

**APPROVED MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
BUDGET WORK SESSION MEETING OF FEBRUARY 22, 2022**

A budget work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 22nd day of February 2022, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

**Agenda Item 1. CALL TO ORDER**

Chairman Moren called the meeting to order.

**Agenda Item 2. ROLL CALL**

The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 3. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA**

Supervisor Moskalski moved for the adoption of the amended agenda for this meeting as presented; motion was seconded by Supervisor Garber. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 4. BUDGET WORK SESSION MATTERS**

County Administrator, Percy Ashcraft, introduced the meeting and explained the format of the meeting. The Director of Financial Services, Natasha Joranlien, will give an overview of each item. Representatives are present in person and via Zoom to answer any questions. The budgets presented are not recommendations from the County Administrator.

**4.a. Middle Peninsula Northern Neck Community Services Board Budget Presentation – Linda Hodges, Executive Director**

Ms. Hodges thanked the County for their Board representative, Mr. Matthew Kite.

Ms. Hodges said they are requesting an increase of \$3.73 to \$3.91 per person. Vice Chair Hodges asked what the total is. Ms. Hodges said it was \$60,000 last year and is based on the census. It's an approximately 5% increase which means this year's request is roughly \$69,637. Ms. Hodges said they probably would not meet the 10% match required by the state through their budget request but would have to go to in-kind donations to get to the required amount. She said there has been a 30% increase in psychiatric services and 40% increase in mental health services. The increase to the minimum wage also affected the increase in the budget request. They also had to train all staff in critical incident response. Their involvement with the Marcus Bill so far has included planning meetings to develop protocols. She said it is a major undertaking.

Ms. Hodges said the MPNN-CSB updated their mission statement, "Promoting Well-Being ... One Individual, One Family, One Community at a Time."

There were no questions from the Board.

#### **4.b. Bay Aging & Bay Transit Budget Presentation – Tinsley Goad, CFO and Ken Pollock, Transit Director**

Mr. Goad said Bay Aging is asking for level funding for FY23 and Bay Transit is asking for a 3% increase for a total of \$28,298 each from King William County, King & Queen County, and the Town of West Point. Bay Aging launched a new program to support caregivers with funds provided by the Bay Aging Foundation.

Mr. Pollock said Bay Transit has been operating in King William County since October, 2001. They are experiencing driver shortages, wage increases, and fuel cost increases. Ride levels have returned to almost pre-COVID rates. During COVID, they had suspended fares but those will begin again in April. They provide free masks and hand sanitizer on the buses and have installed plexiglass barriers between the rows of seats. They undertook a marketing campaign to make the public aware of the safety measures they instituted.

Mr. Pollock said there is a program called New Freedom Rides which will take citizens outside of their service area. This is funded by a federal grant.

Vice Chair Hodges asked the fare rate. Mr. Pollock said it is \$2 each way within the service area and the bus picks people up at their door. The fare for the bus which circulates within West Point only is \$0.50 and has fixed stops.

Vice Chair Hodges asked if the increase they are seeking includes West Point. Mr. Pollock said yes, they are requesting the increase from each locality.

Vice Chair Hodges said he has heard complaints that there are only 1 or 2 people on the bus all through the County. Mr. Pollock said that is a challenge they face with rural transportation. If someone needs a ride and there are no conflicting schedules, they will pick them up.

Vice Chair Hodges asked if they could use cheaper vehicles than a bus. Mr. Pollock said they are looking at smaller Ford Transit buses and have ordered some. They are waiting for them to arrive.

They've begun an Uber-like, micro transit pilot program in Gloucester. He said this sort of program may not work in King William due to the size of the County. The pilot program includes a smartphone app and there is about 1.5 years left in the trial period.

Chairman Moren asked if the new app would give people the ability to see where trips are already planned. Mr. Pollock said yes. Right now, the app only works in the Gloucester pilot program area.

Chairman Moren asked about the new Bay Aging program. Mr. Goad said they are able to offer telephonic support for caregivers through the Benjamin Rose Institute. The program is mainly for caregivers of people with dementia. Bay Aging pays the caregiver's costs, \$350, for a 30-60 day counseling program to help them with their own challenges they face as caregivers. This is funded through a separate source and not through the requested amount from the County.

Vice Chair Hodges asked if other services were available through other sources. Mr. Goad said not at this time, only through the Benjamin Rose Institute.

Vice Chair Hodges asked if the budget request has been presented to other counties yet. Mr. Goad said yes, in writing. The County is the third in-person presentation they have given so far.

#### **4.c. Bay Consortium Workforce Development Board (Virginia Career Works) - Jackie Davis, Executive Director**

Ms. Davis said the Bay Consortium covers sixteen jurisdictions and gave an overview of services offered.

Supervisor Garber asked if they have reached out to Nestle Purina. Ms. Davis said yes.

Supervisor Moskalski asked how they arrived at the per capita amount being requested. Ms. Davis said it includes the cost of one staff person's wages, benefits, travel, technology needs, etc. and uses census population figures.

Vice Chair Hodges said they cover a broad area. Ms. Hodges said she is currently the only staff person. They are hoping to add a second person who could focus on partner coordination.

Chairman Moren asked Mr. Ashcraft to publish the County's official population. Mr. Hudgins, Deputy County Administrator, said it is 17,810 per the latest census. Ms. Davis said she believes she used older census figures however she would not be updating her request to ask for more.

#### **4.d. Legal Aid Works - Ann H. Kloeckner, Executive Director**

Ms. Kloeckner was unable to be present.

#### **4.e. Comp Board Contributions Overview - Nita McInteer, Human Resources Manager**

Ms. McInteer presented the figures requested from the State Compensation Board by the Circuit Court Clerk, Sheriff, E911, Commissioner of the Revenue, Commonwealth's Attorney, and

Treasurer's office. She said the General Assembly appropriates the money but will not give a breakdown of what they're covering until May.

Supervisor Garber asked if the state is offering a 5% increase for Constitutional Officers. Ms. McInteer said she's not sure what they've decided yet. She has seen some discussion of a \$1,000 bonus.

Vice Chair Hodges asked who comes up with the request. Ms. McInteer said the Constitutional Officers enter their requests directly through the Comp Board system. She said the Commissioner of the Revenue receives a higher reimbursement for deputies than does the Treasurer's office.

Chairman Moren asked historically, how much do we get vs. what we ask for. Ms. McInteer said normally, the Constitutional Officers put in how much they think they will get. This year, they put in how much they want so it is difficult to tell.

Ms. Joranlien, Director of Financial Services, gave an overview of the budget requests made by the Constitutional Officers. She said she is trying to keep up better with the revenues actually received from the Comp Board. A 1.5% Cost of Living Adjustment (COLA) plus 2.5% merit increase has been requested. The Clerk of the Circuit Court has put in an increase request for her deputies only. The Treasurer is asking for a \$50,000 increase in salaries. The Commissioner of the Revenue is requesting one Assessor plus \$20,000 for part-time staff and \$23,841 in increases for existing staff.

#### **4.f. Commissioner of the Revenue Budget Presentation - Karena L. Funkhouser, Commissioner of the Revenue (Attachment A)**

Commissioner Funkhouser said she has three goals for her office: 1) to assist Pearson with the appraisal including new parcels and permit tracking; 2) create an Assessment Office to keep up with permits due to the rising cost of general reassessments and the limited number of contractors offering this service (it would be less expensive to have an inhouse office rather than paying a contractor); and 3) establishing a compliance department which could handle citizen complaints and reports from the State Department of Taxation which would address people not complying with business license regulations.

Vice Chair Hodges asked how many employees the Commissioner is asking for. Commissioner Funkhouser said she currently has three full-time employees and was authorized to have four last year.

Chairman Moren asked if it was unusual to spread a salary increase over fiscal years.

Vice Chair Hodges said the Board gave the Commissioner of Revenue's office an increase last year. Commissioner Funkhouser said the Board restored what was previously taken away from the last Commissioner. She is asking for an increase based on the whole salary, not just the County's portion.

Supervisor Moskalski said he wants to see a comparison of similar employees in the same pay bands to see if it is justifiable to increase them so much, especially as it's not being done on the other side of the house.

Chairman Moren asked where Ms. Ford could go from being a Master Deputy. Commissioner Funkhouser said nowhere. Vice Chair Hodges said she could run for Commissioner.

Supervisor Garber said he needs to see what other employees are getting to justify such large increases.

Commissioner Funkhouser said she would get that information and email it to the Board.

Supervisor Moskalski said Ms. McInteer should provide to the Commissioner and the Board examples of other employees doing similar work who are in the same pay band to justify compression alleviation. Ms. McInteer said Ms. Ford's salary was already adjusted for compression when the Board passed the last Salary & Classification study in 2020.

Vice Chair Hodges said you're going to see it across all departments.

Supervisor Moskalski said it needs to be done for all, not just for one and it needs to be determined if other departments have issues, not just the Commissioner's Office.

#### **4.g. Treasurer's Office Budget Presentation - Mary Sue Bancroft, Treasurer**

Ms. Bancroft said she eliminated the part-time position and went to a full-time position.

Supervisor Garber asked what sort of seniority the Treasurer's Office staff has. Ms. Bancroft said one has 3 years, one has 2 years, and the other has less than one year.

She said she wants to move one employee to a Chief Deputy Treasurer and get her salary in line with her duties which include access to sensitive information. She said her employees have to be deputized. She said these raises will bring them to the mid-level of their pay grades.

Supervisor Garber said he wants to see the percentage increase for each.

Chairman Moren asked who defined the level the Deputies were at. Ms. Bancroft said the Compensation Board.

Vice Chair Hodges asked the justification for the raise with so few years of service. Ms. Bancroft said because they have certifications.

Supervisor Garber asked if the increase for certifications came from the Compensation Board. Ms. Bancroft said it should. She said they are handling all payments inhouse and are no longer using a third party lockbox.

Supervisor Moskalski said he has the same request as he did for the Commissioner of Revenue's Office. Ms. Bancroft said her employees are deputies who have been sworn in and take an oath. She said they have more responsibilities than the average position with similar duties.

#### **4.h. Sheriff's Department Budget Presentation – Jeff Walton, Sheriff**

Supervisor Garber asked about the 5% salary increase. Sheriff Walton said the General Assembly was initially saying a 20% increase but it's now 4-5%. He said it's very difficult to fill positions when salaries aren't competitive. He said the Board approved a career development plan for the department in the past but it was never funded.

Sheriff Walton said his two Captains make about \$12,000 less than the Assistant Chiefs in the Fire & EMS Department even though they have many years of service. He said his records person also makes less than an equivalent position in Fire & EMS. He said he just learned about it in the last two weeks.

Supervisor Garber said he wants a comparison. Sheriff Walton said the Assistant Chief and Battalion Chief both make \$12,000 more than his Captains.

Vice Chair Hodges said fire department cadets begin at their starting salary whereas police cadets start at a lower salary which is then raised when they graduate the academy.

Sheriff Walton said he can absorb the cost currently because of being short-staffed.

Vice Chair Hodges said he didn't think the Board knew about the salaries for the Fire & EMS Assistant Chiefs.

Sheriff Walton said he makes \$113,459 and the Fire Chief makes \$93,000.

Supervisor Greenwood said he didn't think the salaries ever came to the Board.

[All salaries were presented to the Board at their daylong budget session on April 16, 2021 as part of the Fiscal Year 2022 Recommended Budget.]

Sheriff Walton said he'd like their years of service taken in to account.

Vice Chair Hodges asked if the \$211,628 budget increase he is asking for does what he wants. Sheriff Walton said yes.

Sheriff Walton said the Records Assistant has experienced an increase in workload due to FOIA requests for body camera data and crash reports. He said he is requesting two additional 911 Dispatchers and said they dispatch for all fire and police stations in the County and West Point and two people on a shift is not enough. He said he is not sure what will happen with Marcus Alert legislation. He has also included funds in the budget to purchase headsets for dispatchers.

Sheriff Walton said people keep saying the County is not growing but here are a lot of new houses going up and there are people in all of them.

Chairman Moren asked if retention is leveling out. Sheriff Walton said yes, the problem is they can't get people in the door. They currently have no applicants and when they do, they don't all make it

through the testing. He said he used to have 25-30 applicants for one position and now he's begging to get one or two. Applicants have to test including physical agility and background testing.

Sheriff Walton said the department needs career development and pay adjustments to compete with other localities. He said career development is a big draw for candidates. He also said he is leery of the Compensation Board because they will say there are positions but they don't fund them. He said they were allotted two more positions but they're unfunded.

Vice Chair Hodges said hopefully the raises will be funded by the Comp Board.

Supervisor Garber asked if the raise was for all Constitutional Officers and employees. Sheriff Walton said yes.

Vice Chair Hodges said the Comp Board is considering a \$1,000 bonus but bonuses don't impress employees because they can go away the next year.

Sheriff Walton said there are six jury trials scheduled in the next two months which is a lot of work and he needs personnel. He said the courthouse needs are growing.

Supervisor Moskalski said people keep saying we're not growing but the recent census information proves the County is growing.

Supervisor Garber asked if apartment buildings created an increase in calls. Sheriff Walton said some but not a lot, for both the Sheriff and EMS.

Vice Chair Hodges clarified that the funds do not affect him therefore it is not a conflict of interest for him to be involved in this discussion.

#### **4.i. Commonwealth's Attorney Budget Presentation - Matthew Kite, Commonwealth's Attorney**

Mr. Kite said the primary change to his budget this year is the shifting of the current part-time Records Assistant to full-time. He said his office is opening more than a file a day. The Records Manager chases down people to get information and reviews all body-worn camera data. Mr. Kite said the person currently in this position is extremely competent.

Supervisor Garber asked if they create a transcript. Mr. Kite said it is not a transcript. It is notes.

Mr. Kite said you can look up all Compensation Board requests at [scb.virginia.gov](http://scb.virginia.gov). He said the Comp Board does not capture all the work done in his office. The Commonwealth's Attorney Association is currently sponsoring a study to log hours to show the Comp Board exactly what they do. He said the Comp Board doesn't allow him to change position classifications and some are low. For example, the Deputy Commonwealth's Attorney is classified as Legal 1.

Mr. Kite said the Comp Board is not going to give more money and legislators know that. This is where the County supplements. The Comp Board doesn't cover materials and pays on a

reimbursement basis. He said that, traditionally, Commonwealth's Attorney raises track with what the state does and staff follows with County raises. His employees are on the County pay plan and compression has already been addressed.

#### **4.i.i. Victim/Witness Assistance – Matthew Kite, Commonwealth's Attorney**

Mr. Kite said his office routinely receives positive comments about the Victim/Witness Assistance people. The requested increase in the part-time person's salary is split with King & Queen County. The grant is written as 50/50 even though the vast majority of her work is done in King William County.

Vice Chair Hodges asked if Victim/Witness really needs a part-time person. Mr. Kite said yes. Victim outreach is vital for the preparation and presentation at jury trials. The part-time person maintains constant contact with victims to ensure their participation in the trial process.

#### **4.j. Circuit Court Budget Presentation – Tina Glazebrook, Interim Clerk of Circuit Court**

Ms. Glazebrook said she is requesting an increase for staff to be competitive. The Chief Deputy, Criminal Clerk, and Civil Clerk all participate in continued education. Karen Wallace will be a certified Chief Deputy Clerk soon. She said she just learned there is a statute which mandates the Circuit Court Clerk's salary.

#### **4.k. Revenue Projects – Natasha Joranlien, Director of Financial Services**

Ms. Joranlien provided revenue projections based on level tax rates from calendar year 2021.

Real Estate property tax is the largest source of revenue for the County and the FY22/23 projected revenue is \$14 million. Public Service tax is projected to total \$430,900, an 8% increase over the FY21/22 adopted budget. Personal Property tax projected revenue is \$5.3 million, an 8% increase which is attributed to an increase in vehicle book values. Machinery and Tools taxes are estimated to remain the same at \$2.1 million. Other Local Taxes is projected to bring in \$694,408.

State revenues are projected to decrease by \$55,000 to \$1.5 million. This projection is based on actuals from FY21. Compensation Board revenue is estimated to increase based on information submitted by each Constitutional Officer. The main component for the increase is due to a significant increase in support of nearly \$74,000 towards the Commonwealth's Attorney office.

State categorical aid revenues are projected to decrease by \$40,000. Recordation Tax is no longer distributed to the localities. The Commissioner of the Revenue and Clerk of Court offices are currently working with the state for clarification.

Federal aid revenues are projected to decrease by \$20,298 which is partially related to the SRO Grant program ending.

Exhibit B as provided reflects the outcome of a reduction in the Real Estate Tax Rate of \$0.01 which results in a reduction of General Fund overall revenue of \$181,948. A \$0.10 reduction to the

Personal Property rate (Exhibit C) would result in a reduction of General Fund overall revenue of \$194,490. She noted that we don't know how the value of cars may change in the future since the current increase was directly attributed to the pandemic. If car values go back down in the future, the rate may need to be raised again if it is lowered now.

Vice Chair Hodges asked how much the average homeowner would save if the Real Estate Tax rate was reduced by \$0.01. Ms. Joranlien said about \$20.

Chairman Moren asked if there were any other options. He asked if this was a B or C scenario and not a B and C scenario. Ms. Joranlien said not necessarily.

Supervisor Garber asked what a \$0.02 reduction would look like. Ms. Joranlien said double the \$0.01 reduction projections.

Ms. Joranlien noted the reduction lowers the County side only, not the school side. This cannot be done because of the split levy.

Supervisor Greenwood asked if the level tax rate was included in the current budget requests. Ms. Joranlien said the projections were for revenue only, not expenditures.

Chairman Moren asked if CARES and ARPA funds were considered revenue. Ms. Joranlien said yes, they are included in the projections presented for the General Fund only. There are other ARPA funds which are part of a separate budget which does not affect the General Fund.

Ms. Joranlien also noted that the SAFER grant was being applied for but was not included in these revenue projections.

Supervisor Moskalski said he wanted to know what the school penny would get us also. Ms. Joranlien said she has that information and will send it to the Board. She said with the reduction projections presented, the schools can still be funded because the revenue reductions do not apply to the schools due to the split levy.

Supervisor Greenwood asked how much a reduction in the Personal Property tax would benefit citizens. Ms. Joranlien said it's impossible to tell because of the varying values of people's property.

Ms. Joranlien said she can show three budget options with the school information also. Mr. Ashcraft said a big factor in reducing rates is how much the Board is going to do with the salary issues brought forth.

Supervisor Moskalski said he wanted to see what expenditures could be covered and what would need to be cut at each of the different tax rate reductions. He said we have to balance revenue growth with inflation.

Chairman Moren asked if any of the state surplus will trickle down. Supervisor Moskalski said no.

Ms. Joranlien said none of the Capital Funding is coming from FY23 revenue and we are trying to catch up with projects that have been put off in past years.

Mr. Ashcraft said the March 2<sup>nd</sup> Budget Work Session will primarily present County department requests and a few outside agencies. There will be three departments presented at the February 28<sup>th</sup> regular meeting – Social Services, CSA, and VJCCA. He said the salary increases need to be decided and they have to look at trends and shared agreements with other localities.

**Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS**

Vice Chair Hodges said they would try to do what they can with salaries but it may not be where everyone would like it to be.

Supervisor Moskalski thanked people for coming.

Supervisor Greenwood said he liked seeing the different scenarios.

Supervisor Garber said he wants to see comparisons between the Sheriff's Department and Fire & EMS. He said he likes the shorter budget meetings as compared to the previous all-day sessions.

Chairman Moren said he appreciated people coming out, especially in support of the Sheriff's Department accreditation. He instructed department heads to make it such that the Board can understand what they need with regard to the budget.

**Agenda Item 6. ADJOURN OR RECESS**

Supervisor Greenwood made a motion to adjourn the meeting; seconded by Supervisor Moskalski. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

COPY TESTE:

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Edwin H. Moren, Jr., Vice Chair  
Board of Supervisors

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Christine H. Branch  
Deputy Clerk to the Board of Supervisors