APPROVED MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
BUDGET WORK SESSION OF FEBRUARY 18, 2025

A budget work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 18th day of February 2025 in the Board Meeting Room of the County Administration Building and via live stream.

AGENDA ITEM 1. CALL TO ORDER

Chairman Catlett called the meeting to order at approximately 1:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A BOARD MEMBER

Vice Chair Robinson made the motion for approval of electronic participation for Supervisor Bancroft, seconded by Supervisor Hodges. All were in favor and none opposed; the approval for Supervisor Bancroft to attend via Zoom passed unanimously.

AGENDA ITEM 3. ROLL CALL

The members of the Board of Supervisors were polled:

Supervisor, 1st District: William L. Hodges	Electronic Participation
Supervisor, 2nd District: Benjamin J. Edwards, III	Present
Supervisor, 3rd District: Justin Catlett – Chairman	Present
Supervisor, 5th District: Mary Sue Bancroft	Present
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Present

Also in attendance:
Stacey Davenport, County Administrator
David Wilson, Director Finance
Administration Department Directors (as follows)
Christa Hazelwood, Deputy Clerk

AGENDA ITEM 4. REVIEW AND ADOPTION OF THE MEETING AGENDA

Vice Chair Robinson switched Agenda Item 5c. with Agenda Item 5d. and subcategorized Agenda Item 5h.

Supervisor Edwards made the motion to adopt the February 18, 2025 Board of Supervisors Budget Work Session Agenda as amended. Supervisor Hodges seconded the motion. All were in favor, the motion to adopt the meeting agenda with amendments passed unanimously.

AGENDA ITEM 5. Work Session Matters

5.a. Finance – David Wilson, Director of Finance

Mr. Wilson presented the Finance Department Budget Request and reviewed the fiscal year audit, discussing displaced funds, reconciliations, office supplies, advertising, staff training and a 3% inflation increase, allocating funds and structural reductions.

Mr. Wilson responded to questions from the Board. The Vice Chair asked Mr. Wilson what training he was inquiring about for his staff. Supervisor Bancroft verified the number of staff members currently in the Finance Department.

5.b. Facilities – Nick Papazain, Director of Facilities
Mr. Papazain presented the Facilities Department Budget Request, specifically a 5% increase in general expenses, a new tech position both part-time and full-time, HVAC services, equipment storage and repair/upgrade costs for the bathrooms and windows in the Administration Building.

Mr. Papazain responded to questions from the Board. Supervisor Edwards verified the cooling tower in question was at the Courthouse and asked if an estimated quote for window replacement had been done. Supervisor Hodges asked developmental questions regarding the pole barn for equipment storage. Vice Chair Robinson asked about the part-time position requested for landscaping at the Ballpark and if an outsourced company would be more efficient. Chair Catlett asked what landscaping the outsourced company currently tends. Supervisor Bancroft recapped to verify what hiring positions were being requested. Vice Chair, Robinson, wanted specific duties not being completed due to the lack of technicians. Chair Catlett made suggestions to find out the rates the current landscaping company would charge to include the Ballpark necessities, asked why HVAC and cooling tower replacements are not carried out in capital funds, what equipment needs storing and its purposes and clarified the number of current departmental staff. Supervisor Bancroft suggested looking into cell phone carrier costs.

5.c. Commonwealth Attorney's Office – Honorable Tiffany Webb, Commonwealth Attorney
AMENDED
Honorable Tiffany Webb presented the Commonwealth Attorney's Office Budget Request, specifically noting a decrease in case management costs, benefits of employee cross training, requested a fulltime Records Management position, salary increases, supplemental funds and office restructuring.

Honorable Attorney Webb responded to questions from the Board. Supervisor Hodges asked for the dates from the Comprehensive Board regarding their Budget. County Administrator Davenport clarified the approved Comp Board budget is usually released May 1.

5.d. KWC Sheriff's Department – T.D. Lumpkin, Sherrif
AMENDED
Sherrif Lumpkin presented the Department Budget Request. Sheriff Lumpkin discussed Comp Board rates and increased fees for the deputies, salary increases for dispatch officers and administrative staff, overtime cost, and a Court Security position.

Sherrif Lumpkin responded to questions from the Board. Supervisor Bancroft asked how to alleviate so much overtime cost. Chairman Catlett asked for clarification on the increased key elements time frame, mobile carrier increases, leasing agreements and what grant the RSO's are currently under.

1st Sargent Dyson detailed vehicle leasing agreements and current vehicle types and models.

5.e. KWC Circuit Court – Honorable Tina Glazebrook, Clerk of the Circuit Court
Honorable Clerk Glazebrook presented the Circuit Court Budget Request, specifically a 5% salary increase for Deputy Clerks, reviewed the Comprehensive Board rates, data processing increases, postage costs and office supplies. Honorable Clerk Glazebrook spoke about updating Courtroom supplies and audio recording systems and the possible addition of another handicapped ramp.

Honorable Clerk Glazebrook responded to questions from the Board. Supervisor Hodges asked about the dramatic increase regarding jury trials, jurors and file retention systems.

While awaiting the next presentation, the Board members discussed real estate reassesses and an RFP. David Wilson, Director of Finance, explained the County is in the process of getting an RFP with plans to send it out by the end of the week.

5.g. Department of Social Services – Stacey Davenport, Acting Director

County Administrator Davenport presented the Department of Social Services Budget Request, prepared by the former Director of the department, with communications from the Regional Administrator of the central region of Virginia. Mrs. Davenport specifically reviewed the current amount of vacancies in the Department of Social Services, anticipated salary rates, unnecessary requests for apparel, foster care expenses, legal fees, adoption costs and increased fees for adult services. Noting the future fiscal year state mandated separated office space requirements, and restructuring.

Administrator Davenport responded to questions from the Board. No questions were asked.

5.f. Victim Witness – Robin Bostic, Victim Witness Director

Mrs. Bostic presented the Victim Witness Budget Request, explaining the split operations system between King William and King and Queen County and the affect on the court system, the need for additional positions and training expenses.

Mrs. Bostic responded to questions from the Board. Supervisor Hodges confirmed equality regarding the splitting of grants and the specific amounts. Supervisor Catlett asked for a ballpark percentage breakdown of cases between King and Queen and King William Counties. Supervisor Bancroft asked if negotiations of compensation would be possible.

5.h. Administration – Stacey Davenport, County Administrator

5h.a. Board of Supervisors

County Administrator Davenport presented the Administration Department Budget Request, specifically increases in salaries and restructuring positions within the County, membership dues, noting fuel and electronic expenses being reallocated and consolidating wireless communications.

Administrator Davenport responded to questions from the Board. Supervisor Hodges questioned cellular carrier providers.

5h.b. Legal Services

County Administrator Davenport presented the Legal Services Budget Request, noting a slight increase in outsourced support for legal services, outside council increases.

The County Administrator responded to questions from the Board.

5.i. Building Department – Matt Melton, Building Official

Mr. Melton presented the Building Department Budget Request, specifically a 3% increase in salaries and the need for 2 vehicles.

Mr. Melton responded to questions from the Board. Supervisor Bancroft asked if any grants were available for the Building Department, why the Jeep burned oil and clarified its use. Supervisor Edwards clarified what the requested vehicle needed to facilitate departmental usage and inquired about permit software.

5.j. Planning and Zoning – Joyce Wolfe, Planner I

Mrs. Wolfe presented the Planning and Zoning Department Budget Request, noting a decrease in propriated salary line items due to vacant management positions, requested a 3% increase in salaries, outside professional services costs, E+S plan review expenditures and eliminating demolition costs.

Mrs. Wolfe responded to questions from the Board. Chair Catlett asked about the demolition that was supposed to be completed in 2000. Supervisor Bancroft asked why the County is paying for the demolition of a private residential property, suggesting the County should not have to carry the financial burden of demolishing private property, only condemning the property. Vice Chair Robinson inquired mechanical fees for the Building and Zoning Department vehicles.

5.k. Information Technologies – Tavis Wolfe, IT Director
Mr. Wolfe presented the Department of Information Technologies Budget Request, clarifying key changes in previous licensing and software fees that were illegitimate and requested funds for the Wayne Murray Company, GoGov, 1 new staffing position and cyber security awareness training recommended by the National Guard.

Mr. Wolfe responded to questions from the Board. Supervisor Bancroft asked what the message criteria would be using a non-emergency communications program and who would utilize the security training. County Administrator Davenport clarified the software would help achieve transparency throughout the community through open communication programs. Chairman Catlett asked who currently manages distributing County information releases and stated the emergency services IT specialist should not be in the IT Departments budget request.

5.l. Regional Animal Shelter – Lydia Easter, RAS Internal Director
Ms. Easter presented the Regional Animal Shelter's Budget Request, specifically a receptionist position and a 3% increase in supplies, emergency Vet services, professional services, interior maintenance costs and a reduction in part time salaries.

Ms. Easter responded to questions from the Board. Supervisor Edwards asked if the Veterinarian position had been filled. Supervisor Bancroft asked why it has been so difficult to find a full-time Veterinarian.

Mr. Wilson, Director of Finance asked for clarification regarding the "Friends of the King William Board" nonprofit organization from the Board, bringing up concerns about donations for the Regional Animal Shelter being inappropriately split.

AGENDA ITEM 6. BOARD OF SUPERVISORS' REQUESTS
Supervisor Hodges –
Supervisor Bancroft – Thanked everyone and the Regional Animal Shelter.
Supervisor Edwards – Thanked everyone for putting the presentations together.
Chair Catlett – Thanked the staff.
David Wilson – Announced that by keeping a consistent revenue and by knowing the departments budgets it allows the finance department to determine the next phase.
Stacey Davenport – Shared that the Middle Peninsula County Administrators discussed at the last meeting a 3% cost of living raises for staff and every Administrator expected their jurisdiction to have tax increases across the Board.

AGENDA ITEM 7. CLOSED MEETING
Not needed.

AGENDA ITEM 8. ADJOURN OR RECESS
Vice Chair Robinson made a motion to adjourn; seconded by Supervisor Edwards.
The Chair called for any discussion. All were in favor with none opposed. The February 18, 2025 Board of Supervisors Budget Work meeting adjourned.