerk Board Portal Demonstration - Christine H. Branch, Deputy Clerk

**6. Board of Supervisors' Requests**

**7. Adjourn or Recess**

**NOTES REGARDING AGENDA:**

This agenda is tentative only and subject to change by the Board of Supervisors.

There is no Public Comment Period during Work Sessions.

During any Public Hearings, speakers shall be provided one opportunity of three minutes per individual or five minutes per group. Speakers shall provide their name, district of residence, and if applicable, the group they are representing. The Board of Supervisors may modify and/or set other rules governing the conduct of Public Hearings.

**Detailed instructions for viewing live-streams of meetings, signing up to speak via Zoom (registration required by noon on the day of the meeting), and general guidelines for Public Comment & Public Hearings are available from the [King William County website](#).**

## **AGENDA ITEM 4.a.**

Recreation Study Update - Hill Group

## **AGENDA ITEM 4.b.**

Debt and Borrowing Capacity Discussion - James E. Sanderson, Jr., Senior Vice  
President - Davenport & Company LLC

## **AGENDA ITEM 5.a.**

Treasurer's Staffing Request - Abbi Carlton, Interim Treasurer

## **AGENDA ITEM 5.b.**

Volunteer Fire Dept. Retention & Recruitment - Nita McInteer, Human Resources  
Manager



Nita F. McInteer  
Human Resources Manager

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

## MEMORANDUM

**DATE:** December 12, 2022  
**TO:** Edwin Moren, Chairman, Board of Supervisors  
**FROM:** Nita F. McInteer, Human Resources Manager  
**SUBJECT:** Volunteer Fire Department Retention and Recruitment

### SUMMARY

The volunteer departments have collectively developed a recruitment and retention request. This incentive plan would fund each volunteer department for an “allowance” of up to \$5,000.00 annually to reward volunteers based on the incentive matrix below.

Volunteer Incentives

MONTHLY VALUE	\$25	\$50
Responded to a percentage of calls	20	>40
Administrative Hours	5	>10
Hours of training for active volunteers	16	>40
Number of 12-hour shifts on duty	4	>4

This incentive amount paid to each volunteer would be based on the below parameters:

- The volunteers would need to be active per the department’s definition of active as established prior to enactment of the program to qualify for the training incentive.
- Volunteers eligible for the on-duty shift incentive and/or responding to calls will be certified by NFPA and VA Department of Fire Programs standards for fire response and VA Office of EMS certified as required by compliance regulations.
- If a volunteer responds to the percentage of calls, or is on duty for the number of shifts, they are already considered active.
- Payments should be made to the department upon submission of documentation and requested amount of funds to the County liaison.
- Payments will be made to departments quarterly for disbursement to volunteers at their determined intervals.

## **AGENDA ITEM 5.c.**

First Quarter Financial Report FY23 - Natasha Brown, Director of Financial Services  
(Attachment Added)



# QUARTERLY FINANCIAL REPORT

FY2023

1<sup>ST</sup> QUARTER 09/30/2022

December 12, 2022

GENERAL FUND REVENUES		FY2023 REVENUE 9/30/2022			FY2022 Revenue 9/30/2021		
Description	Amended Budget	YTD Revenue	% of Budget		Amended Budget	YTD Revenue	% of Budget
REAL ESTATE	13,603,371	985,365	7.24%		12,958,929	621,324	4.79%
PUBLIC SERVICE CORP TAX CURRENT	422,896	-	0.00%		397,200	-	0.00%
PERSONAL PROPERTY TAXES	1,353,315	166,532	12.31%		4,919,977	75,790	1.54%
VEHICLE TAX	4,358,569	24,339	0.56%		-	-	0.00%
MACHINERY & TOOLS TAX	2,131,846	-	0.00%		2,113,235		0.00%
PENALTIES & INTEREST ON TAXES	500,000	120,626	24.13%		290,000	130,076	44.85%
LOCAL SALES TAX	1,571,468	201,885	12.85%		1,571,468	149,200	9.49%
CONSUMER'S UTILITY TAXES	260,000	71,865	27.64%		220,000	48,244	21.93%
UTILITIES GROSS RECEIPTS TAXES	45,000	10,207	22.68%		45,000	6,701	14.89%
BPOL	420,000	19,126	4.55%		420,000	22,901	5.45%
MOTOR VEHICLE LICENSES	425,000	28,359	6.67%		425,000	12,617	2.97%
BANK STOCK TAXES	120,000	-	0.00%		120,000	-	0.00%
TAXES ON RECORDATION & WILLS	250,000	110,237	44.09%		250,000	111,949	44.78%
GAMES OF SKILL	-	-	0.00%		-	3,456	0.00%
FOOD & BEVERAGE TAXES	400,000	140,346	35.09%		400,000	129,434	32.36%
INTEREST & PENALTY BPOL & MEALS TAX		3,020	0.00%		-	1,898	0.00%
ANIMAL LICENSES	5,000	1,001	20.02%		5,000	879	17.58%
LAND USE FEES	30,000	153	0.51%		30,000	2,225	7.42%
TRANSFER FEES	700	240	34.33%		700	245	34.97%
BUILDING & PLANNING REVENUES	400,200	95,403	23.84%		350,000	109,446	31.27%
COURTHOUSE FINES	94,000	31,989	34.03%		72,500	28,946	39.93%
INTEREST ON BANK DEPOSITS	50,000	17,396	34.79%		110,000	14,140	12.85%
USE OF PROPERTY	69,267	17,533	25.31%		69,370	16,979	24.48%
SHERIFF'S FEES	8,700	608	6.99%		4,500	4,716	104.81%
COMMONWEALTH'S ATTORNEY FEES	2,200	423	19.21%		1,500	286	19.05%
LOC REV AGREEMENT	5,043	342	6.78%		4,928	325	6.59%
MISCELLANEOUS	21,000	7,454	35.50%		33,400	9,472	28.36%
OPIOID SETTLEMENT	-	14,845	0.00%		-	-	0.00%
RECOVERED COSTS	43,400	40,000	92.17%		45,379	40,000	88.15%
NON CATEGORICAL AID	283,000	81,459	28.78%		331,575	81,236	24.50%
PPTRA	1,203,773	60,207	5.00%		1,204,131	60,207	5.00%
CONSTITUTIONAL OFFICERS & GENERAL R	1,638,475	228,619	13.95%		1,404,157	208,819	14.87%
OTHER CATEGORICAL AID	208,764	22,238	10.65%		76,500	20,207	26.41%
RECORDATION TAX STATE	-	-	0.00%		45,000	-	0.00%
FEDERAL AID	45,202		0.00%		65,500		0.00%
USE OF UNASSIGNED/BUDGET APPROV	221,050	221,050	100.00%		135,000	135,000	100.00%
USE OF UNASSIGNED/BY RESOLUTION	139,827	139,827	100.00%		37,006	37,006	100.00%
TRANSFER FROM ARPA	489,500	105,224	21.50%		-	-	0.00%
	<b>30,820,566</b>	<b>2,967,918</b>			<b>28,156,955</b>	<b>2,083,725</b>	

GENERAL FUND EXPENDITURES	FY2023 Expenses 9/30/2022			FY2022 Expenses 9/30/2021		
	Description	Amended Budget	YTD Expense	% of Budget	Amended Budget	YTD Expense
BOARD OF SUPERVISORS	90,068	24,646	27.36%	86,218	27,549	31.95%
COUNTY ADMINISTRATOR	723,785	177,869	24.57%	356,959	75,128	21.05%
FINANCIAL & MANAGEMENT SVCS	431,669	88,381	20.47%	526,010	159,915	30.40%
HUMAN RESOURCES/PAYROLL	189,014	48,732	25.78%	-	-	0.00%
INFORMATION TECHNOLOGY	305,771	59,287	19.39%	264,675	78,869	29.80%
LEGAL SERVICES	153,000	68,611	44.84%	212,000	7,162	3.38%
COMMISSIONER OF THE REVENUE	330,257	89,673	27.15%	235,250	64,830	27.56%
ASSESSOR	-	-	0.00%	241,442	22,930	0.00%
TREASURER	238,136	51,301	21.54%	294,809	72,423	24.57%
ELECTORAL BOARD & OFFICIALS	88,790	6,954	7.83%	85,539	6,201	7.25%
REGISTRAR	201,024	38,704	19.25%	174,705	43,680	25.00%
CIRCUIT COURT -9TH DISTRICT KW SHARE	27,340	621	2.27%	27,275	1,904	6.98%
GENERAL DISTRICT COURT	11,650	898	7.71%	10,850	1,158	10.67%
J & DR COURT	10,757	566	5.26%	10,757	2,612	24.28%
CLERK OF THE CIRCUIT COURT	336,576	81,464	24.20%	310,332	74,497	24.01%
COMMONWEALTH'S ATTORNEY	437,668	107,319	24.52%	385,667	97,916	25.39%
SHERIFF	2,788,304	569,997	20.44%	2,365,723	524,322	22.16%
EMERGENCY 911 SYSTEM	839,909	204,429	24.34%	764,093	150,125	19.65%
PUBLIC SAFETY RADIO SYSTEM	453,757	17,663	3.89%	451,756	16,611	3.68%
ANIMAL CONTROL	179,115	33,687	18.81%	163,880	33,148	20.23%
MEDICAL EXAMINER SERVICES	300	20	6.67%	300	80	26.67%
WEST POINT VOLUNTEER FIRE DEPT	341,024	103,758	30.43%	287,412	88,642	30.84%
MANGOICK VOLUNTEER FIRE DEPT	98,457	35,195	35.75%	96,160	33,074	34.39%
WALKERTON VOLUNTEER FIRE DEPT	39,320	9,830	25.00%	39,320	9,830	25.00%
MUTUAL AID PARTNERS	13,644	13,644	100.00%	12,225	12,225	100.00%
FIRE & EMS	1,698,469	443,601	26.12%	1,509,545	380,630	25.21%
REGIONAL SECURITY CENTER	1,102,184	323,068	29.31%	1,061,169	268,713	25.32%
JUVENILE DETENTION HOMES	37,623	10,284	27.33%	52,667	6,667	12.66%

CONTINUED	GENERAL FUND EXPENDITURES	FY2023 Expenses 9/30/2022			FY2022 Expenses 9/30/2021		
		Amended	YTD Expense	% of Budget	Amended	YTD Expense	% of Budget
	Description	Budget			Budget		
	J&DR DISTRICT COURT SERVICES UNIT	7,250	316	4.35%	7,110	350	4.92%
	BUILDING INSPECTIONS	203,001	54,657	26.92%	182,488	40,637	22.27%
	REFUSE COLLECTION	786,878	196,720	25.00%	671,765	219,819	32.72%
	REFUSE DISPOSAL	290,620	73,491	25.29%	286,493	41,152	14.36%
	LITTER PREVENTION	5,000	-	0.00%	5,000	373	7.46%
	GENERAL PROPERTIES	926,275	273,117	29.49%	933,520	221,319	23.71%
	THREE RIVERS HEALTH DISTRICT	158,224	39,556	25.00%	140,000	35,000	25.00%
	OTHER HEALTH	45,905	45,905	100.00%	42,293	35,559	84.08%
	COMMUNITY SERVICE BOARD	60,624	15,156	25.00%	60,624	15,156	25.00%
	RAPPAHANNOCK COMMUNITY COLLEGE	8,808	8,808	100.00%	8,808	8,808	100.00%
	ADMIN OF PARKS & RECREATION	205,019	53,653	26.17%	161,402	23,634	14.64%
	ARTS ALIVE	9,500	9,500	100.00%	9,500	9,500	100.00%
	AFID GRANT	7,766	-	0.00%	-	-	0.00%
	PAMUNKEY REGIONAL LIBRARY	574,424	143,606	25.00%	444,597	111,149	25.00%
	PLANNING	410,532	98,921	24.10%	519,509	119,288	22.96%
	MID PENINSULA REGIONAL AIRPORT	30,000	30,000	100.00%	30,000	30,000	100.00%
	MPPDC SUPPORT	23,471	24,186	103.05%	22,757	18,471	81.17%
	ECONOMIC DEVELOPMENT	56,250	1,495	2.66%	34,290	5,200	15.16%
	3 RIVERS SOIL/WATER CONS. DIST.	5,000	5,000	100.00%	5,000	5,000	100.00%
	SUPPLEMENT TO VA TECH AGENTS	41,936	361	0.86%	41,936	334	0.80%
	MISC BOS APPROVED EXP	10,000	10,000	100.00%	-	-	0.00%
	CONTINGENCY	65,000	2,250	3.46%	75,000	-	0.00%
	TOWN OF WP PORTION OF LOCAL SALES TAX	388,781	47,039	12.10%	383,649	37,124	9.68%
	TOWN OF WP AGREEMENT	172,257	-	0.00%	167,240	-	0.00%
	TRANSFER TO DSS FUND	248,967	33,527	13.47%	226,334	35,459	15.67%
	TRANS TO REGIONAL ANIMAL SHELTER	163,564	163,564	100.00%	159,474	159,474	100.00%
	TRANSFER TO SCHOOL FUND	11,164,124	3,000,000	26.87%	10,253,465	3,000,000	29.26%
	TRANSFER TO VICTIM WITNESS	6,773	6,773	100.00%	5,309	5,309	100.00%
	TRANSFER TO CSA FUND	456,938	91,035	19.92%	424,041	84,258	19.87%
	TRANSFERS - DEBT SERVICE	2,676,402	2,676,402	100.00%	2,823,980	2,823,980	100.00%
	TRANSFER TO VJCCCA FUND	18,850	18,850	100.00%	18,850	18,850	100.00%
	<b>Grand Total</b>	<b>30,395,750</b>	<b>9,734,091</b>		<b>28,171,172</b>	<b>9,366,043</b>	

# General Fund Noteworthy Items

## Revenue FY2023

Revenue trends are not yet established in the 1<sup>st</sup> Quarter of the Fiscal Year; 2<sup>nd</sup> Quarter will provide better information

- RE Tax Revenues – largest GF revenue source; 1<sup>st</sup> half not due until 12/5/2022 [9/30/22 higher than 9/30/21; \$985,365 vs. \$621,324]
- PP Tax Revenues – not due until 1/17/2023  
FY2023 established new class of Personal Property for Vehicle Tax to include automobiles, trucks, and motorcycles [9/30/22 higher than 9/30/21; \$190,871 (combined tangible PP with Vehicle) vs \$75,790]

FY23		FY22	
Personal Property	166,532	Personal Property	75,790
Vehicle	24,339		
	190,871		
Prior Year Collections		Prior Year Collections	
Tangible Personal Property	102,195	Tangible Personal Property	44,708
Vehicle	64,088	Vehicle	28,259
2022 Personal Prop	249	2021 Personal Prop	359
2022 Vehicle	24,339	2021 Vehicle	2,463
	190,871		75,790

- Sales Tax Revenues – Standard 2 months lag time for state remittance  
Received July 2022 on 9/26/22 [July 2022 higher than July 2021; \$201,885 vs \$149,200]

## Expenditures FY2023

- County’s expenditures are consistent with budgeted estimates and similar in comparison to prior years

Items of note concerning Expenditures below:

LEGAL		
Legal fees specific to ZEBULON'S GROTTTO		
	Jul-22	\$ 11,883.26
	Aug-22	\$ 12,340.00
	Sep-22	\$ 18,835.00
		\$ 43,058.26
MPPDC SUPPORT		
General Assembly Representation-longer sessions		\$ 715.00

PROJECT	FY23 BUDGET	Budget Adj	Amended	09/30/22	REMAINING
				YTD EXPENSE	
VEHICLE -UTILITIES	60,000		60,000	57,409	2,591
VEHICLE W/UPFITTING - SHERIFF	52,000		52,000	38,946	13,054
VEHICLE W/UPFITTING - ANIMAL CONT	49,000		49,000	-	49,000
VEHICLE/DSS	3,875		3,875	-	3,875
BRUSH/FR TRUCK	30,000		30,000	-	30,000
WPVFR CIP	50,000		50,000	-	50,000
MANGOICK VFR CIP	30,000		30,000	-	30,000
LIFEPACKS&LUCAS DEVICES	25,000		25,000	-	25,000
SCBA	280,000		280,000	-	280,000
KWC FIRE/EMS TURN OUT GEAR	30,000		30,000	-	30,000
RECREATION PARK EXPANSION	25,000		25,000	-	25,000
BALL PARK/BALLFIELD IMPROVEMENTS	50,000		50,000	8,763	41,237
RECREATION PLAN & INITIAL IMPROVEM	100,000		100,000	4,845	95,155
Servers, Software, and Computer Equip	25,000		25,000	1,658	23,342
New cloud based phone system	35,000		35,000	-	35,000
Cybersecurity Initiatives	20,000		20,000	20,000	-
Security cameras - Admin	5,000		5,000	-	5,000
RADIOS REPLACEMENT	230,000		230,000	-	230,000
BROADBAND	2,500,000		2,500,000	-	2,500,000
VPPSA CONVENIENCE SITE	400,000		400,000	2,748	397,252
ACCESS SECURITY FOR COURTHOUSE, ADMIN, JUVENILE BLDG., AND HISTORIC COURTHOUSE	123,261		123,261	-	123,261
EMERGENCY BACKUP BATTERIES@ COU	19,500		19,500	19,500	
WELCOME & COURTHOUSE SIGNAGE	20,000		20,000	8,874	11,126
HVAC REPLACEMENT	100,000		100,000	5,434	94,566
MCALISTER	50,000	(38,600)	11,400	-	11,400
ADMIN PARKING LOT REPAIRS/RES 22-6	-	38,600	38,600	1,800	36,800
GENERATOR@ ADMINISTRATION	46,000		46,000	-	46,000
GENERATOR@REGIONAL ANIMAL SHELTER	46,000		46,000	-	46,000
FOUNTAIN BLEU WELL&PUMP	904,000		904,000	-	904,000
WATER PROJECTS -M.U.P	8,200,000		8,200,000	-	8,200,000
360 RENO BALANCE FORWARD		31,032	31,032	-	31,032
360 RENO SIDING- FROM ROOFING		27,060	27,060	-	27,060
ROOFING PROJECTS	175,000	(27,060)	147,940	-	147,940
	<b>13,683,636</b>	<b>31,032</b>	<b>13,714,668</b>	<b>169,979</b>	<b>13,544,689</b>

## CAPITAL PROJECT SUMMARY

Prior Years Remaining Capital Fund Balance not appropriated in FY23		
PARKS & RECREATION	3,659	
IT SERVERS, SOFTWARE EQUIP	35,081	
KWC FIRE EMS	41,803	
WEST POINT VOLUNTEER FIRE & RESCUE	30,000	11/28/22 Resolution 22-99
MANGOICK VOLUNTEER FIRE & RESCUE	30,000	
ROOFING	104,156	
MCALISTER	50,000	
HISTORICAL COURTHOUSE	57,986	
INFRASTRUCTURE	738,988	
GRAVEL @ STATION 1	29,300	
	<b>\$ 1,120,973</b>	

<b>PROFFERS</b>									
305	<b>Fund Balance as of 7/1/2022</b>			<b>\$ 745,169</b>		<b>Fund Balance a of 7/1/2021</b>			<b>\$ 554,184</b>
			9/30/2022					9/30/2021	
		FY23 Budget	FY23 YTD			FY22 Budget	FY22 YTD		
018990-0001	<b>REVENUES</b>	200,000	136,419			<b>REVENUES</b>	200,000	115,795	
012100-8299	<b>EXPENSES</b>	200,000	249,164			<b>EXPENSES</b>	200,000	200,000	
	<i>Capital Expenditures</i>					<i>Capital Expenditures</i>			
	<b>Fund Balance 9/30/22</b>			<u><b>632,424.11</b></u>		<b>Fund Balance 9/30/21</b>			<u><b>469,979.05</b></u>

FY2023 utilized Proffers funds for:

Capital Budget =\$200,000 (VPPSA site \$175k & Recreation Park Expansion \$25k)

Debt Service = \$49,164 (Sheriff's office Interceptors lease payments)

*Proffers cash is collected from developers to go towards public facilities and infrastructure needs to serve the new development.*

## Utilities Summary

<b>WATER FUND</b>							
501	<b>Fund Balance as of 7/1/2022</b>			<b>\$ 1,078,747</b>		<b>Fund Balance a of 7/1/2021</b>	<b>\$ 620,134</b>
			9/30/2022			9/30/2021	
		FY23 Budget	FY23 YTD			FY21 Budget	FY22 YTD
	<b>REVENUES</b>	773,254	157,906			<b>REVENUES</b>	671,168 219,085
	<b>EXPENSES</b>	773,254	152,574			<b>EXPENSES</b>	671,168 85,856
						<i>Capital Expenditures</i>	
	<b>FUND BALANCE</b>			<u>1,084,079.21</u>			<u>753,361.78</u>
<b>SEWER FUND</b>							
502	<b>Fund Balance as of 7/1/2022</b>			<b>\$ 1,833,909</b>		<b>Fund Balance a of 7/1/2021</b>	<b>\$ 1,072,019</b>
			9/30/2022			9/30/2021	
		FY23 Budget	FY23 YTD			FY22 Budget	FY22 YTD
	<b>REVENUES</b>	400,000	96,000			<b>REVENUES</b>	400,000 92,000
	<b>EXPENSES</b>	400,000	-			<b>EXPENSES</b>	400,000 17,908
	<b>FUND BALANCE</b>			<u>1,929,909.23</u>			<u>1,146,111.09</u>

# ARPA Funding

ARPA					9/30/2022					
FUND 215	FY21	FY22	FY22	FY23	FY23	FY24	FY25			
Initiative/Category	SPENT	BUDGET	SPENT	BUDGET	SPENT	BUDGET	BUDGET	TOTAL BUDGET	Expended 9/30/2022	REMAINING
Nano Shield		18,000	9,675	18,000	9,020	18,000	-	54,000	18,695	35,305
PPE	1,595	3,819	3,306	14,873	78	14,873	2,500	37,660	4,979	32,682
COVID staff time off-all county FTE	4,851	20,000	9,320	10,000	4,390	5,000	5,000	44,851	18,561	26,290
ZOOM		409		900	177			1,309	177	1,132
General Registrar Cybersecurt		11,500		11,500				23,000	-	23,000
Parks&Recreation Speaker/Projection system		10,000	6,299					10,000	6,299	3,701
Staffing FIRE/EMS	13,644	461,433	238,363	478,000	105,224			953,076	357,230	595,846
COMP BOARD - BONUS		19,377	19,377					19,377	19,377	-
Build out of Magistrate space/holding		2,500						2,500	-	2,500
(2) prisoner transport vehicles		110,000	98,959		11,754			110,000	110,712	(712)
Courthouse Wing -Audio&Training Tables		36,000	16,210					36,000	16,210	19,790
Information Technology		15,963	13,275		1,915			15,963	15,190	773
Community Pet Food Pantry		500	788	500	286	500		1,500	1,074	426
Community Eviction support		834		834		923		2,590	-	2,590
RAS FTE position				16,567				16,567	-	16,567
Jurors	2,404							2,404	2,404	-
Broadband		1,000,000		1,000,000				2,000,000	-	2,000,000
										-
<b>Total Budget</b>	<b>22,494</b>	<b>1,710,334</b>		<b>1,551,174</b>		<b>39,296</b>	<b>7,500</b>	3,330,798	570,908	2,759,890
<b>Total Spent</b>	<b>22,494</b>		<b>415,571</b>		<b>132,844</b>					

- ARPA Initial reporting due April 30, 2022 was submitted 4/25/22
- First half of funding was received 6/24/21; Second half received 6/27/22
- ARPA budget period = March 3, 2021 – December 31, 2024

## Social Services

	<b>FY23 BUDGET</b>	<b>9/30/2022</b>		<b>FY22 BUDGET</b>	<b>9/30/2021</b>
<b>REVENUES</b>		YTD			YTD
STATE	325,255	40,318		376,830	51,760
FEDERAL	608,624	76,864		725,565	91,203
LOCAL	248,967	33,527		226,334	35,459
MISC	-			2,000	
COVID	26,328			-	
	<b>1,209,174</b>	<b>150,709</b>		<b>1,330,729</b>	<b>178,422</b>
<b>EXPENSES</b>	<b>1,209,174</b>	<b>214,620</b>		<b>1,330,729</b>	<b>258,545</b>

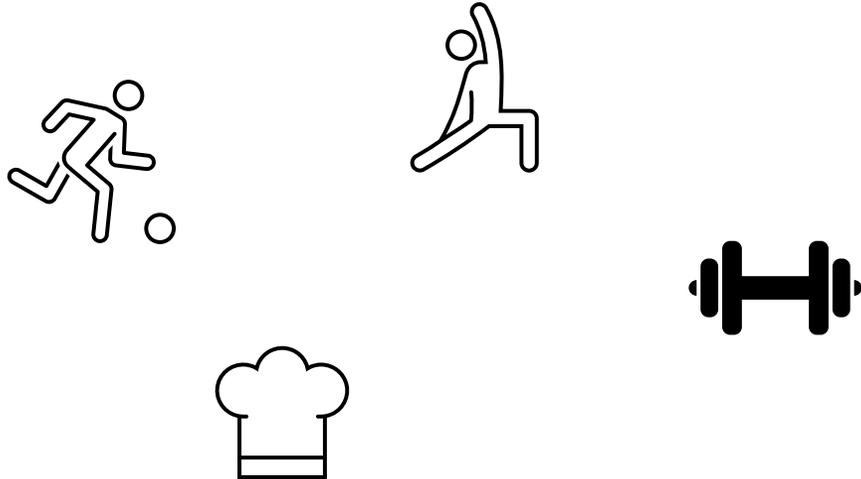
Regional Animal Shelter					
		Budget	9/30/2022	Budget	9/30/2021
		<u>FY23</u>	<u>YTD</u>	<u>FY22</u>	<u>YTD</u>
<b>Revenues:</b>					
	Charges for Services	\$ 6,500.00	\$ 1,890.00	\$ 7,000.00	\$ 1,565.00
	Restricted Revenue	\$ 39,600.00	\$ 14,842.32	\$ 38,300.00	\$ 7,970.10
	King and Queen Share	\$ 163,564.24	\$ 11,386.15	\$ 159,474.00	\$ 11,147.07
	Restitution	\$ 2,000.00	\$ 105.00	\$ 2,000.00	\$ 2,581.88
	Revenue from the Commonwealth	\$ 600.00	\$ -	\$ 600.00	\$ -
	General Fund Transfer-KWC 1/2	\$ 163,564.24	\$ 163,564.00	\$ 159,474.00	\$ 159,474.00
	Total Revenues	<u>\$ 375,828.48</u>	<u>\$ 191,787.47</u>	<u>\$ 366,848.00</u>	<u>\$ 182,738.05</u>
<b>Expenditures:</b>					
	Salaries and Fringe Benefits	\$ 251,644.87	\$ 61,429.50	\$ 253,316.00	\$ 62,046.23
	Operating	\$ 84,583.60	\$ 34,243.39	\$ 75,232.00	\$ 22,952.12
	Restricted Expenses	\$ 39,600.00	\$ 2,653.44	\$ 38,300.00	\$ 5,069.55
	Total Expenditures	<u>\$ 375,828.47</u>	<u>\$ 98,326.33</u>	<u>\$ 366,848.00</u>	<u>\$ 90,067.90</u>

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# *Looking Ahead*

- FY2023 “Budget to Actual” monitoring will continue
- FY2022 (July 2021 thru June 2022) bank reconciliations are on target to be completed by County Finance Department January 1, 2023 –  
Bank reconciliation completion was moved from Treasurer’s office to County Finance 7/1/2022
- FY2022 Audit field work has been scheduled for week of January 23, 2023

# Parks & Recreations Programs



Parks & Recreation Program Fund 503					
*not General Fund Expenditures or Revenues					
	Budget	9/30/2022	Budget	9/30/2022	
	FY23	YTD	FY23	YTD	
	Revenue	Revenue	Expense	Expense	
<u>PROGRAM PT SALARIES</u>					
			25,770	6,826	
<u>YOUTH SPORTS</u>					
BLASTBALL	1,050	-	400	137	
BASKETBALL	18,150	3,563	18,344	77	
SOCCER	10,500	9,867	4,777	5,763	
	29,700	13,430	23,521	5,977	
<u>INSTRUCTIONAL</u>					
DOG TRAINING	800		1,140		
YOUTH ART	600		676		
KW FLORIST	1,300		1,126		
MUSIC	500		512		
COOKING	680	1,348	696	1,348	
CPR	3,000	400	5,328	395	
WREATH MAKING	2,080		1,828		
	8,960	1,748	11,306	1,743	
<u>SENIOR PROGRAM</u>					
Wii BOWLING	-		3,530	321	
MAHJONG	-		200		
BINGO	-		2,445	315	
PICKLEBALL	-		750	33	
	-	-	6,925	669	
<u>EXERCISE CLASSES</u>					
YOGA	4,000		5,446	1,490	
BEEFIT	20,200	7,484	20,698	3,698	
FITNESS	1,440	2,046	2,690	235	
	25,640	9,530	28,834	5,423	
<u>YOUTH PROGRAMS</u>					
SUMMER SNEAKERS	60,000	34,307	58,686	21,388	
AFTERSCHOOL	129,275	37,154	79,060	7,991	
PARENTS NITE OUT	1,800		788		
POKEMON CLUB	1,000		100		
	192,075	71,461	138,634	29,379	
<u>SPECIAL EVENTS</u>					
MOVIES IN THE PARK	700		4,288	487	
MUSIC IN THE PARK	700		5,288		
REINDEER RUN	2,000		2,965		
	3,400	-	12,541	487	
<u>MISC PROGRAM</u>					
	-	10	12,244	223	
<b>TOTAL</b>	<b>259,775</b>	<b>96,179</b>	<b>259,775</b>	<b>50,727</b>	

## **AGENDA ITEM 5.d.**

Town of West Point Dispatch Agreement - Natasha Brown, Director of Financial Services (Additional Attachment)



Natasha L. Brown  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

## MEMORANDUM

**DATE:** December 12, 2022  
**TO:** Board of Supervisors  
**FROM:** Natasha L. Brown, Director of Financial Services  
**SUBJECT:** Dispatch Agreement between Town of West Point and King William County

### Summary

On June 25<sup>th</sup>, 2012, the King William County Board of Supervisors passed Ordinance #12-04 to approve a contract for consolidated Dispatch Services By and Between King William County, The Sheriff of King William County, and The Town of West Point, Virginia. The annual fee associated with the agreement was \$40,000.

On May 22<sup>nd</sup>, 2017, the King William County Board of Supervisors passed Ordinance #04-17 to approve extension of the 2012 agreement for the same annual fee of \$40,000.

Staff requests a motion from the Board of Supervisors to submit to the Town of West Point a new agreement for Dispatch Services that would include an annual fee adjustment based on a price index increase each year. This is the same price index increase verbiage that is in the current agreement between Town and County that acknowledges certain non-school expenditures by the Town reduce, to some extent, the cost of governmental services provided by the County.

**\*DRAFT\***

## **CONTRACT FOR CONSOLIDATED DISPATCH SERVICES**

This Contract is entered into this **1st day of July, 2023**, by and between the Board of Supervisors of King William County, Virginia; the Sheriff of King William County; and the Town Council of the Town of West Point for services identified herein, on the following terms and conditions.

I. Definitions:

“County” shall mean the Board of Supervisors of King William County, Virginia.

“Dispatch Services” shall mean the communication of requests for:

- i) volunteer fire and emergency medical services, town police services, sheriff’s services, and related service requests, to include notification of and maintaining communications with dispatched units via electronic means; and
- ii) after hours utilities-related emergency calls for King William County and the Town of West Point.

“Sheriff” shall mean the Sheriff of King William County, Virginia.

“Town” shall mean the Town of West Point, Virginia.

II. Authority and Purpose:

This Contract is authorized by Virginia Code § 15.2-1300. Its purpose is to provide more efficient and cost effective dispatch services by combining operations to the extent feasible.

III. Contract Period; Termination:

This contract shall begin on **July 1, 2023** and shall continue from year to year. The Contract may be terminated on July 1<sup>st</sup> of any year by any party to this Contract provided that notice of intent to terminate is provided to all other parties no later than January 1<sup>st</sup> of that same year. Upon termination, the County will be responsible for providing Dispatch Services to the West Point Fire and Rescue, as it would other fire and rescue departments located within King William County, the Town will be responsible for providing Dispatch Services for its Police and Public Utilities Departments, and each party will be responsible for its separate maintenance or disposition of its own property related to such services. No jointly owned property is anticipated by this Contract.

IV. Contract Terms:

- A. The Sheriff and the County hereby agree to provide the following:

1. Dispatch Service for the Town for West Point Volunteer Fire and Rescue, West Point Police, and after-hours emergency calls for County and Town Public Utilities.
2. Dispatch Services shall be provided twenty-four hours a day, three hundred and sixty-five days per year.
3. Dispatch Services shall be provided uniformly for the benefit of the residents of the Town and the County. The level of service shall, at a minimum, always be consistent with that currently provided by the County and the Sheriff. Dispatch Services shall be provided to citizens of the Town and the County in an equal manner.
4. Emergency Notification System access for Town use. The current County Emergency Notification System is Code Red (Internet-based) and the Town may use the Emergency Notification System for emergency, or general, communication purposes.
5. Importing periodic updates of Town E-911 database information to County's Emergency Communication system following initial conversion and importing of Town's database. The County shall be responsible for converting all digital files provided by the Town to the County, to a format that is compatible with the County's Emergency Communications System.

B. The Town hereby agrees to provide the following:

1. The **initial annual** sum of **\$43,400** annually to the County ~~while this Contract shall be in effect,~~ for the cost of operating expenses related to the provision of dispatch **and radio** services to the Town of West Point. ~~However, pursuant to HB 455/SB 495, any Public Safety Answering Point Grant funds received by the County that would have been payable by the state to the Town, shall be credited toward the \$40,000 annual sum to be paid by the Town to the County, up to a maximum of \$20,000. Up to one-half of the \$40,000 to be paid by the Town may come from state funds provided through the Public Safety Answering Point Grant. The balance of any Public Safety Answering Point Grant funds received by the Town in excess of \$20,000 shall be forwarded by the Town to the County or otherwise be made payable to the County and shall be considered County funds in addition to the \$40,000 annual payment from the Town to the County.~~

**In addition, this amount shall be adjusted annually beginning on July 1, 2024. The Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; All items, not seasonably adjusted; 1982-1984=100 reference base shall be the index used. The adjustment shall be based on the annual index reported for the most recent past month of December published in mid-January of the year in which the adjustment is made. Adjustments may be either increases or decreases to reflect upward or downward changes in the index.**

~~2. The cost of switching the phone lines over for the 911 system and for the cost of a temporary telephone line(s) to the King William Sheriff's Office until such time as the new radio system is in place.~~

3. An E-911 database of Town in a digital format, suitable for import to the County's Geographic Information System(s) and Emergency Communications System(s).

4. Periodic address assignments and related database information for structures and other areas of the Town with assigned addresses. Such information shall be provided in a digital format suitable for import to the County's Geographic Information system(s).

C. Method/Terms of Financing and Budget:

Payments called for under Section IV of this Contract shall be paid **annually by September 30<sup>th</sup>** ~~monthly on the first of each month at the rate of one twelfth of the annual amount due~~ or in any other manner acceptable to both parties and agreed to in writing. The County and Town shall maintain separate budgets for their share of the costs of dispatch services.

D. Radios:

1. County/Sheriff communications policies and procedures will be followed for Dispatch Services.

2. The Town shall ensure that its subscriber radios are compatible with the County's radio system.

3. The County shall notify the Town as soon as practical of any significant changes in the system due to regulation changes, system enhancements, or interoperability capabilities.

E. Mobile Data Computers:

1. Each jurisdiction is responsible for the purchase and maintenance of the mobile data computers for their apparatus.

2. All equipment purchased must be compatible with the County's system(s).

3. The County is responsible for network availability and maintenance.

F. Administration:

1. All dispatch services shall be operated by the Sheriff unless future responsibilities are rearranged between the County and the Sheriff.

2. The Sheriff agrees to establish a working group composed of representatives of the participating jurisdictions and others being served and convene a meeting within 45 days of the start of this Contract and thereafter quarterly, if needed, to discuss the implementation and operational maintenance of policies, procedures, and protocols. Where a policy, procedure, or protocol is unclear to the working group, the group shall convey its concerns to the Sheriff.
3. The Town Police Department shall follow all VCIN/NCIC rules, regulations, and procedures, as interpreted and determined by the Sheriff.
4. The County and the Town will maintain similar content on their respective website(s) regarding the operation of Dispatch Services, emergency notification services, and other services related to this Contract.
5. The County and the Town shall maintain separate Geographic Information Systems, but may share data, equipment and services as mutually agreed upon for the purposes of this Contract, and for related purposes as deemed appropriate by the parties.
6. The Town and the County maintain separate insurance policies appropriate for their respective assets and operating practices and shall maintain such insurance policies in the same types and amounts equal to or exceeding current levels. The County and the Town may cooperate in obtaining insurance to cover such assets and operating practices as may be deemed beneficial to the parties, and as permitted by the Code of Virginia.

G. Modifications or Changes to the Contract:

All modifications and changes to this Contract shall be in writing and agreed to by both parties. Any increases in charges, or additional costs that may arise must be agreed to in writing by all parties, and no such increase shall take effect sooner than one hundred and twenty days **after** ~~prior to~~ the written agreement setting forth the amount of the increase.

H. Miscellaneous:

Should any part of this contract be deemed invalid or unenforceable, the remaining provisions of the contract shall continue in full force and effect.

BOARD OF SUPERVISORS OF  
KING WILLIAM COUNTY, VIRGINIA

TOWN COUNCIL OF  
TOWN OF WEST POINT, VIRGINIA

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Town Manager

SHERIFF OF KING WILLIAM COUNTY

\_\_\_\_\_  
Sheriff

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
County Attorney

\_\_\_\_\_  
Town Attorney

DRAFT



County of King William, Virginia

TOWN OF WEST POINT AND KING WILLIAM COUNTY AGREEMENT

6/1/19 - 6/30/28

AGREEMENT RECOGNIZED THAT THE TOWN PROVIDES A NUMBER OF LOCAL GOVERNMENT SERVICES THAT TO SOME DEGREE MAY REDUCE OR ELIMINATE THE NEED FOR THE COUNTY TO PROVIDE SUCH SERVICES TO CITIZENS RESIDING WITHIN THE TOWN AS WELL AS TO SOME COUNTY RESIDENTS WHO DO NOT RESIDE IN THE TOWN. SUCH SERVICES INCLUDE, BUT ARE NOT LIMITED TO, LAW ENFORCEMENT, BUILDING REGULATION, PLANNING, ZONING REGULATION, ENVIRONMENTAL SERVICES, AND RECREATION

THE AGREED AMOUNT SHALL BE ADJUSTED ANNUALLY BEGINNING 7/1/2019. THE CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U); U.S. CITY AVERAGE; ALL ITEMS;; NOT SEASONABLY ADJUSTED; 1982-1984=100 REFERENCE BASE SHALL BE THE INDEX USED

	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	F21	F22	F23
DUE								\$ 155,310.00	\$ 158,105.58	\$ 159,686.64	\$ 168,309.71	\$ 182,616.04
CPI-U									1.80%	1%	5.40%	8.50%
JULY INCREASE									2,795.58	1,581.06	8,623.08	14,306.33
15-Dec								\$ 77,655.00	\$ 79,052.79	\$ 79,843.32	\$ 84,154.86	\$ 91,308.02
15-Jun								\$ 77,655.00	\$ 79,052.79	\$ 79,843.32	\$ 84,154.86	\$ 91,308.02
								<u>\$ 155,310.00</u>	<u>\$ 158,105.58</u>	<u>\$ 159,686.64</u>	<u>\$ 168,309.71</u>	<u>\$ 182,616.04</u>

**DISPATCH AGREEMENT**

CPI-U	JULY INCREASE	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	F21	F22	F23
			1.4%	2%	2%	0.2%	0.8%	1.7%	2.9%	1.80%	1%	5.40%	8.50%
			560	811.20	827.42	84.40	338.26	724.56	1,257.03	802.85	454.06	2,476.43	4,108.58
		40,000.00	40,560.00	41,371.20	42,198.62	42,283.02	42,621.29	43,345.85	44,602.88	45,405.73	45,859.79	48,336.21	52,444.79
													3,400.00
													<b>43,400.00</b>

Increase Based on Original Agreement Fee

## **AGENDA ITEM 5.e.**

West Point Library Discussion - John B. Edwards, Jr., Town Manager

## **AGENDA ITEM 5.f.**

Transfer Station Update - Steve Hudgins, Deputy County Administrator



King William County  
Est. 1702

Board of Supervisors

Deputy County Administrator

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

DATE: December 12, 2022  
TO: King William County Board of Supervisors  
FROM: Steve Hudgins, Deputy County Administrator  
SUBJECT: Virginia Peninsulas Public Service Authority (VPPSA) High School Transfer Site Expansion Update

### **REQUEST FOR ACTION**

For informational purposes only.

### **SUMMARY**

Initial site plan/construction drawings for the expansion of the High School transfer site were submitted to King William County by the engineers at Centennial Contractors on October 27, 2022. At the same time, the plans were submitted to the site contractors to price and revise the original rough order of magnitude (ROM) estimate for construction.

Plans have been reviewed with no major design issues; however, cost estimates have gone up.

The original construction estimate was \$370k-\$395k, the revised cost per design plans is now at \$540k-\$575k. The increase is being driven in a large part to an increased amount of fill material needed compared to the original estimate. The designers are exploring any potential value engineering changes, and staff is exploring sourcing the fill locally.

### **BACKGROUND**

At its August 22, 2022 work session, the King William County Board of Supervisors approved a job order contract with Gordian for the design of an expansion of the VPPSA transfer site adjacent to King William High School. The construction portion of the project was also presented, but approval was not requested at that time.

### **ATTACHMENTS**

High School Transfer Site Expansion Drawing



## **AGENDA ITEM 5.g.**

Removing the Designation or Appointment of the County Administrator as Clerk for the Board and Creating, Designating, and Appointing the Position of Clerk of the Board of Supervisors - Percy C. Ashcraft, County Administrator

**RESOLUTION 22-XX**

**REMOVING THE DESIGNATION OR APPOINTMENT OF THE COUNTY ADMINISTRATOR  
AS CLERK FOR THE BOARD AND CREATING, DESIGNATING, AND APPOINTING THE  
POSITION OF CLERK OF THE BOARD OF SUPERVISORS**

**WHEREAS** the Code of Virginia § 15.2-1536 requires every locality to appoint or designate a clerk for the governing body; and

**WHEREAS** the Code of Virginia § 15.2-1538 states the governing body of every locality in the Commonwealth shall appoint a qualified person, who shall not be a member of the governing body, to record the official actions of such governing body and that the person so appointed shall be called clerk for the board of supervisors; and

**WHEREAS** the Board of Supervisors of King William County, Virginia (the "Board") and create the position of Clerk of the Board of Supervisors ("Clerk") to perform the duties of clerk wishes to remove any prior designation or appointment of the County Administrator as clerk for the Board; and

**WHEREAS** the Board desires to delegate the administration of all personnel matters related to the Clerk position to the County Administrator; and

**WHEREAS** the Board desires to designate and appoint the created position of Clerk as the clerk for the Board.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of King William County, Virginia (the "Board") hereby creates the position of "Clerk of the Board of Supervisors" to perform the duties of clerk as outlined in Section 15.2-1539 of the Code of Virginia, as amended, and any duties as described in the position to be hired by the County Administrator as delegated herein.

*Proposed for Adoption by King William County Board of Supervisors  
December 19, 2022 Regular Meeting*

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24 **BE IT FURTHER RESOLVED** that, in accordance with the King William County Personnel  
25 Policy, the Board delegates and assigns the administration of all personnel matters for the  
26 position of Clerk of the Board of Supervisors to the County Administrator.

27 **BE IT FURTHER RESOLVED** that the Board hereby removes and rescinds any prior  
28 designation or appointment of the County Administrator as clerk for the Board.

29 **BE IT FURTHER RESOLVED** that the Board designates the created position of Clerk of the  
30 Board of Supervisors as the clerk for the Board and hereby makes a standing appointment  
31 of the qualified person hired for such position by the County Administrator as the clerk for  
32 the Board.

33 **BE IT FURTHER RESOLVED** that in the event the position of Clerk of the Board of  
34 Supervisors is unfilled, or the person filling the position is temporarily unable to perform  
35 their duties, the Board may appoint a qualified person as interim clerk for the Board.

36 **BE IT FINALLY RESOLVED** this Resolution shall take effect immediately.

37 **DONE** this the 19th day of December, 2022.

## **AGENDA ITEM 5.h.**

**Resolution 22-97** - Adopt Revisions to Rappahannock Regional Criminal Justice Training Academy Charter - Jeff Walton, Sheriff (Updated Attachment)

**RESOLUTION 22-97**

**AMENDMENT TO THE CHARTER AGREEMENT OF THE RAPPAHANNOCK REGIONAL  
CRIMINAL JUSTICE TRAINING ACADEMY**

**WHEREAS** King William County is a Charter member of the Rappahannock Regional Criminal Justice Training Academy; and

**WHEREAS** the original Academy Charter and By-laws designate only the Charter members as having a financial interest in the academy and the authority to approve and/or adjust the academy budget and requires that three-fourths of the members of the Executive Board be Charter members; and

**WHEREAS** the Executive Board convened a Charter Committee to examine the current Academy Charter and By-laws and to propose changes allowing for full equity of all its members; and

**WHEREAS** the Charter Committee found no evidence that Charter members have ever assumed a higher burden of dues payment or separately funded any capital project or debt service and all members have consistently paid the same level of dues payments across the history of the academy; and

**WHEREAS** the Charter Committee made and approved several revisions to the Charter and By-laws on August 24, 2022; and

**WHEREAS** the Training Academy Board approved the changes made at their December 6, 2022 meeting;

**WHEREAS**, in accordance with the Code of Virginia 15.2-1747 - Creation of Academies, the Charter must be approved by each member locality's governing body in the form of a Resolution or Ordinance;

**NOW, THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors does hereby approve that the Charter Agreement for the Rappahannock Regional Criminal Justice Training Academy shall be amended, revised, and updated by the adoption of the changes reflected in the document entitled, "CHARTER AGREEMENT FOR THE RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY, (EFF. 01/01/2023, AMENDED 08/24/2022)" attached hereto and incorporated herein which shall become effective on January 1, 2023.

**DONE** this 12th day of December, 2022.

CHARTER AGREEMENT  
FOR THE  
RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY  
(EFF. 01/01/2023, AMENDED 08/24/2022)

Section 1. Creation

On July 13, 1978 the participating Counties, Cities and Towns created the Rappahannock Regional Criminal Justice Training Academy (hereinafter called the "Academy") which shall exist under and be subject to the terms and conditions of this charter, which shall be deemed to constitute the agreement required by Section 15.2-1747 Code of Virginia, 1950, as amended, for the joint exercise of powers of participating political subdivisions.

Section 2. Principal Office

The principal office of the Academy is located in Spotsylvania County, Virginia. The principal office may be changed at such times and under such conditions as the Board may determine.

Section 3. Purpose

The purpose of the Academy is to furnish the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advanced training programs.

Section 4. Duration

- A. The Academy and this charter shall exist in perpetuity, subject, however, to the dissolution at any time, by unanimous agreement of the governing bodies of the academy.
- B. An individual agency may withdraw from the under the following statutory guidelines:
  - Withdrawal: Pursuant to Virginia Code 15.2-1747, an agency seeking to withdraw membership from RRCJA must signify its desire by resolution or ordinance issued from the agency's governing body and submitted to the Board of Directors. Withdrawals are only considered in October, once every five (5) years, commencing in October, 2001, and will not be considered at any other time, unless agreed to unanimously. Approval for the withdrawal requires a favorable vote of two-thirds of the Board of Directors of the academy. Withdrawals agreed to by the Board will be effective on June 30 of the following year, unless stipulated as otherwise by the Board. In addition to fulfilling any financial obligations for the current fiscal year, agencies granted withdrawal will be required to satisfy any outstanding debt service as outlined in the current fiscal budget, unless otherwise stipulated by the Board.

Section 5. Board of Directors

There is hereby created the Academy Board of Directors (hereinafter called the "Board") which shall be comprised of the Chief of Police, Sheriff, Superintendent or Director from each of the member agencies.

- A. Organization - - The Board shall conduct an annual meeting on a date selected by the Chairperson. Board officers and Executive Committee members shall be elected at this annual meeting in accordance with the Academy by-laws. Members shall serve a two-year term and may be re-elected at the expiration of the term. The secretary need not be a member of the Board. The Board shall fix such other meeting times as it deems necessary. Written minutes shall be recorded for all board and committee meetings.

B. Powers of the Board - - The Board shall have the following powers and duties:

1. To develop and approve the Academy curriculum in cooperation with and subject to review by the Virginia Department of Criminal Justice Services, and the academy policy.
2. To oversee and be responsible for the operation of the Academy, giving due consideration to the needs of the participating jurisdictions for recruit and in-service training and to the maximum benefits of instruction available, in fixing length and frequency of training, and in accordance with demand fixing the operational and staffing levels of the Academy, with which it shall have the power to expend funds appropriated to it.
3. To appoint a Director of the Academy, fix compensation and prescribe powers and responsibilities.
4. To contract with participating jurisdictions for necessary administrative and maintenance services.
5. To provide for the admission of trainees not employed by a participating jurisdiction and to fix necessary fees.
6. To create such standing committees as are deemed necessary to assist in developing plans for regional training programs and projects for criminal justice agencies and for proper administration and operation of the Academy.

Section 6. Financing and Budget

The Board shall designate the Chief Financial Officer of one of the participating jurisdictions to act as its fiscal agent. The Board shall provide for the manner in which and by whom disbursements may be authorized provided that it shall ensure that the disbursement authorization system of the fiscal agent is employed.

A. Capital Assets and Expenditures

1. Real Estate - - The Board may own or lease necessary real property, or may contract for its location needs. In the event an Academy location is furnished by a participating jurisdiction; the Board shall determine the method by which payment and/or credit for the furnishing of the physical facilities shall be given.
2. Equipment - - The Board shall, from time to time as it deems necessary, approve a schedule of equipment requirements, provided, however, that one or more participants may purchase the interests of one or more of the other participants in the property.
3. Debt Service – The Board, by super-majority vote (2/3), may enter into debt service to secure real property or equipment necessary to meet the needs and requirements of the academy. Each agency shall be responsible for its share of the debt service as outlined in the initial debt approval and subsequent budget reviews.

B. Operating Expenses

1. The Executive Committee shall be responsible for preparation of an annual operating budget, and shall submit its approved proposal to the Board not later than December 15<sup>th</sup> preceding the next fiscal year. Upon the receipt of the proposed budget, the Board may make adjustments as approved by a majority of the Board members.

2. The operating budget and debt service appropriations shall be determined by the number of sworn personnel and that cost shall be established by the Board. Payments of the operational and debt appropriation to the academy shall be made at such intervals as the Board may provide.

#### Section 7. Termination

Termination of this cooperative endeavor shall occur only as provided for in Section 3. In the event this charter is terminated, payment and/or credit for the furnishing and use of real property owned by a member shall be adjusted ratable to the date of termination. All property shall be scheduled and valued by or at the direction of the Board and distributed in kind to the members as nearly as is feasible in the same proportion as each member contributed to acquiring it; provided, however, that one or more members may purchase the interests of one or more of the other members in the property.

#### Section 8. Amendments

The Executive Committee may recommend minor amendments to this Charter to keep the academy in compliance with any state or federal law or regulation change. Such amendments shall become effective upon approval by two-thirds of the Board Members.

The board may recommend amendments to this Charter. Such amendments shall become effective upon approval by two-thirds of the Board Members, and by Resolution duly adopted by their respective governing bodies.

FORM OF RESOLUTION FOR ADOPTING 2022 CHARTER AMENDMENTS

Amendment to the Charter Agreement of the Rappahannock Regional Criminal Justice Training Academy:

**RESOLVED** that the Charter Agreement for the Rappahannock Regional Criminal Justice Training Academy shall be amended, revised and updated by the adoption of the changes reflected in the document entitled, "CHARTER AGREEMENT FOR THE RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY, (AS AMENDED 2022)" attached hereto and incorporated herein.

The foregoing Resolution was duly adopted by the governing body of the County/City/Town of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
County/City/Town Executive

\_\_\_\_\_  
Governing Body Chairperson

## **AGENDA ITEM 5.i.**

Civic Clerk Board Portal Demonstration - Christine H. Branch, Deputy Clerk