

**KING GEORGE COUNTY
BOARD OF SUPERVISORS
COUNTY ADMINISTRATOR'S REPORT
APRIL 18, 2023**



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- To Do List Updates – Capital Projects
- Reminder: Joint Meetings w/ Planning Commission
 - April 25, 2023, in the Board Room
 - May 30, 2023, in the Board Room
- Reminder: Budget Meetings
 - April 20, 2023, in the Board Room
 - April 27, 2023, in the Board Room
- Information: Septic Pump Out Notices
- Miscellaneous/Other



EMPLOYEE
ANNIVERSARIES
APRIL 2023

Name	Department	Years of service
Vic Mason	Clerk of the Court	29
Ron Govan	Lieutenant - Courts	26
Jonathan Franklin	Social Services Director	16
Carolyn McGee	Fire/Rescue	10
Kevin Rexrode	Fire/Rescue	7
Kathy Holmes	Community Development	5
Daryl Minter	Service Authority	4
Martin Campos	Sheriff's Office	4
Danny Maupin	Sheriff's Office	4
Jincy Brown	Registrar's Office	3
Angela Fortune	Social Services	1
Robin Thompson	Social Services	1

EMPLOYEE HIRE
AND TRANSFER

Name

Position

Amy
Southall

Communications &
Community Engagement
Coordinator

**KING GEORGE BOARD OF SUPERVISORS
CAPITAL PROJECTS (Items in red are updates)**

Line Item	Project	Originated Date2	Originated By	Description	Designated To	Current Status
CAPITAL						
1	Old Middle School and King George Courthouse Use Study	Fall 2021	BOS	Conduct study to examine the possible future use options for both the Old Middle School and the Courthouse	Quesenberry	Project approved as part of FY 2021/22 CIP. Mosely Architects to commence study of both Old Middle School and Courthouse. Studies to be complete 3 to 4 months, April/May 2023
2	Ralph Bunche Roof	Fall 2021	BOS	Re-roof Ralph Bunche Building using National Parks Service African American Preservation Funds.	Quesenberry/Hahn	Project approved as part of FY 2021/22 CIP. Grant funds received in Fall 2021 and contractual agreement being finalized. Contractor has materials on site due to commence work in October 2022. Roof contractor on site. Roofing company continuing to work when weather permits.
3	Fuel Depot	Fall 2021	Fire and Rescue	Installation of Fuel Depot at Company One as an alternative fuel source.	Moody/Quesenberry	Project approved as part of FY 2021/22 CIP. SDI Engineering completing design. Fuel Depo Project Engineering staff is working with the Fire Chief in preparing bid documents for the installation of a Fuel Depot at Company 1. The design work is finishing up. Getting specifications ready to put out for bid (3/24).
4	Resurface Tennis Courts	Fall 2021	Parks and Recreation	Resurface of Tennis Courts at King George Middle School	Clarke	Project approved as part of FY 2021/22 CIP. County procurement complete and Finley Asphalt selected as General Contractor. Project underway. Project is 85% complete. Saw cuts and acrylic application (color) will be completed after the school year (June) (3/24). The entirety of the project will not be completed until spring due to cold temps. Project expected completion date is June 2023 when school is out.
5	New Courthouse	Fall 2020	BOS/Clerk of Court		Miller/Quesenberry	Negotiated Construction Manager at Risk (CMAR) July 26, 2022 and allocated approximately \$12 million additional funding to close gap between bond funds from Fall 2020 Bond Issue and construction cost increases. Branch Builds selected CMAR July 2022. Notice to Proceed issued August 8, 2022. Construction estimated to start Nov./Dec 2022. Groundbreaking set for December 8, 2022. The groundbreaking ceremony took place on December 8, 2022 and construction is continuing. Current activities include site work, installation of drainage, installation of foundations and reinforcements, vertical concrete wall construction, and waterproofing (3/24).
6	County Administration Building Lock System	Fall 2021	Muncie	Upgrade locks	Muncie/Basham	Mr. Muncie is still waiting on parts. Only about 1/3 have arrived. The digital interface for the individual locks were being installed Nov. 15, 2022. Waiting on company's response on temporary storage for servers. The lock project is still open/ongoing. Stanley has started the install March 6th. They have not given me a completion date but I know this will take some time (3/24)
8	New HVAC System- 2nd Floor-Revercomb Building	August 2022	Muncie	Purchase new HVAC System for Revercomb Building, 2nd floor	Muncie	On August 2, 2022, the Board of Supervisors authorized the purchase of a new HVAC system for the 2nd floor in the amount of \$260,000. Mr. Muncie working with Trane on acquisition. Estimated to be completed April or May 2023.
9	Cedell Brooks Park Pavilion	Fall 2021	Clarke County Engineering	Construct new park pavilion at Cedell Brooks Park	Clarke	Project to be completed by end of March 2023. Engineering and Parks & Recreation are doing a final walk through of the picnic shelter on Wednesday, March 29, 2023 (3/24).
10	Purkins Corner Wastewater Plant Decommissioning	Fall 2021	County Engineering	Multi-year implementation process to decommission. Purkins Corner Wastewater Plant.	County Engineering	County Engineering working on behalf of Service Authority with County Engineering working on behalf of Service Authority with RKK Engineers for the multi-year implementation process for the decommissioning of Purkins Corner Wastewater Plant in the amount of \$4.1 million. Project design underway and will be complete Spring 2023. Engineering work is proceeding. A Preliminary Engineering Report has been submitted. Design work is beginning (3/24).
11	ARPA Water Grant	Fall 2021	County Engineering Service Authority	Service Authority received \$5 million in funds for water system upgrades	Miller/County Engineering	Grant administration underway. Projects identified and project scopes being developed by TRC (Draper Aden). Board of Supervisors approved projects as part of CIP project. On-going. Grant executed and currently receiving reimbursements for water project design work (3/24).
12	ARPA Wastewater Grant	July 2022	County Engineering/Service Authority	Service Authority received \$16 million in allocations in the Commonwealth budget for FY 2022/23 for Wastewater upgrades	Miller/County Engineering	Initial meeting of DEQ to begin coordination of the grant. TRC will administer the grant, projects will be identified, and project scopes developed according to DEQ guidelines. Project scopes being developed. On-going. Grant is being reviewed by DEQ and moving towards execution.
13	Decommissioning of the Dahlgren Sludge Pond	January 2022	County Engineering/Service Authority	As part of response to January 2022 Dahlgren Wastewater Plant emergency operations issues, it was identified that significant overhauls/remediation was necessary to the EQ Basin at Dahlgren	Miller/County Engineering	Design work complete and coordinating with TRC Engineering and State DEQ on development of Bid documentation and Invitation to Bid. Contract awarded to Johnston Construction Company. Notice to proceed will be issued when weather appears promising. We are in the process of issuing a Notice to Proceed. Waiting appropriate weather (3/24).
14	Circle and Canterbury Well Systems Interconnections	July 2022	County Engineering	Interconnections between the two systems will improve the Courthouse area water service	County Engineering	Initial design work for interconnection of the two systems has commenced and will be ready for bid in January 2023. Engineering surveying work is underway (3/24).
15	Arnold's Corner Well Upgrades	Spring 2022	County Engineering	Critical well within the Courthouse water system will be upgraded to ensure redundancy in the system upgraded to ensure redundancy in the system	County Engineering	In design phase. Expect completion in Spring 2023. Plans under review and preparing for bid process (3/24).

COMPLETED (Capital and Noncapital)

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	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	Annual Operating 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 Business 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	Jaclyn 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
17	Updates on Service Issues with Verizon, Breezeline, and GFL	September 2022	Collins		Miller	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. 2). Breezeline has been notified about service issues and is working on addressing the matters. No Update 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. No Update.	
18	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
21	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.	
22	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. Ongoing.	Completed but ongoing
23	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
24	Birchwood Rezoning Project	August 2022	Applicant	Consideration of Rezoning of Birchwood Property	Miller	Special Board of Supervisors Meeting scheduled for August 25, 2022. Applicant requested deferment and Board of Supervisors recommended the application back to the Planning Commission for further review and consideration. Revised application by Birchwood to be resubmitted for consideration at the November 14th, 2022, Planning Commission meeting. Applicant withdrew application on Nov. 14, 2022, Planning Commission Mtg. 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

Financing for Large
26 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, fire station #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 fire station update for further information on that project.