

**KING GEORGE COUNTY  
BOARD OF SUPERVISORS  
COUNTY ADMINISTRATOR'S REPORT  
APRIL 04, 2023**



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- To Do List Updates
- Budget Schedule:
  - April 6 in the Board Room at 6:00 PM
    - Dr. Boyd, Superintendent and KGC School Board
  - April 20 in the Board Room at 6:00 PM – Tentative
  - April 13 & 27 at Fire and Rescue Company 1 at 6:00 PM – Tentative
  - Transition to Private Water and Wastewater Operator – Inboden
  - Service Authority Restructuring Committee
  - Third-Party Planning /Development Review Consultants
  - Miscellaneous/Other



- Annual Financial Audit
- Salary Survey
- Cybersecurity User Training
- Cigarette Tax Collection and Enforcement
- County Smart Scale Applications
- Birchwood Rezoning Project
- Hunting with dogs
- Finance for Large Capital Projects



COMPLETED  
NONCAPITAL

**KING GEORGE BOARD OF SUPERVISORS  
NON CAPITAL PROJECTS**

| Line Item                                 | Project   | Originated Date2 | Originated By      | Description   | Designated To      | Current Status   |
|---|---|------------------|--------------------|---|--------------------|--|
| <b>Administration/Finance</b>             |   |                  |                    |   |                    |  |
|   |   |                  |                    |   |                    | ONGOING Approved as part of the 2021/22 CIP in November 2021 Project Manager selected and initial stakeholder meetings held for system development. System development to be complete Summer 2023 and overall install complete in 36 months. Project proposals due next week. We have a meeting scheduled today to go over the proposals that we received and then we will be holding interviews before selecting a vendor. Our plan is to start with the selected company by July 1st of this year, with go live July of 2024 for Financials and then HR and Payroll by January of 2025 with Treasurer and COR to follow, not sure of exact timing (3/24).  |
|   | Financial System<br>1 Replacement   | November 2021    | Hahn               | Comprehensive overhaul to County's Financial Management system to replace current outdated financial system.  | Hahn               |  |
|   | Personal Property Tax<br>Ordinance Revisions<br>2 (Pro-Ration and Rebate)                                     | July 2022        | BOS                | Develop an ordinance to allow possible pro-ration or refunds to residents for personal property tax payment   | Lackey             | Board members held public hearing for proposed ordinance on Nov. 1, 2022 for institution of a refund program for the personal property tax and consideration for approval at the Nov. 15, 2022 meeting. Also working on implementation of a pro-rate provision of personal property tax for FY 2023/2024 that would take effect January 1,2024.  |
|   | 3 RIFA Ordinance  | May 2022         | Minor              | Ordinance providing King George County to participate in a regional industrial facilities authority with Fredericksburg and Stafford County   | Lackey             | Ordinance adopted in May 2022, City of Fredericksburg will sign and execute. It is necessary for King George to appoint members to the RIFA Board. Adopted RIFA ordinances were submitted by KGC and Fredericksburg to the Secretary of the Commonwealth for issuance of a certification that the RIFA was duly created. We are still awaiting a response (3/24).  |
|   | Formation of the<br>Department of Social<br>Services as a Deviating<br>Agency from the State<br>4 of Virginia | Ongoing          | Franklin           | Researching the possibilities of the Department of Social Services becoming a Deviating Agency and joining King George County as department in terms of operations and management       | Franklin/DSS Board | Research on-going. Preparation for DSS Board consideration. No new action.   |
|   | Phase II Middle School<br>Turn Lane Project<br>5  | Fall 2021        | BOS                | Install new turn lane at the Middle School  | Quesenberry        | In coordination with VDOT, provide funding in the amount of \$500,000 in FY 2026/27 Capital Budget as part of County's match for VDOT design, development and construction of a turn lane at the Middle School to address significant traffic deficiencies. No new action.   |
|   | Route 206 No Thru<br>6 Trucks   | Spring 2022      | Chairman Stonehill | Designation of Route 206 as No Thru Truck Route   | Miller/Lackey      | Public Hearing held on August 2, 2022 and Resolution adopted by Board of Supervisors to request the Commonwealth of by Board of Supervisors to request the Commonwealth of Virginia designate State Route 206 as a No Thru Trucks Route. Staff to coordinate with VDOT on submittal and next steps. The Commonwealth Transportation Board is reviewing the request and will issue determination at anytime. Board of Supervisors also requested staff to coordinate with VDOT on designation of other State Routes (205 and 218) as No Thru Trucks routes as well as to lower the speed limit in the Courthouse area on Route 3. Also staff will coordinate with VDOT on the reexamination of the Route 3 By-Pass.   |
|   | Vehicle Maintenance<br>7 Plan   | August 2022      | BOS                | Development of comprehensive vehicle maintenance plan   | Miller             | Board requested staff develop a comprehensive vehicle maintenance plan for all County vehicles. Staff to initiate plan Spring 2023.  |
|   | Facilities Maintenance<br>8 Plan  | August 2022      | BOS                | Development of comprehensive facilities maintenance plan  | Miller             | Board requested staff develop a comprehensive maintenance plan for all County facilities. Staff to initiate plan Spring 2023.  |
|   | Expansion of Purkins<br>Corner Convenience<br>9 Center  |                  | 2019 Solid Waste   | Expansion of the Purkins Corner Convenience Center  | Newchok            | This is being coordinated through preparation of a 21st Amendment and will deal with expansion increases in the monthly payments from Waste Management as well as other financial and operational matters And the County Attorney is working with Waste Management Counsel on earliest possible date for expansion in December 2023 and staff will work with Waste Management representatives on the actual expansion.   |
|   | Landfill Fatal Flow<br>10 Analysis  | Ongoing          | Solid Waste        | Study of the possible options for the expansion of the landfill   | Newchok/Miller     | Waste Management will conduct a study on the possible vertical expansion of the landfill. County has agreed to contribute half the cost of the study (\$11,500).   |
|   | Financing for Large<br>11 Capital Projects  | July 2022        | BOS                | Identify financing options for large capital projects (new courthouse gap funding, public safety radio system, fire courthouse gap funding, public safety radio system, firestation #2) | Miller/Hahn        | 2022/23 Annual Operating Budget with allocation of sufficient revenue to fund \$34 million in long-term financing for three large capital projects (new courthouse gap funding, public safety radio system, fire station #2). Staff worked with Davenport Associates on developing financial options for Board approval. Board of Supervisors authorized Davenport to issue an RFP for Bank financing for Radio Systems and gap funding for Courthouse. Resolution accepting the bid of Webster Bank considered at the October 18, 2022 Board of Supervisor's meeting. Financing executed for Courthouse gap financing and public safety radio system and GL codes set up. Complete for the Courthouse and Radio System. See firestation update for further information on that project. |
|   | Agreement with<br>Visualize and Rize<br>12 Foundation   | August 2022      | BOS                | Establish agreement between the County and the Visualize and Rize Foundation for the Ralph Bunche School  | Lackey             | County Attorney will work with foundation to develop agreement for future Board approval. No updates.  |
|   | Board of Supervisors<br>13 Goal Setting Session   | Ongoing          | BOS                | Proposed format to be circulated to Board in Dec. 2022 for January Goal Setting Session   | Board              | Recommended that the Board examine dates to hold a goal-setting session in the March/April time frame. However, the budget adoption process will take significant time over the next 3-4 months.   |
|   | 14 Noise Ordinance  | Fall 2022        | BOS                | County attorney to research   | Lackey             | County Attorney coordinating updates/modifications. The Berkley Group will be presenting recommendations to the Planning Commission and Board of Supervisors on zoning provisions or development criteria. The County Attorney's Office will be coordinating internal stakeholder discussions of the possible need to amend the existing noise ordinance in the County Code (3/24).  |
| <b>Community and Economic Development</b> |   |                  |                    |   |                    |  |
|   | Zoning Ordinance<br>1 Overhaul  | July 2021        | Hall               | Comprehensive revisions to the County Zoning Ordinance using the services of the Berkeley Group   | Hall/Planning Comm | The Berkeley Group is currently in the drafting phase and project is scheduled to be complete Summer 2023. Additions to new zoning for data centers, etc. added to scope may push back completion date. ONGOING (3/24)   |

|   |   |             |           |   |              |   |
|---|---|-------------|-----------|---|--------------|---|
|   |   |             |           |   |              | SDI has initiated the work and should be complete in 30 days. Next steps determination of zoning and parcels and have County/EDA market and administer the park. Economic Development Director updated Board at the September 20, 2022 Board of Supervisors meeting. Work ongoing. Economic Development Department is awaiting the appraisers report on the selected parcels. SDI is completing the conceptual layout of the park which will include the Shiloh firestation, new water tower (as recommended by the engineering department), and buildable acreage. (3/24) The department has hired an appraiser to provide a price per acre for the entire park, including a potential expansion. Additionally, SDI is finished up conceptual rendering for multiple manufacturing operations to be located in the park that the department can use for advertising. The next steps will include an option to purchase to be negotiated between the EDA or County to pursue GOVA funding and VEDP Business Ready Site funding. |
| 2 | Second Industrial Park                                  | Ongoing     | Minor     | Development of Second Industrial Park to market   | Minor        |   |
| 3 | ARPA Tourism Funds                                      | Summer 2022 | Minor/TAC | Native American Driving Trail   | Minor        | Application to be made at the end of the month in the amount of \$30,000. Board received an update on September 6, 2022. Project on-going. (3/24) Awaiting to receive funding from the State.   |
| 4 | Broadband Project                                       | March 2020  | BOS       |   | Minor/Miller | All Points Broadband held update on August 16, 2022. Connections in King George County to be made 4th Quarter 2022. All Points Broadband provided an update at September 6, 2022 meeting. Project on-going. Board has requested representatives from All Points Broadband present an update to the Board at a future meeting. (3/24) BoS received an update at the March 21st Board meeting. APB is still in the "Make Ready" phase, repairing and replacing poles as needed and installing fiber optic cable throughout the county. The expected completion date is September 2023.  |
| 5 | FEMA Port Security Grant - Sheriff's Office Patrol Boat | July 2021   | Sheriff   | Pursue grant funding to purchase a patrol boat for patrol operations for the Sheriff's Office | Sheriff      | Awarded funds in July 2021 and requires 20 percent match. Recommend placement in FY 2023/24 Operating or capital Budgets  |

## COMPLETED

| Line Item | Item (Project/Program/Activity)                                | Date Originated | Originated by                        | Description  | Assigned to               | Current Status  | Date Completed | Notes                                 |
|-----------|--|-----------------|--------------------------------------|--|---------------------------|---|----------------|---------------------------------------|
| 1         | Tourism Strategic Plan Adoption of FY 2022/23 Annual Operating | Spring          | Minor/TAC                            | Adopt and Implement a Comprehensive Tourism Strategic Plan to guide Tourism activities of the TAC and County   | Minor                     | Strategic plan adopted  | 5/17/2022      |                                       |
| 2         | Budget   | 7/1/2022        | Hahn/Miller                          | Adoption of the FY 2022/23 Annual Budget   | Finance                   | Approved June 30, 2022 and went into effect July 1, 2022.   | 7/1/2022       |                                       |
| 3         | County Administration Building Parking Lot Resurfacing         |                 | Muncie                               | Resurface parking  | Muncie                    | Completed   | 7/1/2022       |                                       |
| 4         | Municipality Permitting Software                               |                 | Hall                                 | Installation of New permitting software in the Community Development Department  | Hall                      | Complete- Went live on 8/16/2022  | 8/16/2022      |                                       |
| 5         | New Service Authority WaterWorks Buisness Plan                 | 6/1/2022        | County Engineering                   | Develop and Implement per approval of State Department of Health, a business plan for Service Authority's water system   | County Engineering        | Complete and submitted 8/10/2022. Accepted by VDH on August, 31, 2022.  | 8/20/2022      |                                       |
| 6         | Hiring of Deputy County Attorney                               |                 | Lackey                               | Hire new Deputy County Attorney  | Lackey                    | Complete - Ms. Jessica Washington started on August 22, 2022.   | 8/22/2022      |                                       |
| 7         | Hiring of an Executive Assistant                               | 12/1/2022       | Miller                               | Hire new Executive Assistant   | Miller/HR Department      | Jaelyn Fish to start February 21, 2023.   | 2/21/2023      |                                       |
| 8         | Revisions to Golf Cart Ordinance                               |                 | BOS                                  | Revise existing Golf Cart Ordinance  | Lackey/Cupka/Collins      | Public Hearing to be Held on September 6, 2022 to consider revisions. Goes into effect October 6, 2022.   | 9/6/2022       |                                       |
| 9         | Fairview Beach Restoration                                     |                 | Fire and Recreation/County Engineer  |  | Lynd/Quesenberry          | Project Complete. Final change order approved at 9/6/2022 Board of Supervisors Meeting  | 9/6/2022       |                                       |
| 10        | FY 2022-2026 Capital Improvement Plan                          | 7/1/2022        | Hahn/Miller/Hall                     | Development of the FY 2022 - 2026 Capital Improvement Plan   | Miller/Hahn               | Planning Commission public hearing held on July 12, 2022. Planning Commission ranking of projects on August 9, 2022. Board of Supervisors review on August 15,2022. Approval on September 6th, 2022.  | 9/6/2022       |                                       |
| 11        | Relocation of Civil War Monument                               | 11/1/2021       | BOS                                  | Relocation of Civil War Monument from Courthouse to Historyland Cemetery   | Miller/Hahn/County Engine | Board of Supervisors approved the relocation of the Civil War Monument to Historyland Cemetery in November 2021. Contractor (Stratified) selected in May 2022. Donations in the amount of \$11,000 received from anonymous sources. TAC approved use of up to \$41,000 for the relocation. to be done involving landscaping. Relocation completed September 11, 2022. Some residual work to be done involving landscaping.  | 9/11/2022      |                                       |
| 12        | HR Director Vacancy  | 7/1/2022        | Miller                               | Hiring of new HR Director  | Miller/HR Department      | Interviews scheduled for top three candidates on 8/18/22. Mr. Derrick Mestler hired after competitive search.   | 9/19/2022      |                                       |
| 13        | Potential Safe Routes to School Grant Application              | 8/2/2022        | BOS                                  | Consider preparation of a Safe Routes to School grant application  | Clarke                    | Parks and Recreation Director is working with King George County Schools in preparation of possible SRS grant and is County Schools in preparation of possible SRS grant and is coordinating with committee of stakeholders for designation coordinating with committee of stakeholders for designation of specific routes. Grant application due end of September 2022. Unfortunately, King George did not receive this grant.   |                |                                       |
| 14        | Abandoned School Revitalization Zone Ordinance                 | 8/1/2022        | BOS                                  | Develop the Abandoned School Industrial Revitalization Zone Ordinance for the Ralph Bunche School  | Lackey                    | County Attorney to request the Board of Supervisors hold a Public Hearing on 9/20/2022 to consider adoption of an ordinance for abandoned schools to be applied to the Ralph Bunche School. Board approved ordinance establishing Ralph Bunche High School as part of a revitalization zone at September 20, 2022 Board meeting.  | 9/20/2022      |                                       |
| 15        | Transient Occupancy Tax Ordinance                              | 8/1/2022        | Lackey                               | Develop a transient occupancy tax  | Lackey                    | County Attorney to develop a draft ordinance for review by the Board of Supervisors and Commissioner of the Revenue. Approved at October 4th, 2022 Board meeting.   | 10/4/2022      |                                       |
| 16        | Upgrades to Fairview Beach Wastewater Plant Outfall System     | November 2021   | County Engineering/Service Authority | Last Thanksgiving 2021, the outfall to the Potomac River from the Fairview Beach Wastewater Plant required significant upgrades as a result of complete failure. Project involves increase in the size of the pipe from a four inch line to increase in the size | County Engineering        | Design for upgrades has been completed by TRC Engineers and is waiting on review by the Virginia Department of Marine Resources and issuance of permit. Permit issued and Service Authority had paid too. Next step will be to coordinate invitation to bid and selection of contractor. Bid to be awarded by SA Board of Directors at October 18, 2022 meeting. Contract awarded to Maverick Construction LLC Notice to proceed will be issued when weather appears promising. | 3/1/2023       | Contractor has completed Construction |

|   |                    |            |  |  |                             |   |                       |
|---|--------------------|------------|--|--|-----------------------------|---|-----------------------|
|   |                    |            |  |  |                             | 1). Staff has reached out to Verizon regarding service issues and is working on addressing the matters. There have been discussions about additional tower sites to improve connectivity especially in the Dahlgren, St. Paul's, and Shiloh areas.<br>Verizon looking to erect a tower in the Dahlgren area near Wayside Park<br>2). Breezeline has been notified about service issues and is working on addressing the matters. No Update<br>3). GFL was contacted in early August 2022 about service issues and explained that they were working through complaints and had new drivers who were unfamiliar with King George, contact GFL website for service issues.<br>No Update. |                       |
| Updates on Service Issues with Verizon, Breezeline, and GFL | September 2022     | Collins    |  |  | Miller                      |   |                       |
| Hiring of Public Information Officer                        | July 2022          | Miller     | Re-organized to Community Engagement Officer   |  | Miller/HR Department        | Advertisement currently out. Hiring action projected end of 2nd quarter. (March 2023)   |                       |
| 19 Annual Financial Audit                                   |                    | BOS        | Conduct Annual Financial Audit as required under State law   |  | Hahn/Miller                 | COMPLETE As required by State law the County is to have an annual financial audit conducted each year. This year's audit will be presented to the Board at February 7, 2023 meeting as a result of delays encountered by staff and the Auditors. FY2022 was complete on January 30, 2023 and presented to the BOS on February 7, 2023. They normally begin pre-audit in May for the current fiscal year and will return sometime late September/early October for Final field work with completion by December 31, 2023.  | 1/30/2023             |
| 20 Salary Survey  | July 2022          | HR/Finance | Conduct a market analysis of positions and salaries to assess position and salary levels for County employees.   |  | HR                          | Approved as part of the FY 2022/23 Budget and will begin Spring 2022.   |                       |
| Cybersecurity User Training                                 | Fall 2022          | Dines      | Online User Cybersecurity training for all 300 County users complete with phishing campaigns and escalated degree complete with phishing campaigns and escalated degree of difficulty training |  | Dines                       | Training package procured and in place. Training underway. as new employees arrive, they are sent eMails to enroll in the training classes, so they are brought up to speed.  |                       |
| Cigarette Tax Collection and Enforcement                    | July 2022          | BOS        | Establish regular reports on the collection and enforcement activities of the cigarette ordinance  |  | Judy Hart and Sheriff Giles | Board of Supervisors requested regular updates on the activities regarding the collection and enforcement of the cigarette tax ordinance from the Sheriff and Commissioner of Revenue.<br>Ongoing.  | Completed but ongoing |
| County Smart Scale Applications                             | Summer 2021        | Wilson     |  |  | Wilson                      | Submitted August 1, 2022. Unfortunately, none of the county's projects were approved at this time.  | 1/30/2023             |
| Birchwood Rezoning Project                                  | August 2022        | Applicant  | Consideration of Rezoning of Birchwood Property  |  | Miller                      | Special Board of Supervisors Meeting scheduled for August 25, 2022.<br>Applicant requested deferment and Board of Supervisors recommended the application back to the Planning Commission for further review and consideration.<br>Revised application by Birchwood to be resubmitted for consideration at the November 14th, 2022, Planning Commission meeting.<br>Applicant withdrew application on Nov. 14, 2022, Planning Commission Mtg.<br>No action or update at this time   | 11/14/2022            |
| 25 Hunting with dogs  | September 20, 2022 | BOS        | County attorney to research  |  | Lackey                      | County Attorney coordinating updates/modifications. February 27 meeting that a Circuit Court case from Henrico is undergoing appeal by the Virginia Court of Appeals but the Circuit Court held that there was no a constitutional issue with the state statute regarding right to retrieve dogs. County Attorney will report the outcome of the Court of Appeals proceedings (3/24)  | 2/27/2023             |