



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

TO: King William County Board of Supervisors

FROM: Bobbie H. Tassinari, County Administrator

RE: County Administrator's Recommended Operating and Capital Budget FY 2019

DATE: April 2, 2018

INTRODUCTION

I am pleased to present the County Administrator's Recommended Budget for Fiscal Year 2019. The total General Fund budget for FY 2019 is \$26,079,659, a \$2,088,484 or 8% increase over the FY 2018 base adopted budget. The General Fund is the primary fund for most County operations. The budget document also includes recommendations for the following operating funds: Social Services, Regional Animal Shelter, EMS Billing, Parks and Recreation Programs, Water, Sewer, Debt Service and Special Revenues.

This document includes recommendations for the County's capital budget for FY 2019, along with a recommended Capital Plan for FY 2019–FY 2023. The capital budget continues to address long-deferred major maintenance, equipment, and technology needs.

OVERVIEW OF BUDGET RECOMMENDATIONS

The Recommended Budget incorporates the projected 1-2% increase in projected revenues. External agencies requested increases in FY2019 and some have been addressed as well as including a new request from the Indian River Human Society. Changes included in the FY 2019 recommended budget were carefully balanced between items that are necessary to provide adequate services to the community and pressures to reduce costs and ease the tax burden on residents. Major items include:

- Retain the established tax rate at \$0.90 per one hundred in assessed valuation
- Does not include any changes to the land use exemption program
- Does not address the future growth needs of the County in staffing or services



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

- King William County Public Schools – Health Insurance rate increase (approximate impact \$254,590)
- William County Public Schools requested an increase in operational support from the County in the amount of \$797,646 (includes the \$340,000 for pay adjustments)
- Increase staffing within the Sheriff's Office at the request of the King William County Public Schools for a School Resource Officer (SRO) to safeguard the Hamilton Holmes/Acquinton/Cool Springs School Complex. Position will be full-time (\$35,000 base salary). There will be an impact to the County for the salary and benefits.
- Increase staffing within the General Registrar's Office by one full-time position (\$30,910 base salary). Registrar is planning on redirecting a portion of the existing \$22,228 currently budgeted for part-time staff toward the full-time position. There will be some impact to the County for the difference between existing budgeted monies and new.
- Two County departments have requested a reclassification and pay adjustment for existing positions. Both positions within the Park & Recreation Department and the Regional Animal Shelter have a need to reclassify an existing position/employee to address the added responsibilities of their positions and the overall program needs. Parks and Recreation changes would include a title change to Recreation Specialist with a base salary increase of \$2,611. Regional Animal Shelter changes would include a title change to Animal Care Technician/Office Assistant with a base salary increase of \$5,503.
- Two Courts Offices have requested supplemental salary funding for a total of five staff. The General District Court has requested an annual salary supplement of \$12,006 for three staff. The Juvenile Domestic Relations District Court has requested an annual salary supplement of \$6,524. It is not uncommon for localities to either supplement through a percentage or lump sum for these staff. Example, Falls Church 15%, Stafford 15%, Roanoke Lump Sum, etc.
- Create an Assessor's Office to address assessment requirements each year rather than 4-6 years through a consultant. General Fund cost for salaries and operations would total \$164,258.
- Increase funding for fire and emergency management services through hiring County paid permanent Fire Medics. Create a Fire & Emergency Operations Department. Projected annual FY2019 operating budget would total \$412,024 with funding from the following sources; 1) EMS Billing Revenue \$140,000, 2) Current General Fund budgeted monies from LifeCare contract \$250,000; new General Fund monies totaling \$22,024.
- Maintain level funding for King William Volunteer Fire and Rescue, Mangohick Volunteer Fire and Rescue, and Walkerton Fire Department.
- Increase funding to West Point Volunteer Fire and Rescue for paid staffing of \$125,000.



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

- Reduce funding to Mattaponi Rescue Squad to match operational contribution level of Walkerton \$39,320.
- Increase funding for the Regional Animal Shelter to address seasonal staff, pay adjustment for position cited above, and crematory services for euthanized carcasses.
- Increase Economic Development Authority budget by \$15,000 for professional services.
- Reduce funding to Board of Elections budget by \$13,978 to assist in offsetting cost of full-time Assistant Registrar and to bring budget more in-line with historical expenditure trends. Have consistently budgeted for three elections within a year.
- Debt Service increasing from \$2,765,215 to \$3,499,839 due to Hamilton Holmes Middle School construction project.
- Transfer from the General Fund balance specific to one-time Capital purchases in the amount of \$1,000,000.

MAJOR OPERATING EXPENDITURE HIGHLIGHTS

King William County Public Schools

Funding for the King William County Public Schools operations represents 35% of the General Fund for FY 2019. The recommended operational transfer for King William County Public Schools is \$9,241,390. Funding for School debt service including the anticipated Hamilton Holmes Middle School (HHMS) debt service totals \$2,615,930. Total funds committed to School for FY 2019 is \$11,857,320 or a 10.4% increase from the prior year. The King William County Public Schools debt service is managed and payments made by the County. The Recommended Budget includes funding of the Health Insurance increases and additional staff.

The local composite index for King William County Public Schools increased to .3283 for fiscal years 2018-20, resulting in a decrease in state funding of approximately \$274,000.

Debt Service

The total recommended transfer to the Debt Service Fund in FY 2019 is \$3,499,839. The County refinanced three long-term loans in FY 2018 generating a present value savings of \$436,817.

Employee Compensation and Benefits

Cost of Living Adjustment –There is no recommendation within the FY 2019 recommended budget for pay increases for staff.



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

Health Insurance - The County Administrator's Recommended Budget for FY 2019 includes additional funding to meet the increased cost in health insurance. The budget is based on a 9.1% increase in the insurance plan. With the higher than expected increase the second plan offered, the Expanded Plan, is being downgraded to the Key Advantage 250 plan. The County will continue to offer the Key Advantage 500 plan.

Below is a breakdown of employer and employee contributions to the County's health plan projected in FY 2019:

PROPOSED FY2019 PLANS AND COVERAGE						
King William County FY 2019 Preliminary Health Insurance Premiums - Monthly Cost	Plan Type	Employee	Employer	Total	Percentage Covered By Employee	Number on the Plan
Subscriber	High - Key Advantage 250	\$ 223.80	\$ 725.20	\$ 949.00	24%	8
Subscriber +1		\$ 842.88	\$ 913.12	\$ 1,756.00	48%	1
Family		\$ 1,229.76	\$ 1,332.24	\$ 2,562.00	48%	1
Subscriber	Low - Key Advantage 500	\$ 86.40	\$ 777.60	\$ 864.00	10%	39
Subscriber +1		\$ 511.36	\$ 1,086.64	\$ 1,598.00	32%	9
Family		\$ 746.56	\$ 1,586.44	\$ 2,333.00	32%	10

Virginia Retirement System - The County's total contribution rate under the Virginia Retirement System for the FY 2019-2020 biennium is 8.484%. This is an increase from 8.11%. There are three plans offered to our employees based on date of hire. Plan 1 and Plan 2 employees receive a defined contribution benefit that has remained relatively unchanged. All non-sworn County employees hired on or after January 1, 2014, are required to enroll in an alternative retirement plan that is a hybrid between the current defined-benefit pension model and a deferred-compensation model. The statute exempts from this requirement law enforcement and other employees who are eligible for the LEOS special law enforcement benefits.

Employees who are required to join the new hybrid plan will also be granted short-term disability program with benefits mandated by the Code of Virginia with a long-term disability insurance product that will replace the current VRS disability retirement program. The County will be charged an additional 0.60% of covered payroll for the long-term disability benefit. Plan 1 and Plan 2 employees have this benefit through the Virginia Retirement System which is included in the normal rate.

All County employees are provided a short-term disability plan. The actual benefit received by the employee is restricted to 90 days. The Short-Term Disability Pool does not pay out for the first 30 days and



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

pays 60% of the base salary from day 31-90. Employees may supplement the first 30 days and 40% with the annual/sick leave accruals.

Fire and Rescue Services

The FY 2019 budget includes a new department, Fire & EMS Operations, to partner with and support the volunteer organizations service level within the County. The department would be comprised of six (6) Fire Medics to be housed at King William Volunteer Fire and Rescue. Total projected annual costs of \$412,024 would be addressed through EMS Billing Revenue, existing budgeted General Fund monies and some additional General Fund monies.

West Point Volunteer Fire & Rescue would receive an additional \$125,000 to assist the Station with paid staff. This would supplement the existing operational contribution from the County. King William Volunteer Fire & Rescue, Mangohick Volunteer Fire & Rescue, and Walkerton Fire Department would be funded at the same level as FY 2018. Mattaponi Rescue Squad would see a reduction in their operational contribution from the County to a level equal with Walkerton Fire Department.

Middle Peninsula Regional Jail

King William County is a member jurisdiction, along with the Counties of Essex, King & Queen, Mathews, and Middlesex of the Middle Peninsula Regional Jail. Costs to operate the Regional Jail are generally based upon the prisoner days assigned to the County compared to the prisoner days assigned to the other four jurisdictions. Prisoner days are assigned based upon the location of the offending incident that led to the detention, as opposed to the home address of an offender. The most recent *Jail Cost Report* prepared by the State Compensation Board (Fiscal 2016) shows operating costs of \$61.37 per inmate per day at the Middle Peninsula Regional Jail, below the statewide average of \$85.17. The Middle Peninsula Regional Jail reflects third lowest costs within the Eastern Region of all 16 facilities.

<http://www.scb.virginia.gov/docs/fy16jailcostreport.pdf>



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

The total amount allocated for local funding in the Regional Jail budget is projected to decrease in FY 2019 but the recommendation is to stay at level funding with FY2018.

Middle Peninsula Regional Jail	Adopted Budget	Actual Expenditures
FY 2014	\$836,138	\$692,105
FY 2015	\$686,599	\$918,656
FY 2016	\$973,010	\$745,678
FY 2017	\$915,000	\$1,045,855
FY 2018	\$1,045,850	\$752,829*

*FY 2018 Actual Expenditures is through the 3rd period only.

Staffing Adjustments

The County Administrator's Recommended Budget for FY 2019 includes nine new full-time positions and two County Department pay grade and title adjustments. In addition, two Courts Office have requested Salary Supplements for five employees. The new positions are listed below:

Department	Dollar Increase	Justification
Assessor's Office	\$65,000	One full-time position. Additional monies included in budget for one part-time or seasonal temporary support.
Fire & EMS Operations Department	\$251,000	Six full-time positions with additional funding for overtime and part-time paid staff (as needed).
General Registrar's Office	\$30,910	One full-time position to act as Assistant Registrar thus reducing reliance upon part-time workers.
Sheriff's Office/KWCPS	\$35,000	One full-time position to act as School Resource Officer (SRO) for the HHMS/Acquinton/Cool Springs Schools Complex.
Parks & Recreation Department	\$2,611	Pay grade and title adjustment for one existing position. Upgrade to a Recreation Specialist.
Regional Animal Shelter	\$5,503	Pay grade and title adjustment for one existing position. Upgrade to an Animal Care Technician/Office Assistant.
General District Court	\$12,066	Salary supplement for three positions.
Juvenile Domestic Relations District Court	\$6,524	Salary supplement for two positions.



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

Outside Agency Funding

Joint Governmental Entities – The majority of joint governmental entities, listed below, have requested an increase in FY 2019 funding. The recommendation is to funding for some agencies while deleting or adding funding for others.

- Three Rivers Health District – King William County Health Department - Increase from \$135,810 to \$140,000
- Middle Peninsula Northern Neck Community Services Board - Increase from \$50,325 to \$55,325
- Pamunkey Regional Library – Level Funding \$399,650
- Middle Peninsula Regional Airport Authority – Level Funding \$30,000
- Three Rivers Soil and Water Conservation District – Level Funding \$5,000
- Middle Peninsula Planning District Commission - Increase from \$16,400 to \$19,300

Other Outside Entities – The majority of outside entities, listed below, have requested an increase in FY 2019 funding. The recommendation is to maintain level funding for all entities except for a one-time funding of capital needs for the RCC. In addition, Indian River Humane Society has requested funding for their operations.

- Bay Aging - \$4,000
- LegalWorks - \$4,000
- Upper King William Senior Center - \$1,600
- Middle King William Senior Center – Did not submit/Phone not operational
- Laurel Shelter - \$750
- Quin Rivers Agency - \$0
- Bay Transit - \$13,500
- Rappahannock Community College - \$20,022
- Arts Alive - \$10,000
- Indian River Humane Society – NEW \$1,500



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

REVENUES

Increases in Revenue Forecasts

The County has been fortunate that growth and development continues to take place over past years. Based on our revenue collections, the County is seeing increased consumer activity that helps to boost our revenues. Based on revenue performance in prior years and so far in FY 2018, the recommended budget projections for many major revenue categories have increased over last year's budget. Revenue projections are created using the Commissioner of Revenue's input, historical trends and legislative and/or regulatory requirements.

Real Estate Tax

The County Administrator's Recommended Budget recommends no change to the real property tax rate of \$0.90 per hundred. The County reduced the tax rate by \$0.02 in the 2017-2018 year.

Personal Property Tax

The County Administrator's Recommended Budget shows an increase in revenue for Personal Property Tax for a recommended total of \$2,992,500. The rate is proposed to remain the same at \$3.65 per \$100 of assessed value for County residents and at \$1.65 per \$100 of assessed value for Town residents.

The Commissioner of the Revenue valuation method for personal property is assessed at the average trade in value. There is some fluctuation in personal property tax bills based on the division of the Personal Property Tax Relief Act money assigned to the County. Each year the percentage of PPTRA is determined and applied to the first \$20,000 of assessed value. The PPTRA percentage for FY 2019 was adjusted in FY2018 from 41% to 35%. The amount received from the Commonwealth for PPTRA, \$1,204,131, does not change which is what drives the relief percentage to change based on the actual taxable values.

Meals Tax

The Recommended Budget includes an increase of \$76,300 over the FY 2018 budget amount, for a total projected budget of \$439,300. Our monitoring of monthly revenue in the current year shows collections are tracking above FY 2018 projected amounts, giving staff confidence that the revenue projection for FY 2019 is attainable.



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

Sales Tax

The Recommended Budget includes an increase of \$56,400 over the FY 2018 budget amount, for a total budget of \$1,286,400. The payment of sales tax due to West Point is calculated off the projected sales tax revenue. That amount is estimated to be \$294,244 for FY 2019 and is budgeted as an expenditure located in the non-departmental section of the line item budget.

State Revenue

The General Fund receives revenues from the Commonwealth of Virginia which are projected to total approximately \$3 million in Fiscal 2019. The three broad categories of revenue are: Shared Expenses for Constitutional Officers; Categorical Aid for Wireless E-911, Recordation Tax, other grant items; and Non-Categorical Aid from the Communications Sales Tax and Personal Property Tax Relief.

Revenue from Shared Expenses for Constitutional Officers is projected to total \$1,303,430 in Fiscal 2019; staff will monitor any adjustments that need to be made after budget deliberations for the Commonwealth are complete.

CAPITAL IMPROVEMENTS PLAN – HIGHLIGHTS OF MAJOR PROJECTS

Carpet Replacement at Administration Building – Phase I - \$30,000

Replace lobby and offices abutting lobby carpet.

Resealing and Restriping Parking Lots - \$20,000

Maintenance for McAllister Building and VJCCCA Building lots

HVAC Replacement - \$55,000

Scheduled replacement of HVAC units

Historical Buildings Maintenance and Repairs - \$86,261

HVAC replacement/repair, sealing of Museum basement due to water seepage, plumbing, plaster and painting maintenance.

Fontainbleu Well and Pump House - \$550,000

Drill new well and build pump house to replace temporary well.

Drainage Projects - \$20,000



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

Drainage work to divert water accumulation on sidewalks, parking lots and roadways.

Vehicle Replacement - \$135,000

Two vehicles for Sheriff's Office, one vehicle each for Maintenance Division, Building Department and Assessors Office.

Fire and Rescue Equipment Replacement - \$30,000

Funding to assist County staff and Volunteer organizations.

King William Volunteer Fire & Rescue - \$30,000

Capital funds to be used or rolled forward by Volunteer organization.

Mangohick Volunteer Fire & Rescue - \$30,000

Capital funds to be used or rolled forward by Volunteer organization.

West Point Volunteer Fire & Rescue - \$30,000

Capital funds to be used or rolled forward by Volunteer organization.

Information Technology Upgrades - \$60,000

Funds to purchase routers, servers, etc. as needed in the transition from Linux to Windows.

Voter Registrar Equipment Annual Payment- \$22,200

Four of fifth year for installment payments.

Regional Animal Shelter Extension Build Out - \$25,000

Per new regulations governing infectious and contagious disease. 2VAC5-111-30. Isolation Room to address contagious illnesses in animals. Project would be co-funded with King and Queen. Funds will add to the existing \$25,000 committed by Board in FY2018.

Funding sources for these capital expenditures will be drawn from the most appropriate source; Water, Sewer, General Fund, Capital balances, etc.



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
David E. Hansen, Fourth District
Robert W. Ehrhart, Fifth District

ABOUT THIS DOCUMENT

This document represents many hours of hard work from the County staff, Constitutional Officers, regional governmental partners, and others. This transmittal letter is intended to be an introduction, overview, and summary of the many recommendations and policy choices included in the Recommended Budget.

Staff looks forward to the review process with the Board of Supervisors. We are happy to answer any questions you may have, and welcome changes that implement your policy priorities.

General Fund Revenues
FY 2019 COUNTY ADMINISTRATOR'S RECOMMENDED BUDGET

	FY 2015 Actual	FY 2016 Adopted	FY 2017 Actual	FY 2018 Adopted	FY 2019 Recommended	Percent Change
Real Property	\$ 12,235,629	\$ 12,217,997	\$ 12,358,197	\$ 12,013,445	\$ 12,551,200	4.3%
Sales Tax	1,185,049	1,225,509	1,231,215	1,230,000	1,286,400	4.4%
Meal Tax	288,588	328,971	343,765	363,000	439,300	17.4%
Machinery and Tools	1,302,684	1,362,002	1,547,493	1,552,000	1,648,300	5.8%
Consumer Utility	235,700	218,970	231,786	200,000	215,500	7.2%
Permits and Fees	204,241	292,138	326,668	254,750	297,250	14.3%
Other	1,612,851	1,819,479	1,886,168	1,776,850	1,835,000	3.2%
Personal Property	2,652,877	2,664,323	2,905,190	2,711,500	3,205,800	15.4%
Business License	378,388	366,394	375,656	350,000	350,000	0.0%
Fund Balance	-	-	-	515,200	1,242,848	58.5%
Other State Aid	512,787	505,499	458,831	513,000	496,500	-3.3%
Compensation Board	1,196,687	1,260,874	1,241,404	1,303,430	1,303,430	0.0%
PPTRA	1,125,721	1,204,131	1,204,131	1,204,000	1,204,131	0.0%
Total	\$ 22,931,202	\$ 23,466,287	\$ 24,110,504	\$ 23,987,175	\$ 26,075,659	-8.01%

**FY 2019 COUNTY ADMINISTRATOR'S RECOMMENDED
GENERAL FUND EXPENDITURES SUMMARY TABLE**

Expenditures	FY15 Actuals	FY16 Actuals	FY17 Actuals	FY18 Adopted	FY19 Proposed	FY18 to FY19
Board of Supervisors	114,907	87,655	80,123	80,115	80,115	0.00%
County Administrator	258,933	290,216	273,203	289,653	210,011	-27.50%
Finance Department	438,992	356,485	400,212	381,706	362,857	-4.94%
Information Technology Svc	-	-	27,830	60,000	99,720	66.20%
Legal Services	98,056	82,193	77,061	77,905	77,905	0.00%
Commissioner of the Revenue	215,491	230,803	240,211	278,304	285,425	2.56%
Board of Real Estate Assessors	99,196	772	-	195,000	164,258	-100.00%
Treasurer	231,554	230,855	227,497	278,190	266,644	-4.15%
Board of Elections	28,934	47,514	45,109	73,288	59,310	-19.07%
Registrar	95,168	96,631	101,985	111,213	127,345	14.51%
Courts	45,586	37,192	37,701	43,346	68,608	58.28%
Clerk of the Circuit Court	252,698	242,421	249,547	293,607	298,201	1.56%
Commonwealth Attorney	228,171	221,028	226,937	325,430	325,119	-0.10%
Sheriff's Office	1,481,293	1,574,016	1,652,936	1,817,837	1,836,231	1.01%
Emergency Communications	624,076	658,732	682,396	755,795	784,827	3.84%
West Point Dispatch	38,818	44,981	46,768	40,000	40,000	0.00%
Volunteer Fire Programs	27,050	447,696	250,540	245,000	272,024	11.03%
King William Volunteer Fire	162,330	155,931	161,662	161,380	161,380	0.00%
West Point Fire	162,287	60,848	212,185	212,655	337,655	58.78%
Mangohick Volunteer Fire	118,552	38,703	133,395	135,180	135,180	0.00%
Walkerton Volunteer Fire	49,851	21,671	61,950	63,170	63,170	0.00%
Mattaponi Volunteer Rescue	51,157	16,045	77,515	78,420	56,820	-27.54%
Fire Support Services	12,535	12,935	11,388	11,847	12,047	1.69%

Expenditures	FY15 Actuals	FY16 Actuals	FY17 Actuals	FY18 Adopted	FY19 Proposed	FY18 to FY19
Correction & Detention	1,006,977	798,626	1,146,560	1,132,462	1,150,557	1.60%
JD & R Court Services Unit	11,620	8,439	7,859	9,180	8,630	-5.99%
Building and Development Services	134,732	145,301	152,105	156,212	161,425	3.34%
Animal Control	129,153	127,440	116,740	135,715	128,364	-5.42%
Medical Examiner	40	180	160	120	200	66.67%
Emergency Management	81,574	111,908	168,430	164,063	229,369	39.81%
Mount Olive	9,546	18,289	1,033	-	-	0.00%
Refuse Collection	572,243	581,843	574,531	575,304	580,000	0.82%
Refuse Disposal	230,818	272,131	282,604	273,395	275,000	0.59%
Litter Prevention Grant	-	494	-	5,000	5,000	100.00%
General Properties	585,204	574,861	718,883	730,260	766,698	4.99%
Health Department	123,906	135,842	138,744	135,810	140,000	3.09%
Contributions	486,090	531,090	543,540	534,240	545,597	2.13%
Parks And Recreation	146,856	147,003	153,507	208,991	225,136	7.73%
Planning	307,198	299,398	288,022	334,630	331,666	-0.89%
Economic Development & Tourism	6,513	7,325	5,300	15,000	30,000	100.00%
Cooperative Extension	35,343	27,155	32,144	40,614	41,936	3.26%
Non Departmental	513,620	542,045	637,731	633,015	729,674	15.27%
Transfers- General Fund	12,314,515	12,532,497	12,321,088	12,894,123	14,601,555	13.24%
TOTAL	21,531,583	21,817,190	22,567,132	23,987,175	26,075,659	

BOARD OF SUPERVISORS

The Board of Supervisors is an elected body of five members representing King William County's five magisterial districts. The Board enacts ordinances and establishes policies in accordance with the desires of County residents as well as with applicable state and federal laws. The Board holds regularly scheduled meetings throughout the year to evaluate and address issues relating to improving the quality of life in King William County. The Board is committed to addressing County issues in the most cost effective manner possible and, through public hearings and comment sessions, affording citizens the opportunity to participate in their decision making process. Meeting schedules, agendas, minutes, and other information about the Board of Supervisors are available on the County's website.

BUDGET SUMMARY

BOARD OF SUPERVISORS						
	FY16	FY 17	FY18	FY19		
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19	
Salaries & Wages	\$ 51,100	\$ 51,200	\$ 51,200	\$ 51,200	0.00%	
Fringe Benefits	15,982	3,917	3,915	3,695	-5.62%	
Purchased Services	5,382	6,866	17,850	17,170	-3.81%	
Util, Comm, Rentals, Etc.	7,145	7,865	-	-	0.00%	
Travel & Training	3,347	2,221	2,500	3,300	32.00%	
Dues & Memberships	3,934	7,343	4,000	4,000	0.00%	
Materials & Supplies	765	711	650	750	15.38%	
Total Expenditures	\$ 87,655	\$ 80,123	\$ 80,115	\$ 80,115	0.00%	

COUNTY ADMINISTRATOR

County Administration seeks continual improvement in the operations of County government and the services it provides. The primary objective of the Department is to efficiently meet the needs of County citizens. Administration advises members of the Board of Supervisors, recommends policies, and sets priorities to provide the highest possible quality of life to County citizens. County Administration ensures compliance with applicable laws and ordinances, from all levels of government, and maintains open communication with the community.

The County Administrator also serves as Clerk to the Board of Supervisors, and with staff provides support for Board of Supervisors meetings, including all logistics associated with the meetings, advertising of public hearings, coordinating recognitions, and preparing resolutions and minutes. The Clerk and Deputy Clerk to the Board are responsible for scheduling meetings for Board of Supervisors members with County staff, community leaders, constituents, and others. The Deputy Clerk coordinates Board of Supervisor attendance at special events. The Clerk's office responds to inquiries from both internal and external customers regarding actions and official records of the Board of Supervisors, which may involve extensive research of archived minutes and packets. The office continuously updates archived materials as meetings occur and minutes are approved.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
County Administrator	3	3	2	2

Future Personnel Needs

- No additional personnel needs anticipated at this time.

BUDGET SUMMARY

COUNTY ADMINISTRATOR						
	FY16	FY 17	FY18	FY19		
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19	
Salaries & Wages	\$ 193,423	\$ 184,615	\$ 202,713	\$ 157,000	-22.55%	
Fringe Benefits	65,981	46,450	61,960	37,911	-38.81%	
Purchased Services	10,068	23,853	3,755	2,000	-46.74%	
Util, Comm, Rentals, Etc.	5,178	6,253	6,475	4,850	-25.10%	
Travel & Training	6,776	5,561	6,000	3,250	-45.83%	
Dues & Memberships	2,675	1,780	2,500	750	-70.00%	
Materials & Supplies	6,115	4,691	6,250	4,250	-32.00%	
Total Expenditures	\$ 290,216	\$ 273,203	\$ 289,653	\$ 210,011	-27.50%	

FINANCIAL & MANAGEMENT SERVICES DEPARTMENT

The Financial & Management Services Department provides services in budgeting, accounting, financial services, utility connections and billings, payroll and human resources. The department provides financial guidance to the County Administrator, Board of Supervisors, County departments, and various other partners and organizations. The Department develops the annual Operating Budget, Comprehensive Annual Financial Report (CAFR) and multi-year Capital Improvement Plan (CIP). The Financial & Management Services Department performs research and analysis for special projects, evaluates the fiscal impact of state legislative issues, and manages the County's debt program, which includes planning the County's issuance of debt and recommending projects for debt financing.

The Financial & Management Services Department provides financial services to the County, including schools, and related organizations while ensuring compliance with legal, regulatory, and professional requirements. The Department administers accounts payable, payroll, financial record keeping and reporting, accounts receivable, fiscal agent administration, and administrative services.

Responsibilities included under the human resources program function include administering employee benefits (health/dental care, multiple leave programs, disability, retirement, retiree healthcare); compensation; and HR information and records. The Finance Department is responsible for maintaining the County's Personnel Policy as well as the classification and compensation plan.

The Financial & Management Services Department also coordinates information technology services and provides procurement services, information, and guidance for County departments.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
Finance Department	4.5	4	4	4

Future Personnel Needs

- No additional personnel needs anticipated at this time.

BUDGET SUMMARY

FINANCIAL & MANAGEMENT SERVICES

Expenditures	FY16	FY 17	FY18	FY19	FY18 to FY19
	Actual	Actual	Adopted	Recommended	
Salaries & Wages	\$ 216,990	\$ 240,040	\$ 210,765	\$ 195,377	-7.30%
Fringe Benefits	58,391	59,196	54,676	55,181	0.92%
Purchased Services	71,261	88,889	105,765	101,649	-3.89%
Util, Comm, Rentals, Etc.	3,937	2,073	3,950	3,900	-1.27%
Travel & Training	1,705	652	2,000	1,500	-25.00%
Dues & Memberships	1,733	1,479	1,000	1,500	50.00%
Materials & Supplies	2,468	7,883	3,550	3,750	5.63%
Total Expenditures	\$ 356,485	\$ 400,212	\$ 381,706	\$ 362,857	-4.94%

LEGAL SERVICES - County Attorney

The County Attorney is a part-time contractual employee who provides professional, ethical, and timely legal representation in order to successfully defend the legal interests of and protect the legal health of the County. The County Attorney provides legal representation and advice to the Board of Supervisors, County Administrator, County employees, and various boards and commissions.

BUDGET SUMMARY

LEGAL SERVICES					
	FY16	FY 17	FY18	FY19	
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19
Purchased Services	\$ 82,000	\$ 75,885	\$ 77,500	\$ 77,500	0.00%
Util, Comm, Rentals, Etc.	193	176	405	405	0.00%
Total Expenditures	\$ 82,193	\$ 76,061	\$ 77,905	\$ 77,905	0.00%

COMMISSIONER OF THE REVENUE

The Commissioner of the Revenue (COR) is a constitutional officer elected by County citizens every four years. The Commissioner of the Revenue's Office is responsible for administering and assessing Personal Property, Real Estate, Business License & Excise Taxes (meals tax). For the Commonwealth, Commissioners assist in State Income Tax processing and Bank Franchise Tax. The department also is responsible for administering non-revenue generating programs such as the Land Use program, Elderly and Disabled Persons Tax Relief program and Disabled Veterans Real Estate Tax Exemption program. The staff works with the reassessments that are performed every four years and assesses new construction in between reassessments.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY2017 Full Time Equivalents	FY2018 Full Time Equivalents	FY2019 Full Time Equivalents Recommended
Commissioner of Revenue	3.5	4	4	4

Future Personnel Needs

- No additional personnel needs anticipated at this time.

BUDGET SUMMARY

COMMISSIONER OF THE REVENUE

	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Expenditures					
Salaries & Wages	\$ 157,888	\$ 164,230	\$ 183,194	\$ 186,366	1.73%
Fringe Benefits	\$ 57,854	\$ 54,877	\$ 75,065	\$ 79,799	6.31%
Purchased Services	\$ 4,879	\$ 9,840	\$ 6,770	\$ 7,020	3.69%
Util, Comm, Rentals, Etc.	\$ 5,474	\$ 3,444	\$ 6,850	\$ 5,850	-14.60%
Travel & Training	\$ 1,631	\$ 1,504	\$ -	\$ 2,440	100.00%
Dues & Memberships	\$ 530	\$ 740	\$ 2,440	\$ 1,330	-45.49%
Materials & Supplies	\$ 2,547	\$ 5,576	\$ 3,985	\$ 2,620	-34.25%
Total Expenditures	\$ 230,803	\$ 240,211	\$ 278,304	\$ 285,425	2.56%
Revenues					
Compensation Board	\$ 91,712	\$ 91,983	\$ 94,618	\$ 94,618	0.00%
Total Revenue	\$ 91,712	\$ 91,983	\$ 94,618	\$ 94,618	0.00%
Percent Recovery	39.74%	38.29%	34.00%	33.15%	

TREASURER

The Treasurer is a constitutional officer elected by County citizens every four years. The Treasurer's Office is responsible for collecting, submitting and balancing the State income, estimated, and Court fees, fines and taxes. In addition to these duties paid by the State, the Treasurer's Office also provides many services for King William County including mailing bills (handled by a contracted service) and collecting all local taxes. Collection services of past due monies owed King William County is accomplished through methods including warrants-in-debt, DMV stops, wage and bank liens and debt-in-equity sales. The Treasurer's Office handles all banking accounts for the County. All monies due the County are processed through this office.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
Treasurer	3	3	3.5	3.5

Future Personnel Needs

- No additional personnel needs anticipated at this time.

BUDGET SUMMARY

TREASURER						
	FY16	FY 17	FY18	FY19		
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19	
Salaries & Wages	\$ 149,382	\$ 151,145	\$ 172,808	\$ 170,679	-1.23%	
Fringe Benefits	50,380	45,141	54,022	38,090	-29.49%	
Purchased Services	9,877	10,327	29,050	35,050	20.65%	
Util, Comm, Rentals, Etc.	16,491	16,585	18,150	18,550	2.20%	
Travel & Training	954	1,086	1,400	1,400	0.00%	
Dues & Memberships	885	885	885	900	1.69%	
Materials & Supplies	2,886	2,328	1,875	1,975	5.33%	
Total Expenditures	\$ 230,855	\$ 227,497	\$ 278,190	\$ 266,644	-4.15%	
Revenues						
Compensation Board	\$ 78,830	\$ 78,174	\$ 73,187	\$ 73,187	0.00%	
Total Revenue	\$ 78,830	\$ 78,174	\$ 73,187	\$ 73,187	0.00%	
Percent Recovery	34.15%	34.36%	26.31%	27.45%		

BOARD OF ELECTIONS AND GENERAL REGISTRAR

The Registrar's Office functions under the Electoral Board and implements the election laws of the Commonwealth of Virginia. The Electoral Board is a three (3) member Board appointed by the Circuit Court to administer the election laws and other regulations promulgated by the State Board of Elections. The Electoral Board appoints the General Registrar, election officials and voting machine custodians. Primary functions of the Registrar are to accept statewide voter registration applications and to maintain records of such residents pursuant to State Law. The Electoral Board accepts Campaign Finance Disclosure Reports from candidates who run for positions within the County. These reports are maintained for public inspection along with other election records from previous elections. The Electoral Board also supervises the elections to verify compliance with the law and verifies the results to the State Board of Elections.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
Registrar	3	3	3	2.5

Future Personnel Needs

- Requesting one (1) full-time position, Assistant Registrar, to support the office and program operations. Redirecting the majority of the part-time salary monies (\$22,228) to the new full-time position.

BUDGET SUMMARY

ELECTORAL BOARD

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 16,550	\$ 17,727	\$ 27,300	\$ 20,000	-26.74%
Fringe Benefits	529	592	2,138	1,580	-26.10%
Purchased Services	21,457	23,229	36,770	28,650	-22.08%
Util, Comm, Rentals, Etc.	-	900	1,350	3,350	148.15%
Travel & Training	4,198	1,184	2,650	2,650	0.00%
Dues & Memberships	-	180	180	180	0.00%
Materials & Supplies	4,780	1,297	2,900	2,900	0.00%
Total Expenditures	\$ 47,514	\$ 45,109	\$ 73,288	\$ 59,310	-19.07%

REGISTRAR

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 73,634	\$ 80,848	\$ 82,696	\$ 77,378	-6.43%
Fringe Benefits	18,677	14,857	19,957	42,587	113.39%
Purchased Services	261	886	750	750	0.00%
Util, Comm, Rentals, Etc.	2,324	2,381	4,000	2,250	-43.75%
Travel & Training	-	520	1,130	1,500	32.74%
Dues & Memberships	180	170	180	180	0.00%
Materials & Supplies	1,554	2,323	2,500	2,700	8.00%
Total Expenditures	\$ 96,630	\$ 101,985	\$ 111,213	\$ 127,345	14.51%
Revenues					
Compensation Board	\$ 53,159	\$ 37,029	\$ 38,760	\$ 38,760	0.00%
Total Revenue	\$ 53,159	\$ 37,029	\$ 38,760	\$ 38,760	0.00%
Percent Recovery	55.01%	36.31%	34.85%	30.44%	

KING WILLIAM COUNTY COURT SYSTEM

Circuit Court

The Circuit Court of King William is a trial court of general jurisdiction which has authority to try both civil and criminal cases. The Supreme Court of Virginia establishes the rules of practice and procedures for the Circuit Court. The Circuit Court Judge is appointed to an eight-year term by the General Assembly. The Circuit Court has appellate jurisdiction over all appeals from the General District Court and Juvenile & Domestic Relations Court. These cases are heard from the beginning as though there had been no prior trial. A final judgment of the Circuit Court may be appealed to the Virginia Court of Appeals or the Supreme Court of Virginia, depending on the nature of the case.

The Circuit Court appoints the following: jury commissioners, grand jurors, special policemen, Board of Zoning Appeals, Electoral Board, Courthouse Committee, Commissioner of Chancery, Marriage Commissioners, and others as provided by the Code of Virginia.

General District Court

The General District Court is responsible for the adjudication of traffic, criminal, and civil courts as well as mental commitments, protective orders, bond hearings, pre-trials, and preliminary hearings. The General District Clerk's Office is responsible for the execution of all court ordered subsequent actions, such as DMV suspensions, writs, evictions, dispositions, show-causes, and bond forfeitures.

Juvenile Domestic Relations Court

The Juvenile and Domestic Relations Court (JDR) hears cases involving juvenile traffic, delinquency, custody, visitation, status offenses, adult misdemeanors, felonies, civil and criminal support, and spousal and family abuse petitions. The primary focus of the JDR is the administration of justice, child welfare, public safety, and service to the citizens of King William County.

BUDGET SUMMARY

CIRCUIT COURT

	FY16	FY 17	FY18	FY19	
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19
Purchased Services	\$ 20,648	\$ 22,805	\$ 24,460	\$ 26,090	6.66%
Util, Comm, Rentals, Etc.	861	789	1,050	1,050	0.00%
Travel & Training	6	78	-	-	0.00%
Dues & Memberships	-	-	-	-	0.00%
Materials & Supplies	777	997	2,800	1,800	-35.71%
Total Expenditures	\$ 22,292	\$ 24,669	\$ 28,310	\$ 28,940	2.23%

GENERAL DISTRICT COURT

	FY16	FY 17	FY18	FY19	
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19
Salaries & Wages	\$ -	\$ -	\$ -	\$ 12,066	100.00%
Purchased Services	\$ 3,240	\$ 2,472	\$ 4,350	\$ 4,000	-8.05%
Util, Comm, Rentals, Etc.	4,013	2,790	4,411	4,500	2.02%
Travel & Training	270	-	575	575	0.00%
Dues & Memberships	40	50	50	50	0.00%
Materials & Supplies	690	549	900	400	-55.56%
Total Expenditures	\$ 8,253	\$ 5,861	\$ 10,286	\$ 21,591	109.91%

JUVENILE AND DOMESTIC RELATIONS COURT

	FY16	FY 17	FY18	FY19	
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19
Salaries & Wages	\$ -	\$ -	\$ -	\$ 11,442	-100.00%
Purchased Services	\$ 2,065	\$ 3,478	\$ 4,815	\$ -	19.84%
Util, Comm, Rentals, Etc.	\$ 3,956	\$ 2,393	\$ 4,285	\$ 5,135	19.84%
Dues & Memberships	\$ 40	\$ 50	\$ 50	\$ 50	0.00%
Travel & Training	\$ 586	\$ -	\$ 600	\$ 750	25.00%
Materials & Supplies	\$ -	\$ 1,250	\$ -	\$ 700	100.00%
Total Expenditures	\$ 6,647	\$ 7,171	\$ 9,750	\$ 18,077	85.41%

CLERK OF THE CIRCUIT COURT

The Circuit Court Clerk is an elected official responsible for the administration of the King William County Circuit Court for an eight year term. The Clerk's administrative duties encompass judicial, non-judicial, and fiscal activities. The Clerk ensures that members of the judiciary are provided with administrative support for courtroom proceedings, including case-related information needed to conduct those proceedings. In criminal cases, the Clerk provides assistance to law enforcement, corrections officials, prosecutors and defense counsel, and issues arrest documents and other legal process to be served. The Clerk manages evidence admitted at trials, prepares records on appeal, and performs other functions as required by law. As the official repository of the Court, the Clerk's office is also responsible for the permanent retention of civil and criminal case records and for the dissemination of case-related information to various governmental entities, the legal community, the public, and the media.

On the non-judicial side, the Circuit Court Clerk serves as Probate Judge in admitting or denying wills to probate and in qualifying executors, administrators, and guardians. The Clerk also serves as the County's Register of Deeds and is responsible for recording vital records and all land transactions. The Clerk is responsible for judgments, fictitious names, and marriage licenses,

The Clerk's fiscal responsibilities include collection of court fines and costs; collection and distribution of restitution on behalf of crime victims; and collection of fees and taxes related to estates.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
Clerk of the Circuit Court	3	3	3.5	3.5

Future Personnel Needs

- No additional personnel needs anticipated at this time.

BUDGET SUMMARY

CLERK OF THE CIRCUIT COURT

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 162,222	\$ 166,619	\$ 187,632	\$ 187,632	0.00%
Fringe Benefits	49,879	50,554	56,925	63,819	12.11%
Purchased Services	16,385	21,231	35,725	30,725	-14.00%
Util, Comm, Rentals, Etc.	8,203	5,260	7,100	9,300	30.99%
Travel & Training	311	106	125	-	-100.00%
Dues & Memberships	425	365	400	400	0.00%
Materials & Supplies	4,996	5,413	5,700	6,325	10.96%
Total Expenditures	\$ 242,421	\$ 249,548	\$ 293,607	\$ 298,201	1.56%
Revenues					
Compensation Board	\$ 180,899	\$ 183,981	\$ 194,105	\$ 194,105	0.00%
Total Revenue	\$ 180,899	\$ 183,981	\$ 194,105	\$ 194,105	0.00%
Percent Recovery	74.62%	73.73%	66.11%	65.09%	

OFFICE OF THE COMMONWEALTH'S ATTORNEY

The Commonwealth Attorney is a constitutional officer elected by County citizens every four years. The Commonwealth Attorney's Office is statutorily mandated to prosecute all felonies arising in the County

The Commonwealth Attorney's Office also regularly provides advice and guidance to the King William County Sheriff's Office, West Point Police Department, and Virginia State Police and on occasion, assists King William and West Point schools in matters involving student behavior- often successfully intervening before a child is referred to Court. The Commonwealth Attorney works closely with the Victim Witness Program.

Due to being awarded the V-STOP grant, the Commonwealth's Attorney office will be in a position to considerably increase its impact when prosecuting domestic violence cases and other crimes of violence against women.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
Commonwealth Attorney	2	2	3	3

Future Personnel Needs

- No additional personnel needs anticipated at this time.

BUDGET SUMMARY

COMMONWEALTH'S ATTORNEY

	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Expenditures					
Salaries & Wages	\$ 165,863	\$ 167,088	\$ 240,430	\$ 240,430	43.89%
Fringe Benefits	\$ 46,886	\$ 52,903	\$ 74,000	\$ 70,994	39.88%
Purchased Services	\$ 3,039	\$ 318	\$ 2,255	\$ 5,500	609.12%
Util, Comm, Rentals, Etc.	\$ 2,575	\$ 4,356	\$ 3,455	\$ 3,455	-20.68%
Travel & Training	\$ 231	\$ -	\$ 500	\$ 500	#DIV/0!
Dues & Memberships	\$ 625	\$ 645	\$ 1,290	\$ 1,290	100.00%
Materials & Supplies	\$ 1,809	\$ 1,627	\$ 3,500	\$ 2,950	115.12%
Total Expenditures	\$ 221,028	\$ 226,937	\$ 325,430	\$ 325,119	43.40%
Revenues					
Compensation Board	\$ 158,809	\$ 159,360	\$ 163,323	\$ 163,323	2.49%
Total Revenue	\$ 158,809	\$ 159,360	\$ 163,323	\$ 163,323	2.49%
Percent Recovery	71.85%	70.22%	50.19%	50.23%	

KING WILLIAM COUNTY SHERIFF'S OFFICE

The Sheriff is an elected Constitutional Officer elected by County citizens every four years. The Sheriff's Office is the primary law enforcement agency for the County of King William whose mission is to provide for the safety of County citizens and visitors. The office is divided into three sections: Administrative Support Operations, Investigative Operations and Patrol Operations. Each unit is responsible for various areas of law enforcement. The Sheriff provides preventive patrol through community policing, responds to calls for service, arrests suspected offenders, promotes traffic safety, combats drug-related activities and conducts criminal investigations. The Sheriff is also charged by the Code of Virginia with providing security for the Courthouse and judges. The Sheriff's Office has two additional functions, Animal Control and E911, which fall under the direction of the Sheriff. Each has its own budget submission separate from the Sheriff's budget.

PERSONNEL SUMMARY

	FY2016 Full Time Equivalents	FY2017 Full Time Equivalents	FY2018 Full Time Equivalents	FY2019 Full Time Equivalents Requested
Sheriff's Office	20.75	20.75	20.75	21.75

Future Personnel Needs

- One additional Deputy is being requested by the Sheriff's Office and the King William County Public School system. The Deputy would act as a School Resource Officer (SRO) for the Hamilton Holmes, Acquinton and Cool Springs complex.

BUDGET SUMMARY

SHERIFFS OFFICE

	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Expenditures					
Salaries & Wages	\$ 889,720	\$ 967,217	\$ 1,031,726	\$ 1,030,897	6.67%
Fringe Benefits	352,006	376,597	360,951	436,921	-4.15%
Purchased Services	50,771	64,654	75,745	59,700	17.15%
Util, Comm, Rentals, Etc.	163,611	124,129	182,855	163,153	47.31%
Travel & Training	1,978	1,242	2,700	2,700	117.39%
Dues & Memberships	1,992	1,915	2,000	2,000	4.44%
Materials & Supplies	113,938	117,182	161,860	149,860	38.13%
Total Expenditures	\$ 1,574,016	\$ 1,652,936	\$ 1,817,837	\$ 1,845,231	9.98%
Revenues					
Compensation Board	\$ 697,466	\$ 690,877	\$ 739,437	\$ 739,437	7.03%
Total Revenue	\$ 697,466	\$ 690,877	\$ 739,437	\$ 739,437	7.03%
Percent Recovery	44.31%	41.80%	40.68%	40.07%	

EMERGENCY COMMUNICATIONS - 911

The Dispatch Office is administered by the Sheriff's Department and is the sole point of contact for emergency 911 calls for the County's public safety agencies. E911 receives incoming calls for service and promptly processes the call and dispatches the appropriate Fire and EMS, Sheriff's Office, West Point Police Department, and Animal Control resources. These emergency communication services require staff to quickly answer and respond to incidents 24-hours a day, seven days a week. In the event of medical emergencies, E911 personnel remain on the phone and provide callers with lifesaving pre-arrival instructions. The Office's priorities are directly tied to the prompt answering, entering, and dispatching of calls for service.

PERSONNEL SUMMARY

	FY 2015 Full Time Equivalents	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents Recommended
Emergency Communications	12.5	12.5	12.5	12.5

Future Personnel Needs

- No additional personnel needs anticipated at this time.

BUDGET SUMMARY

SHERIFF - EMERGENCY E911 COMMUNICATIONS

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 393,437	\$ 414,114	\$ 459,093	\$ 462,524	0.75%
Fringe Benefits	146,042	155,480	173,687	188,088	8.29%
Purchased Services	78,173	78,936	77,000	91,600	18.96%
Util, Comm, Rentals, Etc.	38,568	32,029	39,565	38,915	-1.64%
Travel & Training	1,078	715	1,250	1,500	20.00%
Materials & Supplies	1,434	1,122	5,200	2,200	-57.69%
Total Expenditures	\$ 658,732	\$ 682,396	\$ 755,795	\$ 784,827	3.84%

FIRE AND RESCUE SERVICES

Fire and Rescue Services are administered by the Office of Fire and Emergency Services. The mission of the Fire and Rescue Services is to protect life, property, and the environment. King William County supports five volunteer departments: Mangohick, King William, Walkerton, Mattaponi and West Point. The emergency operations branch promptly responds to emergencies and disasters, suppresses fires, provides pre-hospital medical care, and controls and mitigates hazards. The volunteer departments strive to meet reasonable response times with available resources.

King William County has contracted with Life Care for the past three years to provide Advance Life Support coverage from 6 a.m. to 6 p.m. Monday through Sunday. In FY2019 the County is requesting permanent full-time staffing be added. The request is for six (6) Fire Medics to work 24/5 with the volunteer organizations partnering with the County personnel to address County service needs.

As part of the hybrid model West Point Volunteer Fire and Rescue would receive an additional \$125,000 in operational contributions from the County to address the paid staff at their station.

King William Volunteer Fire & Rescue, Mangohick Volunteer Fire & Rescue, and Walkerton Fire Departments would receive level funding from the County. Mattaponi Resque Squad would receive a reduction from their prior year contributions from the County to bring them level with Walkertons contribution.

BUDGET SUMMARY

FIRE AND EMERGENCY SERVICES DEPARTMENTS/ORGANIZATIONS					
Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Contracted Rescue Services	\$ 447,697	\$ 250,540	\$ 245,000	\$ -	-100.00%
King William County Fire & Rescue	\$ -	\$ -	\$ -	\$ 272,024	100.00%
King William Volunteer Fire & Rescue	\$ 117,525	\$ 120,528	\$ 118,800	\$ 118,800	0.00%
West Point Volunteer Fire & Rescue	\$ -	\$ 148,840	\$ 148,840	\$ 273,840	83.98%
Mangohick Volunteer Fire & Rescue	\$ -	\$ 92,680	\$ 92,680	\$ 92,680	0.00%
Mattaponi Volunteer Rescue	\$ -	\$ 60,920	\$ 60,920	\$ 39,320	-35.46%
Walkerton Fire Department	\$ -	\$ 39,320	\$ 39,320	\$ 39,320	0.00%
Line of Duty Act - Volunteer Organizations	\$ 8,268	\$ 10,499	\$ 10,500	\$ 10,500	0.00%
Radio Costs - Volunteer Organizations	\$ 167,405	\$ 173,920	\$ 179,745	\$ 179,745	0.00%
MedFlight	\$ 2,100	\$ 500	\$ 500	\$ 700	40.00%
Peninsulas EMS Council	\$ 1,601	\$ 1,654	\$ 2,113	\$ 2,113	0.00%
Department of Forestry	\$ 9,234	\$ 9,234	\$ 9,234	\$ 9,234	0.00%
Total Expenditures	\$ 753,830	\$ 908,635	\$ 907,652	\$ 1,038,276	14.39%

CORRECTION AND DETENTION

King William County is a member jurisdiction of the Middle Peninsula Regional Security Center. This facility is used to provide inmate services for individuals charged with crimes in King William County and the Town of West Point. The Regional Jail Board determines an annual contribution amount from all member localities and the quarterly bill issued to those localities is dependent upon usage.

King William County uses the Merrimac Juvenile Detention Center for secure detention for juveniles. This facility is located in Williamsburg, Virginia. The Juvenile Detention Commission sets a budget based on a five year average usage of the facility and the quarterly payments are billed equally throughout the fiscal year. At the end of each fiscal year, a true up for actual usage is determined which impacts end of the year financials and the follow year's budget.

Funding for mandated pretrial services and any court mandated non-secure treatment facilities area also accounted in the correction and detention functional area.

BUDGET SUMMARY

CORRECTION AND DETENTION						
Expenditures	FY16	FY 17	FY18	FY19	FY18 to FY19	
	Actual	Actual	Adopted	Recommended		
Regional Security Center	\$ 745,678	\$ 1,045,855	\$ 1,045,850	\$ 1,060,000	1.35%	
Pretrial Services	7,800	8,400	9,100	7,000	-23.08%	
Juvenile Facilities Non Secure	23,657	37,341	48,000	48,000	0.00%	
Juvenile Detention Center	21,492	54,965	29,512	35,557	20.48%	
J&DR Court Services Unit	8,439	7,859	9,180	8,630	-5.99%	
Total Expenditures	\$ 807,066	\$ 1,154,420	\$ 1,141,642	\$ 1,159,187	1.54%	

COMMUNITY DEVELOPMENT – PLANNING & BUILDING

The Building Department is tasked with administering and enforcing the Uniform Statewide Building Code (USBC) at the local level. Duties primarily consist of reviewing building plans, issuing permits and performing inspections to ensure safe construction, compliant with the USBC. The department brings in revenue primarily from permit application and plan review fees. Building Inspections has expanded its duties to include enforcement of the Property Maintenance Code which provides the minimum standards for the maintenance of existing buildings and structures.

The Planning and Zoning Department is tasked with implementing the County’s development and environmental regulations and policies. Duties include administering the Zoning Ordinance, Subdivision Ordinance and local, state and federal environmental regulations including wetlands, erosion & sediment control and stormwater management. The department also staffs several committees including the Planning Commission, Board of Zoning Appeals, Wetlands Board and Historical Preservation and Architectural Review Board. The department maintains the County’s GIS mapping system and E-911 addressing.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
Building Inspections	6	6	6.5	6.5

Future Personnel Needs

- No additional personnel is requested at this time.

BUDGET SUMMARY

COMMUNITY DEVELOPMENT - BUILDING AND DEVELOPMENT SERVICES

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 94,006	\$ 95,886	\$ 97,804	\$ 97,205	-0.61%
Fringe Benefits	42,073	47,487	44,333	49,920	12.60%
Purchased Services	3,871	5,385	6,775	6,100	-9.96%
Util, Comm, Rentals, Etc.	2,307	1,227	1,800	2,800	55.56%
Travel & Training	422	-	750	750	0.00%
Dues & Memberships	-	-	150	150	0.00%
Materials & Supplies	2,622	2,120	4,600	4,500	-2.17%
Total Expenditures	\$ 145,301	\$ 152,105	\$ 156,212	\$ 161,425	3.34%

COMMUNITY DEVELOPMENT - PLANNING AND DEVELOPMENT

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 179,978	\$ 188,560	\$ 211,161	\$ 212,500	0.63%
Fringe Benefits	65,422	64,400	66,269	61,616	-7.02%
Purchased Services	20,080	22,939	26,100	23,850	-8.62%
Util, Comm, Rentals, Etc.	9,617	3,349	4,350	5,950	36.78%
Travel & Training	2,267	1,915	1,100	1,100	0.00%
Dues & Memberships	16,981	1,552	19,900	20,900	5.03%
Materials & Supplies	5,053	5,307	5,750	5,750	0.00%
Total Expenditures	\$ 299,398	\$ 288,022	\$ 334,630	\$ 331,666	-0.89%

KING WILLIAM COUNTY SHERIFF'S OFFICE - ANIMAL CONTROL

Animal Control, a division of the King William County Sheriff's Office, is responsible for providing the public safety and health of the community by enforcing both County and State animal laws. Animal Control directly assists all other local and State public safety, health and law-enforcement agencies to protect and serve the citizens of King William County, their pets and livestock, while promoting humane care and treatment of all animals within the County.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
Animal Control	2.5	2.5	2.5	2.5

Future Personnel Needs

- No additional personnel are being requested at this time.

BUDGET SUMMARY

SHERIFF - ANIMAL CONTROL

Expenditures	FY16	FY 17	FY18	FY19	FY18 to FY19
	Actual	Actual	Adopted	Recommended	
Salaries & Wages	\$ 80,806	\$ 72,864	\$ 75,872	\$ 75,872	0.00%
Fringe Benefits	28,940	31,921	32,363	24,677	-23.75%
Purchased Services	3,211	3,604	7,460	7,470	0.13%
Util, Comm, Rentals, Etc.	3,018	930	2,400	2,675	11.46%
Travel & Training	938	1,340	1,250	1,300	4.00%
Dues & Memberships	60	90	120	120	0.00%
Materials & Supplies	10,467	5,991	16,250	16,250	0.00%
Total Expenditures	\$ 127,440	\$ 116,740	\$ 135,715	\$ 128,364	-5.42%

FIRE AND EMERGENCY MANAGEMENT SERVICES

The Fire and Emergency Services Department includes several programs: Emergency Management, Fire & Rescue, and Fire Marshal. The Emergency Management program oversees the County's preparedness, response and recovery programs for natural and man-made disasters. The Fire & Rescue program works with the volunteer Fire & Rescue departments to improve the response to emergencies. The Fire Marshal conducts fire inspections, fire cause investigations and enforces the Statewide Fire Protection Code.

PERSONNEL SUMMARY

Full Time Employees

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
Fire and Emergency Services	1	1	2	2

Future Personnel Needs

- No additional personnel is requested at this time.

BUDGET SUMMARY

FIRE AND EMERGENCY SERVICES MANAGEMENT

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 46,495	\$ 71,936	\$ 73,375	\$ 118,375	61.33%
Fringe Benefits	\$ 16,767	\$ 30,153	\$ 31,302	\$ 50,858	62.48%
Purchased Services	\$ 774	\$ 4,110	\$ 7,000	\$ 5,250	-25.00%
Util, Comm, Rentals, Etc.	\$ 39,656	\$ 40,126	\$ 42,686	\$ 44,436	4.10%
Travel & Training	\$ 506	\$ 378	\$ 1,000	\$ 1,000	0.00%
Dues & Memberships	\$ 155	\$ 75	\$ 800	\$ 1,300	62.50%
Materials & Supplies	\$ 7,555	\$ 10,816	\$ 7,900	\$ 8,150	3.16%
Total Expenditures	\$ 111,908	\$ 157,594	\$ 164,063	\$ 229,369	39.81%

GENERAL PROPERTIES – MAINTENANCE DIVISION

The Public Works/General Properties Department is tasked with the responsibility for the overall operation and maintenance of all County buildings, grounds, fleet vehicles, equipment, water systems and County park facility. Public Works is charged with building and renovation of capital projects; preventive maintenance; repair; major systems and equipment replacement; and facility planning. The duties required vary considerably from the more mundane such as toilet repairs to working with contractors to facilitate the construction of new facilities etc. This department is also tasked with the continual maintenance of two former landfill sites, the Sheriff's Department shooting range as well as other facilities not typically viewed by the staff or general public.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
General Properties	4	4	3	4

Future Personnel Needs

- Moved a position out of the Financial & Management Services Department to the Maintenance Division to support staff and contractors. Role is responsible for procurement (procurement card, RFP's, IFB's, etc.) for all service related to business and grounds. Performs tracking of expenditures, work requests, reconciliation of fuel and p-cards, manages contracts, acts as liaison with contractors for service work and supports staff in the field.
- Number of employees has changed due to the split of Public Works in 2018 and Maintenance. Utilities Division has two FTE and Maintenance Division has four FTE. In prior years two employees were reflected as 50% time Utilities and 50% Maintenance.

BUDGET SUMMARY

GENERAL PROPERTIES - MAINTENANCE DIVISION

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 167,712	\$ 186,221	\$ 190,191	\$ 188,113	-1.09%
Fringe Benefits	71,869	74,920	74,109	78,610	6.07%
Purchased Services	163,064	329,955	302,600	327,975	8.39%
Util, Comm, Rentals, Etc.	130,984	96,263	117,360	121,300	3.36%
Travel & Training	-	149	150	1,500	900.00%
Dues & Memberships	-	110	100	-	-100.00%
Materials & Supplies	41,233	31,265	45,750	49,200	7.54%
Total Expenditures	\$ 574,862	\$ 718,883	\$ 730,260	\$ 766,698	4.99%

JOINT GOVERNMENTAL AGENCIES

King William County is part of several joint governmental agencies. Some of these agencies are by regional contract such as the Three Rivers Health District, Middle Peninsula Regional Airport Authority, Pamunkey Regional Library, Middle Peninsula Northern Neck Community Service Board, and 3 Rivers Soil and Water District. Others are requirements of the Code of Virginia such as the Community Services Board and Health Department.

BUDGET SUMMARY

JOINT GOVERNMENTAL AGENCIES						
Expenditures	FY16	FY 17	FY18	FY19	FY18 to FY19	
	Actual	Actual	Adopted	Recommended		
Local Health Department	\$ 135,842	\$ 138,214	\$ 135,810	\$ 140,000	3.09%	
MPNN Community Services Board	\$ 50,326	\$ 50,326	\$ 50,325	\$ 55,325	9.94%	
Pamunkey Regional Library	\$ 400,000	\$ 399,650	\$ 399,650	\$ 399,650	0.00%	
Membership, MPPDC	\$ -	\$ 16,300	\$ -	\$ -	0.00%	
Middle Peninsula Regional Airport Authority	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	
Three Rivers Soil and Water	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	
Total Expenditures	\$ 621,168	\$ 639,490	\$ 620,785	\$ 629,975	1.48%	

OUTSIDE AGENCIES

King William County provides support to several community partners who help extend and fill the gap of services not directly provided by local government. A summary of the agencies are listed below.

BUDGET SUMMARY

OUTSIDE AGENCIES

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Bay Aging	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
LegalAid (Rappahannock Legal Services)	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Upper KW Senior Center	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	0.00%
Middle KW Senior Center	\$ 1,600	\$ 1,600	\$ 1,600	\$ -	-100.00%
Quin Rivers Agency	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	-100.00%
Laurel Shelter Inc	\$ 750	\$ 750	\$ 750	\$ 750	0.00%
Indian Rivers Humane Society - NEW	\$ -	\$ -	\$ -	\$ 1,500	100.00%
Bay Transit	\$ 15,000	\$ 13,500	\$ 13,500	\$ 13,500	0.00%
Rappahannock Community College	\$ 7,814	\$ 7,815	\$ 7,815	\$ 20,022	156.20%
Arts Alive	\$ 10,000	\$ 9,000	\$ 10,000	\$ 10,000	0.00%
Total Expenditures	\$ 45,764	\$ 43,265	\$ 44,265	\$ 55,372	25.09%

PARKS AND RECREATION - ADMINISTRATION

The Department of Parks and Recreation runs the day to day operations of the King William Recreation Park. This fund covers the cost of all expenses at the park including general repair and maintenance. The park provides fields for youth sports, basketball courts for the community members to use, a recreation facility for fitness classes and is open daily for county residents to use at their leisure. Office staff coordinate use of the facilities as well as needed repair and maintenance.

The Parks and Recreation Department staff also plans, markets, and implements programming for the citizens of King William County. Programs include youth, adult, and senior offerings. Examples of programming are fitness classes, sports programs, afterschool and summer child care, instructional classes, and county-wide events like the County Fest. The Department of Parks and Recreation is advised by the Recreation Commission, a nine-member, board-appointed committee that meets monthly to ensure recreational opportunities support the desires of King William County citizens.

PERSONNEL SUMMARY

	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents	FY 2019 Full Time Equivalents Recommended
Parks and Recreation	2	2	3	3

Future Personnel Needs

- No additional personnel is requested at this time.

BUDGET SUMMARY

PARKS AND RECREATION - ADMINISTRATION

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 71,991	\$ 71,641	\$ 101,870	\$ 104,482	2.56%
Fringe Benefits	34,220	39,711	47,346	51,554	8.89%
Purchased Services	15,311	16,292	22,800	27,000	18.42%
Util, Comm, Rentals, Etc.	15,836	16,470	19,700	22,500	14.21%
Travel & Training	-	33	750	750	0.00%
Dues & Memberships	26	365	500	500	0.00%
Materials & Supplies	9,620	8,995	16,025	18,350	14.51%
Total Expenditures	\$ 147,004	\$ 153,507	\$ 208,991	\$ 225,136	7.73%

ECONOMIC DEVELOPMENT

The purpose of economic development is to attract businesses, encourage reinvestment in established businesses, and create new jobs. Assisting businesses and industries already located in the County is also a desired component.

BUDGET SUMMARY

ECONOMIC DEVELOPMENT					
	FY16	FY 17	FY18	FY19	
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19
Purchased Services	\$ 7,325	\$ 300	\$ 10,000	\$ 20,000	100.00%
Travel & Training	\$ -	\$ -	\$ -	\$ 2,500	100.00%
Dues & Memberships	-	5,000	5,000	5,000	0.00%
Materials & Supplies	-	-	-	2,500	100.00%
Total Expenditures	\$ 7,325	\$ 5,300	\$ 15,000	\$ 30,000	100.00%

MISCELLANEOUS

King William County supports some activities that do not fall into regular categories. The following is a compilation of funds that address a myriad of financial obligations and/or activities considered important to fund.

Significant Budget Highlights

- Information Technology Services is to address the new contracted service provider and the additional costs associated with monthly service fees, equipment and software upgrades required on an annual basis.
- Radios – Pupil Transportation/TWP Radios is to cover the expenditures related to radios used by both the Public School and the Town of West Point. Costs include their share of expenditures related to the Hanover System and the Motorola Service support.
- The reassessment period was extended by the Board of Supervisors while they deliberated on creating an internal Assessors Office or continue with outside consultants. The amount in the Assessment line for FY19 indicates the projected costs associated with an internal department.

BUDGET SUMMARY

MISCELLANEOUS

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Cooperative Extension Service	27,155	32,144	40,614	41,936	3.3%
Mt. Olive Improvements	-	1,033	-	-	0.0%
Contingency	23,291	90,741	105,000	105,000	0.0%
Information Technology Services	-	19,542	60,000	99,720	66.2%
Litter Prevention	494	-	5,000	5,000	0.0%
Medical Examiner	180	160	120	200	66.7%
Radios - Pupil Transportation/TWP Radios	114,602	119,182	145,000	166,170	14.6%
FY 2019 Reassessment/Assessors Office	-	-	195,000	164,258	(15.8%)
Town of West Point Unified Tax Levy	150,000	150,000	153,015	155,310	1.5%
West Point Local Sales Tax	275,506	299,001	230,000	294,244	27.9%
West Point Dispatch Agreement	44,981	46,768	40,000	40,000	0.0%
Total Expenditures	\$ 636,209	\$ 758,571	\$ 973,749	\$ 1,071,838	10.1%

TRANSFER FROM GENERAL FUND

King William County supports organizations and various activities such as debt service, capital projects, etc. that require General Fund support. The County transfers funds to match State and Federal dollars as well as share support of shared services such as the Regional Animal Shelter.

In FY 2018 the County began maintaining and paying all debt service for both the King William County Public Schools and the County. In prior years the King William County Public Schools debt service was transferred as part of the annual County contribution.

Significant Budget Highlights

- King William Public Schools FY 2018 and FY 2019 allocation separates out the base operational funding as compared to debt service funding. The County and Public Schools debt service is co-mingled within the Transfer to the Debt Service Fund.
- King William Public Schools FY 2019 budget includes new staff and additional funding for health insurance increases. The request for pay adjustments in the amount of \$340,000 is not included in the \$9,241,390 amount.

BUDGET SUMMARY

TRANSFER - GENERAL FUND

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Transfer to School Fund	10,654,640	10,590,250	8,783,744	9,241,390	5.2%
Transfer to Debt Service Fund	768,786	818,161	2,765,215	3,499,839	26.6%
Transfer to Capital Fund	275,000	270,000	515,200	1,123,461	118.1%
Transfer to Public Assistance	147,045	182,159	300,028	182,653	(39.1%)
Transfer to Victim-Witness	3,378	3,505	3,505	3,505	0.0%
Transfer to Regional Animal Shelter	122,006	129,894	127,976	142,394	11.3%
Transfer to CSA Fund	346,167	308,269	379,605	389,463	2.6%
Transfer to VJCCA Fund	19,155	18,850	18,850	18,850	0.0%
Total Expenditures	\$ 12,336,177	\$ 12,321,088	\$ 12,894,123	\$ 14,601,555	13.2%

DEBT SERVICE

Debt service represents payments of principal and interest on all County indebtedness. Debt service for the schools is included in the County payments. The FY 2019 amount includes the first scheduled P&I payment for Hamilton Holmes Middle School construction project.

BUDGET SUMMARY

Debt Service	FY 2019	
	Recommended	Paid in Full
County General Obligation CH Project 2002	\$ 344,053	FY 2029
VML/VACO Finance Program Series 2005	\$ -	REFINANCED
Collateralized Debt 1995B Rental Payment	\$ -	FY 2018
Radio Communications Series 2012	\$ 262,869	FY 2026
VRA 2006C Refunding Wastewater	\$ 78,122	REFINANCED
1998 Wastewater Bond	\$ -	FY 2017
School Literary Loan 1999	\$ -	FY 2017
School Literary Loan 1998	\$ 257,500	FY 2019
School General Obligation VPSA 1998 B	\$ 35,893	FY 2019
School General Obligation VPSA 2002 B	\$ 425,625	FY 2023
School General Obligation VPSA 2002A	\$ 408,533	FY 2023
School General Obligation VPSA 2003 D	\$ 446,425	FY 2024
School General Obligation VPSA 2004 B	\$ 38,933	FY 2025
Schools Collateralized VML/VACO 2013	\$ 121,528	FY 2031
Schools Collateralized VML/VACO 2007	\$ 198,866	REFINANCED
VPSA 2010-1	\$ 28,290	FY 2027
VML/VACO 2006 B	\$ -	FY 2017
Hamilton Holmes Middle School - TBD	\$ 853,202	FY 2038
Total Expenditures	\$ 3,499,839	

SOCIAL SERVICES FUND

The King William Social Services is a locally administered and state supervised agency providing services to citizens of King William County who are unable to provide for themselves and their families in the areas of food, medical health coverage, temporary assistance for those without employment as well as protection for children and adults who are in danger of abuse and/or exploration. We administer our program with 16 staff (12 full time and 4 part time). We also share a part time position of Fraud Investigator with Mathews, Middlesex and King and Queen Counties Departments of Social Services. The Children's Services Act is a county program housed within the King William Social Services agency. The CSA funds services for children in the county who are deemed eligible for services based on emotional and behavioral needs. Funding is allocated on a case by case basis.

PERSONNEL SUMMARY

	FY2015 Full Time Equivalents	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents Recommended
Social Services	14.5	14.5	14.5	14.5

Future Personnel Needs

- No additional personnel is requested at this time.

BUDGET SUMMARY

SOCIAL SERVICE FUND

	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Expenditures					
Salaries & Wages	\$ 533,956	\$ 551,497	\$ 584,918	\$ 704,526	20.45%
Fringe Benefits	157,563	163,357	217,752	243,387	11.77%
Purchased Services	21,474	26,223	39,900	66,555	66.80%
Util, Comm, Rentals, Etc.	17,966	10,307	31,288	26,275	-16.02%
Travel & Training	5,348	4,436	6,200	6,200	0.00%
Dues & Memberships	425	655	390	390	0.00%
Materials & Supplies	13,985	33,203	16,950	16,950	0.00%
Joint Operations	197,610	185,633	225,926	307,174	35.96%
Total Expenditures	\$ 948,327	\$ 975,311	\$ 1,123,324	\$ 1,371,457	22.09%
Revenues					
Federal Revenue	\$ 491,684	\$ 537,600	\$ 536,605	\$ 874,825	63.03%
State Revenue	303,081	199,300	283,016	310,304	9.64%
Transfer from the General Fund	147,045	182,159	300,028	182,653	-39.12%
Recovered Cost	3,871	3,208	3,675	3,675	0.00%
Total Revenue	\$ 945,681	\$ 922,267	\$ 1,123,324	\$ 1,371,457	22.09%
Percent Recovery	99.72%	94.56%	100.00%	100.00%	

COMPREHENSIVE SERVICES ACT (CSA) FUND

The Comprehensive Services Act (CSA) is a state-mandated interagency program that provides access to funding for contracted services for children and their families in the community. Referrals for the program originate in four areas: the special education division of public schools, the Juvenile Court Services Unit, Community Services Board, and the Department of Social Services. The Program's mission is to support families by providing community-based services for at-risk youth. Program leadership and oversight is provided by the multidisciplinary Community and Policy Management Team (CPMT), made up of County leaders. Families and children in the Program are from various backgrounds and situations, to include children in foster care, juveniles involved with the courts and at risk for out-of-home placement, students unable to cope effectively in a public school setting, and children with behavioral/emotional issues that may necessitate a secure therapeutic environment.

BUDGET SUMMARY

CSA FUND						
Expenditures	FY16	FY 17	FY18	FY19		
	Actual	Actual	Adopted	Recommended	FY18 to FY19	
CSA Services	\$ 698,834	\$ 819,562	\$ 812,000	\$ 1,056,000	30.05%	
Total Expenditures	\$ 698,834	\$ 819,562	\$ 812,000	\$ 1,056,000	30.05%	
Revenues						
State Revenue	\$ 379,904	\$ 500,081	500,081	646,537	29.29%	
Other Revenue	-	18,604	18,604	20,000	100.00%	
Transfer from the General Fund	346,167	308,269	308,269	389,463	26.34%	
Fund Balance		-	-	-	0.00%	
Total Revenue	\$ 726,071	\$ 826,954	\$ 826,954	\$ 1,056,000	27.70%	
Percent Recovery	103.90%	100.90%	101.84%	100.00%		

REGIONAL ANIMAL SHELTER

The Regional Animal Shelter is located in King William County but is run by King William and King and Queen Counties. The shelter is open 365 days a year, and its primary responsibility is to promote the safety and welfare of citizens and animals in the King William and King & Queen County communities. Personnel maintains the animal shelter, where animals from King William County and King and Queen County are housed pending redemption by owners, adoption by citizens, euthanasia, or other disposition as provided by statute, ordinance and regulation. Social media and newspaper advertisements are used to aid adoption efforts.

PERSONNEL SUMMARY

	FY 2015 Full Time Equivalents	FY 2016 Full Time Equivalents	FY 2017 Full Time Equivalents	FY 2018 Full Time Equivalents Recommended
Planning and Development	4.5	4.5	4.5	4.5

Future Personnel Needs

- No additional personnel are requested at this time.

Significant Budget Highlights

- Requesting pay grade adjustment for one existing position.
- Requesting an increase in seasonal staffing monies.
- Requesting additional funds to address cremation of euthanized carcasses rather than sending to the landfill.
- Requesting an additional \$25,000 for capital funding of the Isolation Room.

BUDGET SUMMARY

REGIONAL ANIMAL SHELTER (RAS)

Expenditures	FY16 Actual	FY 17 Actual	FY18 Adopted	FY19 Recommended	FY18 to FY19
Salaries & Wages	\$ 142,861	\$ 143,449	\$ 159,899	\$ 158,820	-0.67%
Fringe Benefits	49,875	45,069	50,706	45,743	-9.79%
Purchased Services	4,598	10,810	5,480	21,350	289.60%
Util, Comm, Rentals, Etc.	12,537	11,755	16,500	13,150	-20.30%
Travel & Training	-	249	350	500	42.86%
Other Non-Personal	90	90	250	100	-60.00%
Dues & Memberships	95	45	100	75	-25.00%
Materials & Supplies	39,155	48,319	40,345	47,600	17.98%
Miscellaneous Expenses Related to Animals	18,568	23,915	23,915	19,300	-19.30%
Capital Outlay	-	-	-	-	#DIV/0!
Transfers	-	-	-	-	#DIV/0!
Total Expenditures	\$ 267,779	\$ 283,701	\$ 297,545	\$ 306,638	3.06%
Revenues					
Charges for Services	\$ 7,960	\$ 5,470	\$ 8,000	\$ 4,000	-50.00%
Restricted Miscellaneous Revenue	22,106	\$ 26,105	16,974	15,850	-6.62%
Recovered Costs	123,075	\$ 131,405	133,176	144,394	8.42%
Transfer from General Fund	122,006	\$ 125,000	127,976	142,394	11.27%
Use of Restricted Fund Balance	365	\$ 4,894	5,874	-	-100.00%
Total Revenue	\$ 275,512	\$ 292,874	\$ 292,000	\$ 306,638	5.01%

WATER – UTILITIES DIVISION

King William County provides high quality water services to select residential, commercial, and industrial customers located within the County. Connection fees and user charges support operation and maintenance, administration, facilities' repairs, and debt service. The County Finance Department provides billing services for the water, while Public Works administers the fund and supervises water services staff.

PERSONNEL

	FY 2016 Full Time Equivalent	FY 2017 Full Time Equivalent	FY 2018 Full Time Equivalent	FY 2019 Full Time Equivalent Recommended
Water Department	1	1	2	2

Future Personnel Needs

- No additional personnel is requested at this time.

Significant Budget Highlights

- Department split in 2018 into two divisions – Utilities Division and Maintenance Division.
- Recommending to incorporate fund balance to address capital needs in FY2019 and/or unexpected issues.

BUDGET SUMMARY

WATER FUND						
	FY16	FY 17	FY18	FY19		
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19	
Salaries & Wages	\$ 48,794	\$ 49,686	\$ 50,765	\$ 101,530	100.00%	
Fringe Benefits	\$ 19,959	\$ 20,451	\$ 16,966	\$ 38,891	129.23%	
Purchased Services	\$ 53,499	\$ 53,380	\$ 55,000	\$ 87,760	59.56%	
Util, Comm, Rentals, Etc.	\$ 16,057	\$ 14,101	\$ 8,000	\$ 13,600	70.00%	
Travel & Training	\$ 50	\$ 79	\$ -	\$ 1,000	100.00%	
Dues & Memberships	\$ 182	\$ 472	\$ 350	\$ 500	42.86%	
Materials & Supplies	\$ 17,401	\$ 25,286	\$ 20,000	\$ 36,719	83.60%	
Contingency	\$ -	\$ -	\$ -	\$ 250,000	100.00%	
Transfers (Capital Projects/Debt Service)	\$ 130,514	\$ 100,355	\$ 100,355	\$ -	-100.00%	
Total Expenditures	\$ 286,456	\$ 263,810	\$ 251,436	\$ 530,000	110.79%	
Revenues						
Water Connection Fees and Meter Sales	\$ 348,171	\$ 414,426	\$ 251,436	\$ 280,000	11.36%	
Other Income	-	15,914	-	-	0.00%	
Transfer from General Fund	48,413	-	-	-	0.00%	
Fund Balance	-	-	-	250,000	100.00%	
Total Revenue	\$ 396,584	\$ 430,340	\$ 251,436	\$ 530,000	110.79%	

SEWER - WASTEWATER

Hampton Roads Sanitation District (HRSD) manages and bills for sewer services within the County. Select residences, businesses, and industrial properties have sewer services.

Significant Budget Highlights

- Recommending to incorporate fund balance to address capital needs in FY2019 and/or unexpected issues.

BUDGET SUMMARY

WASTEWATER FUND (SEWER)					
	FY16	FY 17	FY18	FY19	
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19
Purchased Services	146,657	1,949	51,000	200,000	292.16%
Transfers (Debt Service)	101,807	100,355	-	-	0.00%
Contingency	-	-	-	95,000	100.00%
Total Expenditures	\$ 248,464	\$ 102,304	\$ 51,000	\$ 295,000	478.43%
Revenues					
Charges for Connection Fees	\$ 141,647	\$ 68,025	\$ 51,000	\$ 200,000	292.16%
Other Income	-	-	-	-	0.00%
Fund Balance	147,907	96,955	-	95,000	100.00%
Total Revenue	\$ 289,554	\$ 164,980	\$ 51,000	\$ 295,000	478.43%

PARKS AND RECREATION PROGRAMS

This fund shows revenue and expenditures from individual parks and recreation programs.

BUDGET SUMMARY

PARKS AND RECREATION						
	FY16	FY 17	FY18	FY19		
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19	
Parks and Recreation Programs	\$ 16,590	\$ 24,212	\$ 42,500	\$ 45,495	7.05%	
Community Recreation	3,275	4,188	5,000	4,000	-20.00%	
Clubs and Groups	5,228	6,089	6,850	6,280	-8.32%	
Instructional Classes	487	203	-	-	0.00%	
Special Events	\$ 3,292	\$ 2,825	\$ 4,900	\$ 6,000	22.45%	
Youth Programs	\$ 46,464	\$ 43,456	\$ 50,000	\$ 53,352	6.70%	
Summer Sneakers	25,355	33,174	32,500	36,873	13.46%	
Youth Art Classes	-	-	-	-	0.00%	
Total Expenditures	\$ 100,691	\$ 114,147	\$ 141,750	\$ 152,000	7.23%	
Revenues						
Parks and Recreation Program Fees	\$ 20,342	\$ 16,115	\$ 34,000	\$ 20,000	-41.18%	
Community Recreation	5,208	6,399	5,000	4,000	-20.00%	
Instructional Classes	3,174	3,218	250	-	-100.00%	
Special Events	-	-	2,500	3,000	20.00%	
Youth Programs	83,801	116,879	100,000	100,000	0.00%	
Prior Year Revenue	420	-	-	-	0.00%	
Use of Restricted Fund Balance	-	3,254	-	25,000	100.00%	
Total Revenue	\$ 112,945	\$ 145,865	\$ 141,750	\$ 152,000	7.23%	

EMS BILLING

EMS billing obtains financial reimbursement for the cost of providing medically necessary emergency ambulance transportation by billing private insurance companies, Medicare, or Medicaid. The majority of citizens have prepaid these costs through their own private insurance companies or through Medicare or Medicaid in the form of federal taxes. EMS Billing is considered a special revenue fund and is accounted for separately from the general fund budget. Funds collected are distributed between volunteer rescue squads.

Funds received in FY2019 will be directed toward the operational budget of the six (6) Fire Medics and their operational costs.

BUDGET SUMMARY

EMERGENCY MANAGEMENT SERVICES BILLING						
	FY16	FY 17	FY18	FY19		
Expenditures	Actual	Actual	Adopted	Recommended	FY18 to FY19	
Purchased Services	\$ 24,957	\$ -	\$ -	\$ -	0	
Util, Comm, Rentals, Etc.	3,261	-	-	-	0	
Payments	11,848	102,284	128,775	140,000	9%	
Dues & Memberships	-	-	-	-	0	
Materials & Supplies	20,021	-	-	-	0	
Fund Balance (20% Revenue)	\$ 28,455	\$ 25,250	\$ -	\$ 110,000	100%	
Total Expenditures	\$ 88,542	\$ 127,534	\$ 128,775	\$ 250,000	94%	
Revenues						
Insurance Reimbursement Revenue	\$ 88,542	\$ 127,534	\$ 128,775	\$ 250,000	94%	
	\$ 88,542	\$ 127,534	\$ 128,775	\$ 250,000	94%	

KING WILLIAM COUNTY

**PROJECTED FIVE YEAR RECOMMENDED
CAPITAL IMPROVEMENT PLAN**

GENERAL DESCRIPTION	FUNDING SOURCE	FY2018 APPROVED	FY2019	FY2020	FY2021	FY2022	FY2023	NOTES
SPECIAL REQUEST								
County Administration - Broadband Initiative	General Fund	\$ 225,000.00						To be disbursed at the request of the County Administrator and approved by the Board of Supervisors.
Constitutional Officer - Courts and Public Safety Building Wing Build Out	General Fund			\$ -	\$ 250,000.00	\$ 30,000.00		Build out of unfinished area in Courts and Public Safety Building. Will be built as a Sheriff's Office Training Area. Furniture needs would add approximately \$30,000 to cost.
County Administration - Emergency Services	General Fund	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	Allocated to Chief of Fire and EMS to address special needs and request.
Fire and Emergency Services - KWVFR	General Fund		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	Allocated to volunteer organizations for purchase of fire and/or emergency related equipment.
Fire and Emergency Services - WPVFR	General Fund		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	Allocated to volunteer organizations for purchase of fire and/or emergency related equipment.
Fire and Emergency Services - Mangohick	General Fund		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	Allocated to volunteer organizations for purchase of fire and/or emergency related equipment.
County Administration - General Properties - Mower	General Fund	\$ 19,000.00						Redirected to assist with Deferred Maintenance of Courts and Public Safety Building road and parking lot
General Registrar Office - Voting Machines	General Fund	\$ 22,200.00	\$ 22,200.00	\$ 22,200.00				Ongoing Project - Part of a five year agreement.
County Administration - Parks & Recreation - Playground	General Fund	\$ 80,000.00						New playground equipment and set up
County Administration - Regional Animal Shelter - Isolation Room	General Fund/Prior Year Reserve	\$ 25,000.00	\$ 25,000.00					KWC committed \$25K in FY2018 but K&Q will not commit cash match until fiscal year when project to be constructed. (Actual \$150,000-\$50,000-\$40,000 PPY Balance=\$60,000)
Constitutional Officer - Sheriff's Office - Impound Lot	General Fund				\$ 50,000.00	\$ 50,000.00		
SUB-TOTAL		\$ 401,200.00	\$ 167,200.00	\$ 142,200.00	\$ 420,000.00	\$ 200,000.00	\$ 120,000.00	

KING WILLIAM COUNTY
PROJECTED FIVE YEAR RECOMMENDED
CAPITAL IMPROVEMENT PLAN

GENERAL DESCRIPTION	FUNDING SOURCE	FY2018 APPROVED	FY2019	FY2020	FY2021	FY2022	FY2023	NOTES
DEFERRED MAINTENANCE								
Maintenance Division - Carpet Replacement	General Fund		\$ 30,000.00	\$ 50,000.00				Administration Building carpet is 16+ years old and has multiple ripples in carpeting causing potential tripping hazards as well as worn and discoloration areas. Split cost over two year period addressing worst areas first. McAlister Building carpet is original to building and needs to be combined with bid when Administration Building carpet replaced (2020).
Fontainbleau Well and Pump House	General Fund		\$ 550,000.00					Current well is "temporary", drilled through two aquifers and has gravel sleeve materials. New well and pump house to be constructed.
Drainage Maintenance at McAllister and New Courthouse	General Fund		\$ 20,000.00					
Maintenance Division - Resealing and Restriping Parking Lots	General Fund		\$ 20,000.00					McAlister Building and driveway of VJCCCA
Maintenance Division - HVAC Replacement	General Fund	\$ 45,000.00	\$ 55,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00		Replace three (3) back units at Administration Building and additional units at Health Human Services Building
Maintenance Division - Interior Sealing of Walls and Repairs to Water Damaged Areas; Painting; HVAC, etc.	General Fund		\$ 86,261.00					Foundation problem in newer addition (19th century) due to water seepage. Water seal basement walls to provide protection from moisture.
Maintenance Division - McAlister Bldg. Roof	General Fund						\$ 32,000.00	Flat section of roof has rubber membrane. Needs to be replaced within the next 5-7 years.
Parks & Recreation - Bathrooms	General Fund/P&R Reserve		\$ -					Removal of wooden stalls, toilets and stained sinks. Scour concrete floor and paint with permanent paint sealing with clear coat. Etc.
Parks & Recreation - Drainage Project Phase II	General Fund	\$ 26,500.00						Phase II of determining the remedies for drainage issues at the Park.
Parks & Recreation - Concession Stand Project	General Fund/P&R Reserve			\$ 18,000.00				Remodel concession stand area clearing out wooden cabinets, rewire, new awning, replace concession window, purchase stainless steel movable shelving units for cleanliness and versatility of work area.
Utilities Division - Fontainbleau Pump Upgrade	Water/Sewer Fund		\$ -		\$ 50,000.00			Recommended to be addressed by B. Schardein. Well house saddle tank 32 gallons per minute. Amount listed is placeholder.
Utilities Division - Central Garage Water Tower	General Fund/Water Fund						\$ 166,360.00	Estimate provided in 2016; Proposed to extend the life of the water tower and maintain efficiencies.
SUB-TOTAL		\$ 71,500.00	\$ 761,261.00	\$ 113,000.00	\$ 95,000.00	\$ 45,000.00	\$ 198,360.00	

KING WILLIAM COUNTY
PROJECTED FIVE YEAR RECOMMENDED
CAPITAL IMPROVEMENT PLAN

GENERAL DESCRIPTION	FUNDING SOURCE	FY2018 APPROVED	FY2019	FY2020	FY2021	FY2022	FY2023	NOTES
FLEET								
Vehicle Replacement - Multiple Departments	Capital Fund	\$ 165,000.00	\$ 135,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	FY2019 Sheriff's Office - Two Vehicles Approx. \$60,000; Facilities - One Vehicle Approx. \$25K; Appraisers Office - One Vehicle Approx. \$25K; FY2020 - RAS One Vehicle Approx. \$25K; FY2020 - Planning & Building - One Vehicle Approx. \$25K; Sheriff's Office - One Vehicle Approx. \$30,000; FY21 - FY23 Placeholders of \$80,000
<i>SUB-TOTAL</i>		<i>\$ 165,000.00</i>	<i>\$ 135,000.00</i>	<i>\$ 80,000.00</i>	<i>\$ 80,000.00</i>	<i>\$ 80,000.00</i>	<i>\$ 80,000.00</i>	
INFORMATION TECHNOLOGY								
County Administration - Servers, Software, Computer Equipment	General Fund		\$ 60,000.00	\$ 25,000.00	\$ 25,000.00			Description of need and associated cost will be provided by IT service provider. Amounts listed are placeholders at this time.
<i>SUB-TOTAL</i>		<i>\$ -</i>	<i>\$ 60,000.00</i>	<i>\$ 25,000.00</i>	<i>\$ 25,000.00</i>	<i>\$ -</i>	<i>\$ -</i>	
TOTAL		<i>\$ 637,700.00</i>	<i>\$ 1,123,461.00</i>	<i>\$ 360,200.00</i>	<i>\$ 620,000.00</i>	<i>\$ 325,000.00</i>	<i>\$ 398,360.00</i>	
FUNDING STRUCTURE								
General Fund Balance			\$ 1,000,000.00	\$ 930,200.00	\$ 490,000.00	\$ 245,000.00	\$ 252,000.00	
Departmental Reserve			\$ -	\$ -	\$ 50,000.00		\$ 66,360.00	
Capital Fund			\$ 123,461.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	
School Reserve			\$ -	\$ -	\$ -			
School - Other Local Funds			\$ -	\$ -	\$ -			
Capital Debt Service					\$ -			
TOTAL			\$ 1,123,461.00	\$ 1,010,200.00	\$ 620,000.00	\$ 325,000.00	\$ 398,360.00	