

**APPROVED MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
BUDGET WORK SESSION OF JANUARY 30, 2023**

A budget work session of the Board of Supervisors of King William County, Virginia, was held on the 30th day of January, 2023 beginning at 7:00 p.m. in the Board Meeting Room of the County Administrative Building and via Zoom.

AGENDA ITEM 1. CALL TO ORDER.

Chairman Hodges called the meeting to order.

AGENDA ITEM 2. ROLL CALL

The members of the Board of Supervisors were polled:

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

AGENDA ITEM 3. REVIEW AND ADOPTION OF MEETING AGENDA

Vice Chair Garber made a motion to adopt the Meeting Agenda as presented. Supervisor Moren seconded the motion. The Chairman called for any discussion. The members were polled:

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

AGENDA ITEM 4. BUDGET WORK SESSION MATTERS

4.a. Constitutional and Appointed Officers FY24 Budget Requests

4.a.i. Fund for State Offices – Natasha Brown, Director of Financial Services

Ms. Brown presented an overview of the budget requests from the registrar's office, constitutional officers, and Social Services and CSA. The County Administrator recommendation will be presented on March 13. Included in all budget requests is a 15% increase placeholder for health insurance since the Anthem rates will not be announced until March. Additional funds are expected from the compensation board for constitutional offices in FY24 based on a 5% salary increase effective July 1, 2023.

4.a.ii. General Registrar – Alison Fox

The General Registrar budget request includes additional funds in FY24 for the salary for a full-time Deputy Registrar. The pay classification for this position has a salary range of \$32,290 to \$41,984. Depending on the qualifications of the candidate the hope is to offer up to \$40,000. Cyber Security requirements for the office are extensive and not something that can be done in house.

The annual cost increased by \$1,575.72 for a total annual cost of \$13,063.92. Education expense increased by \$2,200 due to classes and required meetings being held once again in person. Staff are members of the Registrar's Association of Virginia, and a slight increase is expected for membership dues. Office Supplies increased by \$500 due to the increase in the cost of materials and supplies needed to conduct elections as well as the daily function of the office.

4.a.iii. Commonwealth's Attorney – Matthew R. Kite

The budget request for the Commonwealth Attorney's office includes a 5% cost of living increase in salary for the Legal Assistant and the Records Manager; a decrease of \$2,000 for Data Processing Maintenance because the current contract is not as costly as initially planned; and an increase for Book & Subscriptions due to an increased need and cost for up-to-date products.

Victim/Witness Assistance Program

The program assists on average 500 citizens and business owners of King William and King and Queen throughout the court process. This is an increase from 350 clients in the past years. The program receives no State reimbursement. A 3.5% cost of living raise and merit is requested for the Director. FICA, retirement group insurance, and work's compensation have been increased to reflect this change. A projected increase in hospital/medical plans is expected and included in this request for additional funding.

4.a.iv. Clerk of the Circuit Court – Tina Glazebrook

The budget request includes re-classification of the Chief Deputy Clerk position to a Class 14 and the Criminal Clerk to a Class 11 with an increase in salary to the mid-point of the classification for each. A 5% cost of living increase for the Civil Deputy Clerk position is also requested. Other requests include an increase in office supplies, professional services, education, and furniture and fixtures.

4.a.v. Commissioner of the Revenue - Karena L. Funkhouser

The budget request for the Commissioner of the Revenue office consists of creating a real estate assessment office. Three options were presented.

1. Hiring a full-time employee to assess all new construction and building permits and train to become a certified assessor.
2. Hiring a full-time employee.
3. Continue with using a contractor for new construction and a part-time employee.

Other requests include increases in the Chief Deputy's salary, Data Processing, service contracts, advertising, office supplies and postage, books and subscriptions, and training and travel.

4.a.vi. Treasurer- Abbi Carlton

The Treasurer is requesting funding for a part-time position, an increase to printing and binding, an increase to postage, and an increase to office supplies.

4.a.vii. Sheriff – Jeff Walton

Budget requests include an increase in overtime, professional services, maintenance service contracts, telecommunication phones and wireless, convention and education travel expenses,

fuel, books and subscriptions, body cam data, mobile computer communications, funding to cover required immunizations for animal control officers, and uniforms and apparel. A part time E911 dispatcher is also requested.

4.b. Department of Social Services – Amanda Tevis, Director

Department of Social Services is requesting increases to overtime pay, travel and lodging, membership dues, and an increase in foster care and adoptions.

4.b.i. CSA - Ann Porter, Program Coordinator

Ms. Porter explained the role of CSA and types of cases they are currently handling. No other alternative is available, and it is a state requirement on how long they will remain in the program. The funding is a last resort.

AGENDA ITEM 5. BOARD OF SUPERVISORS REQUESTS

Supervisor Greenwood had no requests.

Supervisor Moren thanked the constitutional officers and staff for providing a detailed presentation and asked everyone to help clean up the litter in the County.

Supervisor Moskalski had no requests.

Vice Chair Gaber had no requests.

Chairman Hodges had no requests.

AGENDA ITEM 6. CLOSED MEETING (if needed)

A Closed Meeting was not needed.

AGENDA ITEM 7. ADJOURN OR RECESS

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

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

COPY TESTE:

William L. Hodges, Chair
Board of Supervisors

Barbara Trimmer
Planning Secretary