

TOWN COUNCIL
First Subcommittee Meeting
April 11th, 2023

The Honorable Joshua T. “Jack” Lawson called the meeting to order at 4:00 p.m. at 802 Main Street, West Point, Virginia 23181.

Members Present: Jack Lawson, Mayor; Deborah Ball, Vice Mayor; James Hudson, Johnny Nein, James Pruett, and John Ragsdale, Town Council members.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Walt Feurer, Director of Public Works; Susan Lathan, Town Treasurer; Holly McGowan, Director of Community Development; Donna Pauley, Human Resource Officer; Spencer Cheatham, Fire Chief; Melissa Anderson, Communications Manager/Events Coordinator; and Ron Minick, Building Inspector.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

March 14th 2023

Mrs. Ball made a motion to adopt the minutes, seconded by Mr. Ragsdale. Upon a unanimous vote, the motion was approved.

III. Community Development Committee

A. Website Redesign

Melissa Anderson provided an update on proposals the town has received to redesign the website. We received three quotes from Revised, Granicus and Municipal One. After reviewing the estimates, Revised was the most compatible for the Town and was within our budget. The current website was designed by ‘L’ Marketing several years ago. We asked the owner Dave Lipscomb to provide a quote and he stated that he is in his mid-60’s and preparing for retirement. He was not interested in working on the redesign but is willing to help the town to move forward with updating the website. Mr. Lipscomb advised that Revised is a good product and is currently working with other local agencies.

Mr. Lawson asked what the cost would be for the redesign.

Ms. Anderson stated that it would be a 3 year agreement for \$15,710.

Mr. Edwards stated that the redesign will be funded through the ARPA funds and that town staff will continue to work on the redesign of website.

B. Visit West Point – King William County Update

Ms. Anderson advised that the “Visit West Point – King William County” campaign was established in February 2020. This year there is \$30,000 in funds from the ARPA grant that was split between West Point and King William. Ms. Anderson also stated that since the website was created there have been 10,913 unique visitors, the average time for a visit is for 5 minutes 35 seconds.

C. Virginia Tourism Update

Ms. Anderson advised that the Town met recently with Laura Messer from the Virginia Tourism Corporation and that every year the Virginia Tourism Corporation purchases cell phone data that shows where people travel. Ms. Anderson presented the attached spread sheets showing the increase of visitors since 2019.

D. Library Relocation

Mr. Edwards advised there is a final set of plans that is under review by the Building Officials office. Mr. Edwards reviewed the update relocation plan and the samples of carpet, counter tops and tile that were selected by the current library employee's.

Mr. Edwards stated that King and Queen have sent a letter to the Library Board to withdraw as of June 30th 2023. King and Queen is one of four localities Library Board. Under State code, a two year withdrawal notice is required for a locality to withdraw from the Regional Library. A unanimous vote from all four localities is required in order for King and queen to pull out of the Regional Library. Mr. Edward also stated that he has asked the Library Director to research the usage by the King and Queen residents.

Mr. Nein asked what the difference is between the square footage of the two buildings.

Mr. Edwards stated that they about the same, the new location is slightly bigger by about two hundred feet. Mr. Edwards also stated that a public hearing is required to sell the old building. The process would be to approve the budget, and then approve the lease amendment then move the police department before renovations can begin.

E. Food Trucks and Farmers Market

Mr. Edwards advised that the first Food Trucks is scheduled for May 19th and the vendors will be: Carytown Burgers & Fries, Two Salty River Chic's, Sno-to-Go, and Gauthier Vineyard, with music by the West Point High School Jazz Band The Farmers Market is scheduled to being on May 13th with all but one of the vendors returning from last year.

IV. Finance Committee

A. ARPA Budget Update

Mr. Edwards reviewed a spread sheet showing completed projects, current ongoing projects and projects scheduled to be complete in FY 2024-25.

B. King William Real Estate Tax Rate

Mr. Edwards reviewed the attached advertised budget for King William County that contained a real estate tax rate increase for district 1, the Town of West Point The combined County and King William School District real property tax for districts 2 through 5 will remain the same as last year. The originally scheduled date for a public hearing has been moved from April 24th 2023 to May 8th 2023. Because of the change in the public hearing date, the due date on tax bills will be extended from June 5th to July 24th 2023. Mr. Edwards also stated that the Town's representative to the Board of Supervisors has been working very hard on behalf of Town residents to fight the unfair tax increase, but he is only one vote out of five.

C. FY 2023-2024 Budget

Mr. Edwards advised that the FY 2023-2024 proposed budget has been advertised for a public hearing on April 17th 2023 at 6:30 p.m. Town Council will then be

able to act on the budget the following week. The tax rate has been advertised for April 24th 2023 at 6:30 p.m.

V. Public Works

A. Water Line Project Update

Walt Feurer gave an update on the Route 30 water line replacement project between 18th Street and 23rd Street. The project is in the final stages of design. The project will install five new fire hydrants and two fire hydrants will be abandoned. There is a meeting scheduled with WestRock in May to discuss the upgrades. The project will replace old galvanized lines at the Mill that the town has to keep repairing. The project should go out to bid this summer.

B. Elevator Update

Walt Feurer advised that the Elevator Replacement project is in the manufacture delivery phase and expected to arrive in mid-May. The Demolition of the steel in the shaft will be in May and the project should be complete towards the end of the summer. The project is funded through the CIP fund.

C. Telemetry Upgrades

Walt Feurer advised that the Telemetry upgrades are on track to be complete in May. The old system is now in-operable, the new system will increase the data space and provide up-to-date Wi-Fi radio. This project is funded through ARPA funds.

VI. General Information

A. 2nd Committee Meeting

Mr. Edwards advised that he does not have anything for the agenda for the second committee and suggested Town Council cancel the meeting.

The consensus of Town Council is to cancel the meeting.

B. Adam Hayes

Mr. Edwards advised that Adam Hayes has submitted an appeal with the Board of Zoning Appeals regarding his zoning application for his residence at 921 Lee Street. Recently the Building Inspector found him doing renovations to his garage as an in-law suite, a stop work order was put on the property, but Mr. Hayes has continued to work to renovate the garage. The building inspector has served Mr. Hayes with a summons to appear in court, the date has been set for May 4th 2023.

C. Spencer Cheatham Evaluation

Mr. Edwards advised that Spencer Cheatham has been with the town for almost a year and that his annual evaluation is due in May.

D. Town Manager Out of Office

Mr. Edwards advised that he will be out of the office Wednesday through Sunday.

E. 7th Street Signage

Mr. Edwards stated that the Parking signs for 7th Street have been ordered, as soon as they arrive, public works will put the signs up.

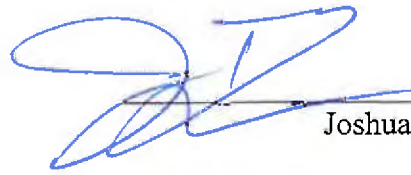
VI. Town Council Agenda

Mr. Edwards advised there was nothing for the agenda.

VII. Next Meeting: May 9th 2023 @ 4:00 p.m.

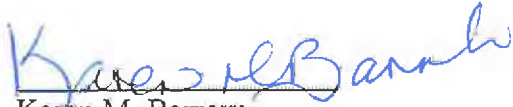
VIII. Adjournment

There being no further business, the meeting was adjourned at 5:25 p.m.



Joshua T. Lawson
Mayor

ATTEST:



Karen M. Barrow
Town Clerk



County of King William, Virginia

Percy C. Ashcraft
County Administrator

BOARD OF SUPERVISORS

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

MEMORANDUM

DATE: April 10, 2023
TO: King William County Board of Supervisors
FROM: Percy C. Ashcraft, County Administrator
SUBJECT: FY '24 Budget Revisions

PCA

As you know, on March 13, I presented the proposed budget for FY '24. A public hearing was then held on March 27.

After taking into consideration comments made by the Board of Supervisors both publicly and in one-on-one conversations, and the public comments at the March 27 public hearing, County Staff has continued to comb the revenues and expenditures to ensure the spending plan for 2023-24 is an accurate reflection on the goals and objectives established by the Board.

The thorough review has resulted in some revisions that I feel strengthen the financial framework the Board and County Staff will work within beginning July 1, 2023.

General Fund

The General Fund proposed on March 13 was \$32,607,382. After modifications in certain revenues and expenditures, the General Fund is now \$32,872,379.

Revenues

Much focus was spent reviewing the Split Levy legislation from 2014. There are nine (9) taxes that may be included as funding sources to KWCPs.

Proposed on March 13 was \$1,860,000 in non-property tax revenue. After further Staff review, the amount is recommended to be \$2,446,000 which includes those nine (9) taxes.

180 Horse Landing Road #4 • King William, VA 23086
(804) 769-4926 • percy.ashcraft@kwc.gov
kwc.gov

Change In Real Estate Calculation

With the additional revenue going to the School Division from the non-property taxes and in order to balance the rest of the County Government budget, an adjustment is recommended in the real estate calculation for the County and the King William School Division. This calculation would be \$0.27/100 for the King William School Division, and \$0.31/100 for the County's five districts.

Amended Contribution to King William School Division

The real estate and non-property tax adjustment described above will give the King William School Division a net increase of \$336,505 over the Budget presented on March 13, a total of \$874,895 over the amount given last year.

The increase should allow the King William School Board to allocate funds for the five percent salary increase that has been requested, and still allow the County to make its debt service payment to the School Division as scheduled.

The total contribution to the King William School Division for FY '24 is proposed at \$13,577,131.

KWCPS Funding	FY '23	Revised Proposed FY '24	Increase
Operating	\$11,164,124	\$11,787,557	\$623,433
Debt Service	1,538,112	1,789,574	251,462
Total	\$12,702,236	\$13,577,131	\$874,895

Remainder of the Budget

The County Budget is proposed to be adjusted as follows:

REVENUES	
\$82,039	Utilities fund to reimburse General Fund for Admin costs
\$155,271	EMS Revenue Recovery Fund to reimburse General Fund for EMT salaries
\$13,405	CSA Administration from State reimburse General Fund rather than DSS
\$(37,157)	Local Sales Tax Distribution per State
\$51,438	Real Estate Tax Rate split proposal change from .28/100 KWCPs / .30/100 KWC to .27/100 KWCPs / .31/100 KWC
\$264,996	

EXPENSES	
\$336,505	KWCPS funding from General Fund
(25,000)	General Fund Contingency
(3,590)	County Admin Travel/Education
(28,172)	Sheriff Office Operations
(21,293)	Fire/EMS Operations
10,339	Commissioner of Revenue (COR salary and Travel/Education)
(3,793)	Update to Local Sales Tax split with TWP
\$264,996	

New Public Hearing Date on Tax Levies

A public hearing on the County's tax levies was scheduled for April 24. This change in calculation would require moving that public hearing to the May 8, 2023 Work Session so it could be properly advertised.

The Board of Supervisors could then consider setting the tax rates and adopting the overall Budget at the May 22, 2023 Regular Meeting.

Movement of Real Estate Tax Payment Deadline

Since the deadline for paying real estate bills for the first half of the year is June 5, 2023, Staff recommends the Board extend the deadline to July 24, 2023. This will allow the Treasurer more time to issue the bills and lengthen the time for residents to pay.

All adjustments recommended maintain a balanced budget in compliance with State code.

I look forward to the discussion on this recommendation.

PUBLIC NOTICE



County of King William, Virginia

BOARD OF SUPERVISORS NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE AND DECREASE

POSTED: March 22, 2023

The County of King William, Virginia (the County) proposes to increase property tax levies for its Countywide real property tax; and

The County of King William, Virginia (the County) proposes to decrease property tax levies for its School District real property tax.

The combined County and School District real property tax levies for Districts 2 through 5 is proposed to remain the same as last year.

Notice is hereby given that the Board of Supervisors of King William County, Virginia will hold a public hearing on the increase in the Boardroom of the County Administration Building at 180 Horse Landing Road, King William, Virginia, on **Monday, April 24, 2023 at 7:00 p.m.**, or as soon thereafter as the hearing may be convened.

COMBINED RATE

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 44 percent.

2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.58 per \$100 of assessed value. This rate will be known as the "combined lowered tax rate."

3. **Effective Rate Increase:** The County proposes to adopt a tax rate of \$0.58 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0 per \$100, or 0 percent. This difference will be known as the "combined effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget will exceed last year's by 3 percent.

COUNTY TAX, DISTRICTS 1-5

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 44 percent.

2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.26 per \$100 of assessed value. This rate will be known as the "county-wide lowered tax rate."

3. **Effective Rate Increase:** The County proposes to adopt a tax rate of \$0.30 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.04 per \$100, or 15 percent. This difference will be known as the "county-wide effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget will exceed last year's by 3 percent.

SCHOOL DISTRICT TAX, DISTRICTS 2-5

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 44 percent.

2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.32 per \$100 of assessed value. This rate will be known as the "school district lowered tax rate."

3. **Effective Rate Decrease:** The County proposes to adopt a tax rate of \$0.28 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$-0.04 per \$100, or -13 percent. This difference will be known as the "school district effective tax rate decrease."

Individual property taxes may, however, decrease at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget will exceed last year's by 3 percent.

All interested persons may appear and present their views at the above time and place. If a member of the public cannot attend, comments may be submitted on the County website – kwc.gov or by mail to 180 Horse Landing Road #4, Attention: Clerk to the BOS, King William, VA 23086. Comments received by 12:00 noon on the day of the hearing will be distributed to Board members. A complete copy of the proposed budget may be viewed on the County website or in the Office of the County Administrator at 180 Horse Landing Road, King William, VA 23086 during regular business hours. Anyone needing assistance or accommodations under the provisions of the Americans with Disabilities Act should contact the County Administrator's Office at (804) 769-4927 or christine.branch@kwc.gov.

By the authority of Percy C. Ashcraft, County Administrator

ARPA Fund Spending Proposal

Total Allocated Funds 3,379,192.00
 Interest Earned 30,278.28
 Account Expenses (158.55)
3,409,311.73

Project	Actual FY21-22	Budget FY 22-23	Actual (2/28/23) FY 22-23	FY 23-24	FY 24-25	Expenditure To Date	Total Budget
<i>Infrastructure</i>							
Main Street Waterline Replacement	1,312.50	103,687.50		725,000.00		1,312.50	830,000.00
Water Meter Replacement	57,129.87	111,250.00	41,120.25	50,000.00		98,250.12	268,379.87
Well Transfer Switches		30,000.00				-	30,000.00
Town Hall Transfer Switch				100,000.00		-	100,000.00
Portable Generator				40,000.00		-	40,000.00
Telemetry Improvements		70,000.00	19,730.72			19,730.72	70,000.00
<i>Premium Pay (\$1,000 One-time Bonus)</i>							
Town Employees	44,000.00					44,000.00	44,000.00
School Employees	130,000.00					130,000.00	130,000.00
<i>Vaccine Incentive</i>							
	25,200.00					25,200.00	25,200.00
<i>School Facilities Improvements</i>							
Elementary School Roof		300,000.00	23,174.50			23,174.50	600,000.00
Pave School Gravel Lot	56,784.00					56,784.00	56,784.00
Library and Cafeteria Renovation				225,000.00	200,000.00	-	425,000.00
School Bus Replacement	79,818.00			120,000.00		79,818.00	199,818.00
Police Vehicle Replacement		40,000.00	34,637.20	50,000.00		34,637.20	90,000.00
Police Dept Relocation				125,000.00		-	125,000.00
Fire Department Items							
PPE		2,500.00		2,500.00		-	7,500.00
Stretcher Lift System	23,671.83					23,671.83	23,671.83
Stretcher			18,674.35			18,674.35	-

<i>Human Resources Systems</i>									
Bright Finance Package	10,500.00	3,600.00	4,298.74	3,600.00	3,600.00	10,500.00	21,300.00		
E-Forms		7,850.00		5,600.00	5,900.00	4,298.74	19,350.00		
<i>Main Street Outdoor Gathering Space</i>									
Pavers and Landscaping	52,900.00		13,325.05			52,900.00	52,900.00		
Furniture	11,174.04					24,499.09	11,174.04		
<i>Playground Surface Rehab</i>									
			58,790.00			58,790.00	58,790.00		
<i>Christmas Decorations</i>									
			4,601.78			4,601.78	4,601.78		
<i>Riverwalk Parking Rehab</i>									
	28,430.00					28,430.00	28,430.00		
<i>Town Website Updates</i>									
		25,000.00				-	25,000.00		
Total	520,920.24	693,887.50	218,352.59	1,746,700.00	262,000.00	739,272.83	3,286,899.52		
<i>Completed Projects</i>									
			475,534.91	Total Remaining Funds		2,670,038.90	122,412.21	Unallocated	