



NEW KENT COUNTY BOARD OF SUPERVISORS

May 29, 2024, 9:00 AM

Boardroom, County Administration Building, 12007 Courthouse Circle, New Kent, VA
23124 - JOINT WORK SESSION with the New Kent County Planning Commission

AGENDA

CALL TO ORDER AND ROLL CALL - BOARD OF SUPERVISORS & PLANNING COMMISSION

Times are approximate

- 9:00 a.m. ITEM 1 **New Kent 2045 Comprehensive Plan Progress Update**
Todd Gordon with EPR, PC
- 9:30 a.m. ITEM 2 **Adoption of Revised New Kent County Financial Policies - Revision 4**
Davenport Senior Vice President and Manager of Public Finance Ted Cole
- 9:45 a.m. ITEM 3 **FY25 Tax Levies on Real and Personal Property - Ordinance O-04-24**
County Administrator Rodney Hathaway
- 9:50 a.m. ITEM 4 **Amendment to Appendix A - Fees of the New Kent County Code - Ordinance O-05-24**
County Administrator Rodney Hathaway
- 9:55 a.m. ITEM 5 **Adoption and Appropriation of FY 2024-2025 Capital Improvement Program - Resolution R-14-24**
County Administrator Rodney Hathaway
- 10:00 a.m. ITEM 6 **Adoption and Appropriation of FY 2024-2025 Governmental and School Budgets - Resolution R-15-24**
County Administrator Rodney Hathaway
- 10:05 a.m. ITEM 7 **Adoption and Appropriation of FY 2024-2025 Public Utility Fund Budget - Resolution R-16-24**
County Administrator Rodney Hathaway
- 10:10 a.m. ITEM 8 **Adoption of Reimbursement Resolution - Resolution R-17-24**
County Administrator Rodney Hathaway
- 10:15 a.m. ITEM 9 **Other Business**
- 10:25 a.m. ITEM 10 **Adjournment**

MEETING SCHEDULE: The next regularly scheduled meeting of the Board of Supervisors will be held at 6:00 p.m. on Monday, June 10, 2024, and the next work session will be held at 9:00 a.m. on Tuesday, June 25, 2024, both in the Boardroom of the County Administration Building.

If a meeting cannot be held because of the closing of State and/or County offices, the meeting will be held on the next business day that the County offices are open.

New Kent County Board of Supervisors
P O Box 150, 12007 Courthouse Circle
New Kent, VA 23124

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	n/a
Subject	New Kent 2045 Comprehensive Plan Progress Update
Issue	n/a
Recommendation	n/a
Fiscal Implications	n/a
Policy Implications	n/a
Legislative History	n/a
Discussion	Todd Gordon from EPR,PC will give the Board an update on the progress of the New Kent 2045 Comprehensive Plan.

Time Needed:	9:00 a.m.	Person Appearing:	Todd Gordon with EPR, PC
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	804-966-9687
Copy provided to:			

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	5/10/2024 - 11:48 AM
Administration	Hathaway, Rodney	Approved	5/14/2024 - 3:12 PM
Attorney	Everard, Joshua	Approved	5/15/2024 - 4:13 PM

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adopt Revision 4 of the New Kent County Financial Policies as presented.
Subject	Adoption of Revised New Kent County Financial Policies - Revision 4
Issue	
Recommendation	
Fiscal Implications	
Policy Implications	Expanded financial policies.
Legislative History	N/A
Discussion	N/A

Time Needed:	9:30 a.m.	Person Appearing:	Davenport Senior Vice President and Manager of Public Finance Ted Cole
Request prepared by:		Telephone:	
Copy provided to:			

ATTACHMENTS:

Description	Type
New Kent County Financial Policy Guidelines - Revision 4 (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	5/10/2024 - 10:48 AM
Administration	Hathaway, Rodney	Approved	5/14/2024 - 3:10 PM
Attorney	Everard, Joshua	Approved	5/15/2024 - 4:23 PM



Financial Policy Guidelines

For:

NEW KENT COUNTY *FINAL DRAFT*

Adopted: July 24, 2006

Revision 1 – Reserve Policies – August 2008
Effective for June 30, 2008

Revision 2 - Adopted by the BOS April 24, 2013
Effective Immediately

Revision 3 – Adopted by the BOS May 12, 2014
Effective Immediately

Revision 4 – To be adopted by the BOS May 29, 2024
Effective July 1, 2024



FINANCIAL POLICY GUIDELINES

(Continued)

July 2006 – Original Adoption Date

August 2008 – Revision 1

April 2013 – Revision 2

May 2014 – Revision 3

May 2024 – Revision 4 Draft

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FINANCIAL POLICY GUIDELINES

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FISCAL POLICY GUIDELINES - OBJECTIVES

The primary objective of sound financial management policies is for the County of New Kent Board of Supervisors (the “County Board”) to create a framework within which financial decisions will be made. These fiscal policies are a statement of the guidelines and goals that will influence and guide the financial management practices of the County of New Kent (the “County”). Fiscal policies that are adopted, followed, and regularly reviewed are recognized as the cornerstones of sound financial management. Sound financial management policies:

- Contribute significantly to the County's ability to insulate itself from fiscal crisis; and
- Enhance the ability to obtain short-term and long-term financial credit by helping to achieve the highest credit and bond ratings possible; and
- Promote long-term financial stability by establishing clear and consistent guidelines; and
- Direct attention to the total financial picture of the County rather than single issue areas; and
- Promote the view of linking long-run financial planning with day-to-day operations; and
- Provide the County Board and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines; and
- Ensure the County has sufficient resources to perform mandated responsibilities; and
- Provide a foundation for evaluating financial analysis and condition.

To these ends, the following fiscal policy guidelines are presented.



FINANCIAL POLICY GUIDELINES

(Continued)

July 2006 – Original Adoption Date

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ACCOUNTING, AUDITING AND FINANCIAL REPORTING

1. The County will establish and maintain a high standard of accounting practices in conformance with uniform financial reporting in Virginia and Generally Accepted Accounting Principles (“GAAP”) for governmental entities as promulgated by the Governmental Accounting Standards Board (“GASB”).
2. The County’s financial accounting system will maintain records on a basis consistent with accepted standards for local government accounting promulgated by GASB.
3. The County’s annual financial report will present a summary of financial activity by governmental funds and all funds respectively.
4. The County will retain the right to perform financial, compliance, and performance audits on any entity receiving funds or grants from the County.¹
5. An independent public accounting firm will perform an annual audit in accordance with generally accepted auditing standards for all funds received and expended by any department, constitutional officer, or agency of the County, or as may be required for any agency for which the County serves as fiscal agent.
6. The County will annually seek the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting, Distinguished Budget Presentation Award, and the Popular Annual Financial Report Award.

OPERATING BUDGET

1. The operating budget is intended to implement the County Board’s service priorities and vision for the County.
2. The budget is a plan for identifying and allocating resources. The objective is to enable service delivery with allocated resources. Services should be delivered to the citizens at a level which will meet real needs as efficiently and effectively as possible.
3. The County Administrator will develop and submit to the County Board an annual budget. The County will develop its annual budget in such a manner so as to incorporate historic trend analysis for revenues and expenditures with an adjustment for current financial trends and developments as appropriate.

¹ See, e.g., 1989 Va. Op. Atty. Gen. 50 (December 29, 1989).



FINANCIAL POLICY GUIDELINES

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4. Public Utilities rates will be established at the appropriate level to enable the Public Utility Fund to be self-supporting. In addition, water and sewer rates will be established to maintain compliance with revenue bond covenants. The County will maintain a pro-forma operating model to assist in the budgetary process.
5. The County's goal is to pay for all recurring expenditures with recurring revenues.
6. One-time or other special revenues will not be used to finance continuing County operations but instead will be used for funding special projects.
7. Colonial Downs Revenues are considered to be one-time revenues because receipts are unpredictable and subject to change from year-to-year based on legislative changes made by the General Assembly. Because the revenues cannot be accurately forecast, they should generally be used for Capital or one-time projects. Under certain circumstances, the County Board may approve exceptions to this policy and elect to use Colonial Downs Revenues for recurring expenditures. Circumstances which would merit an exception to the policy include a declared fiscal emergency or other economic purpose intended to protect the long-term fiscal security of the County as determined by the County Board. In such circumstances, the County Board must adopt a plan to replace this Colonial Downs Revenue with ongoing general fund revenue to policy level within 36 months from the date of the use. If restoration cannot be accomplished within 36 months without severe hardship to the County or its citizens, then the Board must establish a different, but reasonable, time period.
8. It is important that a positive unassigned fund balance in the general fund and a positive cash balance in all governmental funds be shown at the end of every fiscal year.
9. When deficits appear to be forthcoming within a fiscal year, spending during the fiscal year must be reduced sufficiently to create a positive unassigned fund balance and a positive cash balance.
10. The budget will provide for funding at the rate stipulated by the Virginia Retirement System for all retirement systems.
11. The County will prepare regular reports comparing actual revenue and expenditures to projected budgeted amounts.
12. The County will avoid tax anticipation borrowing and maintain adequate fiscal reserves in accordance with the fund balance policy.



FINANCIAL POLICY GUIDELINES

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13. Proposed program expansions above existing service levels must be submitted as budgetary enhancements requiring detailed justification. Every proposed program expansion will be scrutinized on the basis of its relationship to the health, safety, and welfare of the community to include analysis of long-term fiscal impacts. Emphasis will be placed upon areas identified as high priorities by the County Board.
14. Proposed new programs must also be submitted as budgetary enhancements requiring detailed justification. New programs will be evaluated on the same basis as program expansion to include analysis of long-term fiscal impacts. Emphasis will be placed upon areas identified as high priorities by the County Board.
15. For programs and activities with multiple revenue sources, the Financial Services Director will use resources in the following hierarchy: federal funds, then State funds, then bond and/or installment contract proceeds, then local non-County funds, and then County funds. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, then assigned fund balance, and lastly unassigned fund balance. The Financial Services Director and County Administrator have the authority to deviate from this policy where it is in the best interest of the County. Such deviation and the reasons therefore must be communicated in writing to the County Board.
16. Budget appropriations and transfers will be brought to the County Board for consideration as required by Article VIII of the County Board's Bylaws. Additionally, as a financial management best practice, budget transfers involving capital projects must be brought to the County Board for consideration. The legal level of budgetary control will remain in accordance with the County's Bylaws.
17. The County will maintain a reserve (called the "General Fund Contingency") to offset costs related to unforeseen emergencies, including unanticipated expenditures of a nonrecurring nature, or to meet unexpected small increases in service delivery costs. This General Fund Contingency will be budgeted at not less than the greater of \$300,000 or 1% of the general fund budget excluding transfers to other funds.²
18. As part of the budgeting process, these Financial Policies will be reviewed and approved with any changes along with the finalized budget.



FINANCIAL POLICY GUIDELINES

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REVENUES

1. The County will endeavor to maintain a diverse, stable revenue system to mitigate adverse impacts to operations from short-term fluctuations in any one revenue source.
2. The County will use objective, analytical measures to prepare annual revenue projections.
3. All taxable property must be assessed as required by State statute. This responsibility resides with the Commissioner of the Revenue.
4. The County, through its Treasurer, will pursue an aggressive policy seeking the collection of delinquent taxes and fees due to the County.
5. The County will periodically review fees and user charges for each enterprise fund operation, such as the Public Utility Fund, with the goal of providing coverage at a level that fully covers the total direct and indirect cost of the operation.
6. The County will set fees for other user activities, such as recreation programs, inspections, and other similar activities, at a level that is appropriate for the department based upon the service provided and the objectives of the County Board.
7. The County will routinely identify intergovernmental grant opportunities. In considering approval for such grants, the County Board will assess the merits of the program as if it were funded with local tax dollars. Local tax dollars must not be used to offset the loss of grant funding without first reviewing the merits of the program and the incremental impact on the operating budget.



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CAPITAL IMPROVEMENT BUDGET

1. The County will consider all capital improvements in accordance with an adopted Capital Improvement Program (“CIP”). The CIP must incorporate and reference all strategic and comprehensive plans adopted by the County Board.
2. The County will develop a five-year plan for capital improvements, review and update the CIP annually, and link development proffers resulting from conditional zonings with the CIP. Additional projects can be added to the CIP at any time, but funding for projects added in this manner are subject to normal operating budget constraints. The CIP must also include schedules for computer replacement, vehicle replacement, and copier replacement.
3. The County will include as part of its annual budget process an annual capital budget based on the five-year CIP. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be included in capital budget projections.
4. The County will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
6. The County will use intergovernmental grants and loans to finance only those capital improvements that are consistent with the CIP and County priorities.
7. The County will make use of non-debt capital financing sources through the use of alternate sources including proffers, Colonial Downs Revenues, and pay-as-you-go financing.
8. The County will take all prudent steps to maintain its assets at a level adequate to protect the County's capital investment and to minimize future maintenance and replacement costs.
9. The County will identify the estimated costs and potential funding sources for each capital project proposal prior to seeking approval from the County Board.
10. The County will attempt to determine the least costly and most flexible financing method for all new projects.
11. The County will maintain a cash reserve of not less than \$1 million in the CIP Fund Balance. The County Board may, from time-to-time, appropriate CIP Fund Balance



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below the \$1 million threshold. In such circumstances the County Board must adopt a plan to restore the available fund balance to the \$1 million policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the County, then the County Board must establish a different, but reasonable, time period.

ASSET MAINTENANCE, REPLACEMENT, AND ENHANCEMENT

1. The operating budget will provide for minor or preventive maintenance.
2. The capital projects budget will provide for the structural, site, major mechanical/electrical rehabilitation, or replacement of the County and School physical plant which requires a total expenditure of \$25,000 or more and has a useful life of five years or more.
3. The capital projects budget will provide for the acquisition, construction, or total replacement of physical facilities, including additions to existing facilities, which increase the square footage or asset value of those facilities.

RISK MANAGEMENT

1. The County will protect its assets by maintaining adequate insurance coverage through either commercial insurance or risk pooling arrangements with other governmental entities. The County will reserve an amount adequate to insulate itself from predictable losses when risk cannot be diverted through conventional methods.
2. The County will maintain a Safety Committee dedicated to mitigating risks within the County and look at ways to safeguard employees as well as financial assets.
3. The County will regularly review internal controls for improvements to ensure adequate segregation of duties and risk coverage over finances.



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PUBLIC UTILITY FUNDS

1. The County will maintain financial independence for these funds from the General Fund by:
 - a. Utilizing revenue bonds and fund equity to finance capital improvements.
 - b. Avoiding the use of general or capital fund reserves to cover the costs of fund operations. It may be appropriate for economic development purposes to utilize general fund reserves to construct utility infrastructure in cases where the return on investment is approved by the County Board.
2. The County will work to maintain a strong fund equity for operations and debt service by undertaking the following actions:
 - a. Work toward a goal of maintaining a fee structure that covers 100% of operating activities and debt service.
 - b. Strive to maintain unrestricted cash reserves, free from any internal and external commitments and restrictions, equal to the greater of \$3 million or 50% of system operating revenue, which is defined as reoccurring revenues that exclude connection and availability fees and interest revenue. Lender or bond-related reserve requirements held at the County or in a mandatory debt service reserve fund trust account will be maintained outside of, and in addition to, the reserves associated with this policy. The County Board may, from time-to-time, use unrestricted cash reserves such that it will result in a breach of this policy for purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the County or for economic purposes. In such circumstances, the County Board will adopt a plan to restore the unrestricted cash reserves to policy level within 36 months from the date of the use. If restoration cannot be accomplished within such time period without severe hardship to the County, then the County Board must establish a different, but reasonable, time period.



FINANCIAL POLICY GUIDELINES

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DEBT MANAGEMENT

Introduction

One of the keys to sound financial management is the development of a debt policy. This need is recognized by bond rating agencies, and development of a debt policy is a recommended practice by the Government Finance Officers Association. A debt policy establishes the parameters for issuing debt and managing the debt portfolio. It provides guidance to the administration regarding the purposes for which debt may be issued, the types and amounts of permissible debt, and the methods of sale that may be used. The following debt policy is intended to demonstrate a commitment to long-term financial planning. It will be used in conjunction with the CIP for the County, the County of New Kent School Board (the “School Board”), and County Department of Public Utilities (“Public Utilities”).

Guidelines for Debt Issuance

1. The County will prepare and update annually a five-year CIP to be approved by the County Board. The CIP will be developed with an analysis of the County’s infrastructure and other capital needs, and the financial impact of the debt service required to meet the recommended financing plan.
2. The County will develop a CIP that strives to find a balance between debt, pay-as-you-go, and other funding sources.
3. As part of the annual CIP, the Schools will furnish the County a schedule of funding needs for any school projects for which the issuance of long-term debt is planned.
4. Each project proposed for financing through debt issuance will have an analysis performed for review of tax or rate impact and future operating costs associated with the project and related debt issuance costs.
5. All proceeds from debt issuance for the County, School Board, and Public Utilities will be appropriated by the County Board.
6. The County will not use long-term borrowing to finance annual operating needs.
7. The County will confine long-term borrowing to capital improvements, projects, or equipment that cannot be financed from current financial resources.



FINANCIAL POLICY GUIDELINES

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8. The term of any bond issue will not exceed the expected/estimated useful life of the capital project, facility, or equipment for which the borrowing is intended.
9. The County will avoid short-term debt to provide cash flow for annual operations. Debt issued for operating purposes will be limited to cases where there is reasonable certainty that a known source of revenue will be received in the current fiscal year sufficient to repay the debt or where there is a clear financial emergency.
10. The County will comply with all applicable U.S. Internal Revenue Service and U.S. Treasury arbitrage requirements for bonded indebtedness in order to preserve the tax-exempt status of such bonds.
11. Bond issues should be planned to minimize the frequency of issuance, thereby ensuring the lowest possible costs of issuance. When determining the size of a bond issue, consideration should be given to the need for construction, debt service, and capitalized interest funds. Construction fund draw schedules will be prepared, and projection of conservative earning on unspent bond funds should be made in conjunction with planning of the County's CIP.
12. The decision to use bond proceeds to pay interest during construction for revenue-producing projects will be made on a case-by-case basis and will be based on an evaluation of the opportunity cost of funds and the availability of other sources of funds to pay interest costs.
13. The County will not endorse the obligation of any entity other than the County, School Board, or Public Utilities. However, the County may enter into contracts with other regional or local public entities with respect to public purpose projects, which provide for certain payments when project or entity revenues prove insufficient to cover debt service on obligations issued to finance such project(s). The County will enter into these type agreements only when there is long-term public and financial interest in the regional or local project. Such obligations could be structured as Moral Obligation Bonds, or with an underlying support agreement or other contractual arrangement. These obligations do not affect the legal debt limit of the County and any payments are subject to annual appropriation. However, if such payments were made, the obligations would be considered tax-supported debt.



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14. The County's preferred method of sale of bonds is via competitive sale to underwriters. If deemed advantageous, the County may sell bonds via a negotiated sale, private placement, or other method. Coordination will be made with the County Administrator, Finance Director, and the County's Financial Advisor in arriving at a recommendation to issue bonds through a method other than competitive sale.

- **Underwriter Selection**

Criteria for selecting an underwriter includes, but is not limited to, the following:

- a. Ability and experience in managing transactions similar to those contemplated by the County; and
- b. Prior knowledge and experience with the County; and
- c. Ability and willingness to risk capital and demonstration of such risk and capital availability; and
- d. Quality and experience of personnel assigned to the County's engagement; and
- e. Financing plan; and
- f. Underwriting fees.

- **Underwriter's Counsel**

In any negotiated sale of County debt in which legal counsel is required to represent the underwriter, a recommendation will be made by the Financial Advisor and the bond underwriter with final approval from the County.

- **Underwriter's Discount**

The County will evaluate the proposed underwriter's discount against comparable issues in the market. If there are multiple underwriters in the transaction, the County will determine the allocation of underwriting liability and management fees, if any.

The allocation of fees will be determined prior to the sale date. A cap on management fees, expenses and underwriter's counsel fee will be established and communicated to all parties by the County. The Financial Advisor will submit an itemized list of expenses charged to members of the underwriting group. Any additional expenses must be evidenced by appropriate documentation.



FINANCIAL POLICY GUIDELINES

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- **Evaluation of Underwriter Performance**

In conjunction with its Financial Advisor, the County will evaluate each bond sale after completion to assess the following: costs of issuance including underwriters' compensation, pricing of the bonds in terms of the overall interest cost and on a maturity-by-maturity basis, and the distribution of bonds and sales credits.

- **Designation Policies**

To encourage the pre-marketing efforts of each member of the underwriting team, orders for the County's bonds will be net designated, unless otherwise expressly stated. The County will require the Financial Advisor to:

- a. Fairly allocate bonds to other managers and the selling group;
- b. Comply with Municipal Securities Rulemaking Board regulations governing the priority of orders and allocations; and
- c. Within 10 working days after the sale date, submit to the County a detail of orders, allocations, and other relevant information pertaining to the County's sale.

Self-Imposed Debt Targets

Direct net debt as a percentage of estimated market value of total taxable assessed value should not exceed 4.5%. Direct net debt is defined as any and all debt that is tax-supported. The ratio of direct net debt service expenditures as a percentage of total governmental fund expenditures should not exceed 12.0% with a targeted direct net debt aggregate ten-year principal payout ratio of 50.0% or better.

These ratios will be measured annually and reported to the County Board.

As part of the County's CIP process, the impact of any proposed debt financings on these ratios should be calculated. Understanding that certain capital financings are required for the effective delivery of County services, the following guidance is offered. If a proposed capital financing would cause the County to no longer be in compliance with one or more of these debt ratios, this will be reported to and discussed with the County Board. Should the County Board then approve a capital financing that would cause the County to no longer be in compliance with one or more of these policies, the County Board will determine a reasonable timeframe within which compliance will be achieved by resolution.



FINANCIAL POLICY GUIDELINES

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Types of Debt Issuance

- The County may issue general obligation debt for capital or other properly approved projects.
- The County Board may use the Virginia Public School Authority or State Literary Fund loans to finance school capital projects. Such debt issued on behalf of the School Board constitutes general obligation debt of the County. The County Administrator and the Director of Finance will approve any application to the Commonwealth of Virginia for such debt. The County Board will approve the issuance of the bonds as required by the Public Finance Act. The School Board will approve such financings before requesting approval from the County Board.
- The County may issue revenue bonds to fund proprietary activities such as water and water pollution control utilities, sewer utilities, or for other capital projects that generate adequate revenues from user fees to support operations and debt service requirements. The bonds will include written legal covenants which require that revenue sources are adequate to fund annual operating expenses and annual debt service requirements.
- Leases considered financed purchases may be used to purchase buildings, equipment, furniture, and fixtures. The term of any such lease will not exceed the expected/estimated useful life of the asset. Revenue bonds may be issued by the County or other entity that are secured by a County lease.
- Short-term borrowing may be utilized for interim financing or for other purposes as described below. The County will determine and utilize the least costly method for short-term borrowing subject to the following policies:
 - a. Bond Anticipation Notes (“BANs”) may be issued for capital-related cash purposes to reduce the debt service during the construction period of a project or to provide interim financing for a project. The BANs may not mature more than 5 years from the date of issuance.
 - b. Lines of credit will be considered as an alternative to other short-term borrowing options.
 - c. Other short-term debt may be used when such instruments provide an interest rate advantage or as interim financing.
 - d. Lease financing and master lease obligations, including lease revenue bonds, may be considered as alternative financing structures.



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Refunding of Debt

The County will refund debt when it is in the best financial interest of the County to do so.

Debt Service Savings

When a refunding is undertaken to generate interest rate cost savings, the minimum aggregate present value savings will be 3% of the refunded bond principal amount. The present value savings will be net of all costs related to the financing. If present value savings is less than 3%, the County may consider the refunding merits on a case-by-case basis.

Restructuring

Refundings for restructuring purposes will be limited to restructuring to alleviate debt service during difficult budgetary years, achieve cost savings, mitigate irregular debt service payments, release reserve funds, or remove unduly restrictive bond covenants.

Term of Refunding Issues

The County will refund bonds within the term of the originally issued debt. However, the County may consider maturity extension when necessary to achieve a desired outcome, provided that such extension is legally permissible. The County also may consider shortening the term of the originally issued debt to realize greater savings.

Escrow Structuring

The County will utilize the least costly securities available in structuring refunding escrows. A certificate will be provided by a third-party agent stating that the securities were procured through an arms-length, competitive bid process (in the case of open market securities), and that the price paid for the securities was reasonable within federal guidelines. Under no circumstances will an underwriter, agent, or Financial Advisor sell escrow securities to the County from its own account.



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Arbitrage

The County will take all necessary steps to optimize escrows and to avoid negative arbitrage in any debt issuance in which arbitrage is applicable. Any resulting positive arbitrage will be rebated as necessary according to U. S. Internal Revenue Service & U. S. Treasury arbitrage requirements. The County is responsible for monitoring and tracking interest earnings to ensure positive arbitrage doesn't require repayment of earnings. Interest proceeds will be appropriated to offset related debt service cost and retained until eligibility of use can be determined and approved by the County Administrator.

Debt Service Fund Balance

The fund balance of the Debt Service Fund will be reserved for the future payment of annual principal and interest payments, which includes general obligation bonds of the County, including school debt.



FINANCIAL POLICY GUIDELINES

(Continued)

July 2006 – Original Adoption Date

August 2008 – Revision 1

April 2013 – Revision 2

May 2014 – Revision 3

May 2024 – Revision 4 Draft

FUND BALANCE

Fund balance is defined as the excess of assets over liabilities, which is a resource that remains part of the general government budget. The County desires to maintain a prudent level of financial reserves to guard its citizens against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures.

The County reports fund balances in accordance with GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

A. The County has five categories of Fund Balance for financial reporting which describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- 1) Nonspendable
- 2) Restricted
- 3) Committed
- 4) Assigned and
- 5) Unassigned

B. **Components of Fund Balance** – Fund Balance relative to Governmental Funds consist of the following components:

- **Nonspendable Fund Balance** – Nonspendable Fund Balance includes amounts that cannot be spent because the funds are either not in spendable form such as prepaid expenditures and inventories, or are legally contracted to be maintained intact. Nonspendable balance is not available for appropriation.
- **Restricted Fund Balance** – Restricted Fund Balance includes amounts that are legally constrained for a specific purpose by external parties, constitutional provisions, bond indenture, or enabling legislation. External parties include creditors, grantors, contributors, or laws and regulations. Enabling legislation includes any act of law or regulation that authorizes the government to assess, levy, charge, or otherwise mandate payment of resources and includes a legally enforceable requirement that those resources be used only for the specific purpose stipulated in the enabling legislation. An act of law can originate external to the government or be self-imposed through the enactment of an ordinance by the governmental body. The expenditure of resources restriction must originate within the enabling legislation; whereas, funds restricted outside originating legislation will be considered committed or assigned.



FINANCIAL POLICY GUIDELINES

(Continued)

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The following three categories of Fund Balance: 3) Committed 4) Assigned and 5) Unassigned are considered **Unrestricted Fund Balance**.

- **Committed Fund Balance** – Committed Fund Balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the County Board using the highest level of decision-making authority. Removal of the constraint would require another action by the County Board. Commitments must be established or removed by the County Board prior to the end of the fiscal year (June 30th) for which the constraint or removal of constraint is desired. Formal County Board action includes the annual adoption of the budget appropriations and subsequent budget amendments. Encumbrances remaining at year-end will be carried over to the next fiscal year.
 - **Assigned Fund Balance** – Assigned Fund Balance includes amounts that reflect an intended or planned use of fund balance for specific purposes but are neither restricted nor committed. Assigned Fund Balance does not require formal action of the County Board and may be assigned by the County Administrator or his designee. Assignments must not create a deficit in any fund or segment of fund balance.
 - **Unassigned Fund Balance** – Unassigned Fund Balance represents the residual fund balance remaining after nonspendable, restricted, committed, and assigned fund balance is deducted. Unassigned Fund Balance is available for appropriation by the County Board with first priority given to nonrecurring expenditures or as an addition to fund balance. The General Fund is the only fund that would report a positive unassigned fund balance.
- C. ***Order of Expenditure Within Fund Balance*** – In circumstances where amounts are expended for which restricted and unrestricted (Committed, Assigned, and Unassigned) amounts are available, the order of expenditure will be restricted, then committed, then assigned, and then unassigned.
- D. ***Unassigned Fund Balance Reserve Requirement*** – The Unassigned Fund Balance will reflect a balance not to exceed 15% of total budgeted General Fund, School Fund, and Debt Service Fund revenues net of transfers as reflected in the budget document ending June 30th of the current year. All amounts in excess of the 15% requirement must be transferred to the Capital Projects Fund no later than December 31st of that year.



FINANCIAL POLICY GUIDELINES

(Continued)

July 2006 – Original Adoption Date

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- E. Funds transferred to the Capital Projects Fund will serve as a “Committed” reserve to fund the future capital requirements of the County. During the annual budget process, the County Board will appropriate a portion of the reserve balance for the procurement of capital improvements in the coming year. As a “Committed” reserve, County Board action would be required for the appropriation of the reserve balance for non-capital expenditures.
- F. The County Board may, from time-to-time, appropriate unassigned fund balances that will reduce available fund balances below the 15% “Unassigned Fund Balance Reserve Requirement” policy for purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the County. In such circumstances the Board will adopt a plan to restore the available fund balance to the 15% policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the County, then the County Board must establish a different, but reasonable, time period.
- Available funds at the close of each fiscal year should be at least 15% of the total annual adopted General Fund budget, plus School Fund budget, plus Debt Service Fund budget, net of transfers.
 - The County Board may take formal action at any open meeting to establish, modify, or rescind a fund balance commitment. Committed fund balances do not lapse at the end of the fiscal year. The County may make informal action to authorize a portion of fund balance for a particular purpose, program, and designates similar authority to the County Administrator.



FINANCIAL POLICY GUIDELINES

(Continued)

July 2006 – Original Adoption Date

August 2008 – Revision 1

April 2013 – Revision 2

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May 2024 – Revision 4 Draft

CASH MANAGEMENT AND INVESTMENTS

The County Board recognizes that it is the explicit constitutional responsibility of the Treasurer to invest County Funds in accordance with Virginia Law. It is the desire of the County Board to provide the Treasurer with the most timely and accurate information in order to best execute the powers of the Treasurer's Office. To that end, the following Investment Policies are intended as a guide for the County Board to facilitate this relationship.

1. It is the intent of the County that public funds will be invested to the extent possible to reduce the need for property tax and utility revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of County funds will be in accordance with applicable Virginia law guiding the investment of public funds.
2. It is the intent of the County that public funds will be invested in public depositories where the funds will be collateralized either from the collateral pool for the payment of losses of public deposits as established under Virginia's Security for Public Deposits Act ("SPDA") or if the financial institution decides to opt out of the collateral pool that the financial institution follow the more stringent requirements as specified under SPDA.
3. Allocation: Investment income will be allocated to each participation fund or account based on a fair and equitable formula determined by the Finance Director.
4. Reporting: The County Board will receive an investment report at the end of each month showing current investment holdings.



FINANCIAL POLICY GUIDELINES

(Continued)

July 2006 – Original Adoption Date

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May 2014 – Revision 3

May 2024 – Revision 4 Draft

GLOSSARY

Arbitrage. The difference between the interest paid on the tax-exempt securities and the interest earned by investing the security proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage on the proceeds from issuance of municipal securities.

Bond. In the context of local government finance, a fixed-income instrument that represents a loan made by an investor to the County. Bonds are used to finance projects and operations. Owners of bonds are debtholders, or creditors, of the issuer, which is the County. Bonds are issued for a term, after which the principal and interest of the loan is due to be paid to the creditor.

Bond Anticipation Notes (“BANs”). Notes which are paid from the proceeds of the issuance of long-term bonds. Typically issued for capital projects.

Capital Improvement Program (“CIP”). A long-term financial planning tool used by local governments to forecast necessary and discretionary acquisitions and improvements of County infrastructure, real property, and personal property, over a forward-looking period of five or more years. This planning tool is reviewed and reissued every fiscal year during the budgeting process.

Capitalized Interest. A portion of the proceeds of a bond issue which is set aside to pay interest on the same bond issue for a specific period of time.

Colonial Downs Revenues. Tax revenues the County receives from the operations of the Colonial Downs Racetrack, located within the County, and affiliated Rosie’s Gaming Emporiums, which are located throughout the Commonwealth of Virginia. Pursuant to Virginia Code § 59.1-392, the County receives a percentage of out-of-County wagers.

Commissioner of the Revenue. The elected constitutional officer who is responsible for fairly and equitably identifying all sources of revenue to which the County is entitled and assessing the value of property subject to taxation.

Competitive Sale. A sale/auction of securities by an issuer in which underwriters or syndicates of underwriters submit sealed bids to purchase the securities. Contrast to a negotiated sale.

County. The County of New Kent, Virginia.



FINANCIAL POLICY GUIDELINES

(Continued)

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County Administrator. The chief administrative officer of the County, appointed by the County Board, and responsible for the day-to-day administration of County government, including the presentation of the budget and the CIP to the County Board every year.

County Board. The Board of Supervisors of the County of New Kent, Virginia, which is the elected governing body supervising the administration of local government in the County.

Debt. Any obligations of the County for the payment of money issued pursuant to the Public Finance Act of Virginia.

Debt Service Fund. The fund used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. Debt service funds are used to report financial resources being accumulated for future debt service.

Debt Service Reserve Fund. The utility fund in which monies are placed which may be used to pay utility debt service if pledged revenues are insufficient to satisfy the debt service requirements.

Designation Policies. Outline how an investor's order is filled when a maturity is oversubscribed when there is an underwriting syndicate. The senior managing underwriter and issuer decide how the bonds will be allocated among the syndicate. There are three primary classifications of orders which form the designation policy: Group Net orders; Net Designated orders and Member orders.

Escrow. A fund established to hold monies pledged and to be used to pay debt service on an outstanding issue.

Expenses. Compensation for out-of-pocket expenses including: underwriter's counsel, DTC charges, travel, syndicate expenses, dealer fees, overtime expenses, communication expenses, computer time and postage.

Finance Director. The chief financial officer of the County and department head of the Financial Services Department, who is responsible for providing financial support services for all County operations and oversees the financial activities of the County.

Financial Advisor. The financial professional contracted by the County Board to advise the County on the creation and maintenance of financial plans, management of debt, and other finance-related issues that come before the County Board.



FINANCIAL POLICY GUIDELINES

(Continued)

July 2006 – Original Adoption Date

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Fiscal Year. The County’s financial calendar for the purposes of local government financial planning, starting on July 1 and ending on June 30. The Fiscal Year coincides with the legislative process for the Virginia General Assembly, as the vast majority of state laws become effective on July 1.

General Obligations. Bonds issued by the County secured by the County’s pledge of its full faith and credit and unlimited taxing power.

General Fund. The primary operating fund used by the County. The General Fund is used to account for and report all financial transactions and resources except those required to be accounted for and reported in another fund.

Generally Accepted Accounting Principles (“GAAP”). The principles to which financial statements are expected to conform. These accounting rules, standards, and procedures are promulgated by a private, independent organization called the Financial Accounting Standards Board.

Government Accounting Standards Board (“GASB”). A private organization responsible for establishing generally accepted accounting principles for state and local governments.

Government Finance Officers Association. An association of public finance officials from across the United States and Canada with a mission to advance excellence in public finance.

Moral Obligation Bond. A bond issued by a locality that carries with it a moral, though not legal, commitment to avoid defaulting on payments.

Municipal Securities Rulemaking Board. A United States self-regulatory financial organization that writes investor protection rules and other rules regulating broker-dealers and banks in the municipal securities market.

Negotiated Sale. A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

Pay-As-You-Go. An issuer elects to finance a project with existing cash flow as opposed to issuing debt obligations.



FINANCIAL POLICY GUIDELINES

(Continued)

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Present Value. The current value of a future cash flow.

Private Placement. The original placement of an issue with one or more investors as opposed to being publicly offered or sold.

Rebate. A requirement imposed by Tax Reform Act of 1986 whereby the issuer of tax-exempt bonds must pay the IRS an amount equal to its profit earned from investment of tax-exempt bond proceeds at rates exceeding the tax-exempt borrowing rate. The tax-exempt borrowing rate (or “bond yield”) is calculated pursuant to the IRS code together with all income earned on the accumulated profit pending payment.

Public Finance Act. Virginia Code § 15.2-2600, *et seq.*, which authorizes localities to borrow money and issue bonds for a variety of public purposes.

Public Utilities. The County of New Kent Department of Public Utilities, which is responsible for the operation and management of the public water and sewer systems.

Public Utility Fund. The fund which accounts for the revenues, expenses, capital projects and ongoing operations of the Public Utilities. This fund is separate and distinct from the other County funds in that it is entirely funded by Public Utilities revenues and uses no tax dollars.

Safety Committee. A committee constituted by County officers and dedicated to studying insurance claims made by and against the County, mitigating risks to County property, and safeguarding employees.

School Board. The School Board of the County of New Kent, Virginia, which is an elected governing body supervising the administration of County schools, including managing its budget.

School Fund. The fund which is used to account for and report all financial transactions and resources for the operations of New Kent County Public School systems. The School Fund consists of five funds: School General Operating Fund, School Textbook Fund, School Nutrition Fund, School Self Insurance Fund, and the School Grant Fund.



FINANCIAL POLICY GUIDELINES

(Continued)

July 2006 – Original Adoption Date

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State Literary Fund. A permanent and perpetual school fund established by the Commonwealth of Virginia and funded from criminal fines, fees, forfeitures, unclaimed and escheated property, unclaimed lottery winnings, and repayments of prior loans issued by the State Literary Fund. This fund provides low-interest loans for school construction, grants under the interest rate subsidy program, debt service for technology funding, and support for the Commonwealth's share of teacher retirement.

Virginia Public School Authority. An agency of the Virginia Department of Treasury that operates financing programs for public primary and secondary education, including pooled bond programs that allow localities to join together to issue debt at a uniform interest rate for the purpose of financing capital projects for school systems.

Virginia Retirement System. An independent state agency that manages the delivery of retirement and other benefits to covered Virginia public sector employees. Members include public school teachers, locality employees, state agency employees, public college and university personnel, state police, Virginia law officers, and the judiciary.

Treasurer. The elected constitutional officer who is responsible for the collection of taxes and fees owed to the County and for investing County funds.

Underwriter. A party to a financial transaction that assumes another party's risk in exchange for a fee.

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adopt Ordinance O-04-24 as presented, to impose tax levies on real and personal property for the 2024-2025 tax year.
Subject	FY25 Tax Levies on Real and Personal Property - Ordinance O-04-24
Issue	
Recommendation	Adoption of O-04-24
Fiscal Implications	
Policy Implications	
Legislative History	A public hearing on proposed FY25 tax levies was conducted on April 4, 2024.
Discussion	

Time Needed:	9:45 a.m.	Person Appearing:	County Administrator Rodney Hathaway
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	804-966-9687
Copy provided to:			

ATTACHMENTS:

Description	Type
Ordinance O-04-24 FY25 Tax Levies (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	5/9/2024 - 3:14 PM
Administration	Hathaway, Rodney	Approved	5/14/2024 - 3:12 PM
Attorney	Everard, Joshua	Approved	5/15/2024 - 4:29 PM

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA**

O-04-24

At a meeting of the Board of Supervisors of the County of New Kent, in the Boardroom of the Administration Building in New Kent, Virginia, on the 29th day of May, 2024:

Present:

Vote:

John P. Moyer
Amy M. Pearson
Ronald P. Stiers
Jordan T. Stewart
Thomas W. Evelyn

Motion was made by _____, which carried __:__, to adopt the following ordinance:

**AN ORDINANCE TO IMPOSE TAX LEVIES ON REAL AND
PERSONAL PROPERTY FOR THE 2024-2025 TAX YEAR IN
THE COUNTY OF NEW KENT, VIRGINIA**

WHEREAS, the Board of Supervisors of New Kent County, in preparing its annual budget, determined that certain taxes are necessary;

NOW, THEREFORE BE IT ORDAINED that pursuant to the authority granted under Virginia Code §§ 58.1-3200 *et seq.*, 58.1-3320 *et seq.*, and 58.1-3500 *et seq.*, the following tax levies are imposed on personal property and real estate in the County of New Kent, effective for tax year beginning January 1, 2024:

1. The Levy on real estate will be \$0.59 per \$100.00 of assessed valuation;
2. The Levy on vehicles without motor power, used or designed to be used as manufactured homes as defined in Virginia Code § 36-85.3 will be \$0.59 per \$100.00 of assessed valuation;
3. The Levy on Public Service Corporation Real Property will be \$0.59 per \$100.00 of assessed valuation;
4. The Levy on tangible property not otherwise exempt or set out will be \$3.75 per \$100 of assessed valuation;

5. The Levy on Public Service Corporation tangible personal property not otherwise exempt or set out will be \$3.75 per \$100 of assessed valuation;
6. The Levy (special rate) for tangible personal property not otherwise exempt or set out for one vehicle for qualified fire-rescue volunteer or auxiliary deputy volunteer will be \$1.55 per \$100 of assessed valuation;
7. The Levy on motor vehicles as prescribed in Virginia Code § 58.1-3506(B) will be \$3.10 per \$100 of assessed valuation;
8. The Levy on boats, campers and recreation vehicles will be \$3.25 per \$100 of assessed valuation;
9. The Levy on aircraft will be \$0.75 per \$100 of assessed valuation; and
10. The Levy on machinery and tools will be \$0.75 per \$100 of assessed valuation.

Adopted this 29th day of May, 2024.

Rodney A. Hathaway
County Administrator

Thomas W. Evelyn
Chairman

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adopt Ordinance O-05-24 as presented, amending Appendix A - Fees (General Government Fees), of the New Kent County Code.
Subject	Amendment to Appendix A - Fees of the New Kent County Code - Ordinance O-05-24
Issue	
Recommendation	
Fiscal Implications	
Policy Implications	
Legislative History	Public hearings on proposed amendments to Appendix A - Fees - were conducted on April 4, 2024 and May 6, 2024.
Discussion	

Time Needed:	9:50 a.m.	Person Appearing:	County Administrator Rodney Hathaway
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	804-966-9687
Copy provided to:			

ATTACHMENTS:

Description	Type
Ordinance O-05-24 Appendix A Amendments (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	5/10/2024 - 9:38 AM
Administration	Hathaway, Rodney	Approved	5/14/2024 - 3:11 PM
Attorney	Everard, Joshua	Approved	5/15/2024 - 4:16 PM

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA**

O-05-24

At a meeting of the Board of Supervisors of the County of New Kent, in the Boardroom of the Administration Building in New Kent, Virginia, on the 29th day of May, 2024:

Present:

Vote:

Amy M. Pearson
Ronald P. Stiers
Jordan T. Stewart
John P. Moyer
Thomas W. Evelyn

Motion was made by _____, which carried ____:____, to adopt the following ordinance:

**AN ORDINANCE AMENDING APPENDIX A OF THE
NEW KENT COUNTY CODE (FEE SCHEDULE) TO CHANGE
CERTAIN FEES CHARGED FOR COUNTY SERVICES
UNDER THE AUTHORITY GRANTED IN
THE CODE OF VIRGINIA**

WHEREAS, the County of New Kent imposes user fees for certain county services; and

WHEREAS, the costs of providing some of these services are greater than the fees presently charged; and

WHEREAS, some fees must be increased so that taxpayers would not have to bear the costs of paying for these services.

NOW THEREFORE UPON PUBLIC HEARINGS DULY HELD, BE IT ORDAINED AND ENACTED, by the New Kent County Board of Supervisors pursuant to the authority granted in the Code of Virginia, that the current Appendix A Fees be amended as follows:

**NEW KENT COUNTY
PROPOSED FY25 BUDGET
FEE CHANGES**

AIRPORT FEES

Item	Current	Proposed
Closed T-Hangar fee, per month	\$145.00	\$152.00
Open T-Hangar fee, per month	\$135.00	\$142.00
Corporate Hangar #18 fee, per month	\$260.00	\$273.00
Corporate Hangar #19 fee, per month	\$175.00	\$184.00
Space Rental-Main Terminal Hangar, per month	\$200.00	\$210.00
Hangars A-1 to A-5, per month	\$250.00	\$263.00
Hangar A-6, per month	\$310.00	\$326.00
Hangars A-7 to A-10, per month	\$250.00	\$263.00
Row A hangars split two tenants (excluding A-6), per month	\$150.00	\$158.00

BUILDING PERMIT FEES

Item	Current	Proposed
Missed Inspection fee	\$55.00	\$75.00
<u>Amusement device rides:</u>		
Small mechanical/inflatable	\$35.00	\$55.00
Circular/flat rides	\$55.00	\$75.00
Spectacular rides	\$75.00	\$100.00

PUBLIC SAFETY – FIRE DEPARTMENT

Item	Current	Proposed
<u>Cost Recovery for Emergency Response:</u>		
Deputy Fire Marshal	\$56.64/HR	\$65.00/HR
Assistant Fire Marshal	\$33.56/HR	\$40.00/HR
Fire Captain	\$28.26/HR	\$35.00/HR
Battalion Chief	\$47.16/HR	\$55.00/HR
Firefighter(s)	\$19.76/HR	\$25.00/HR
Engine Company	\$125.00/HR	\$150.00/HR
Tanker Company	\$100.00/HR	\$125.00/HR
Ambulance	\$95.00/HR	\$130.00/HR
Brush Truck	\$70.00/HR	\$100.00/HR
Multi-Purpose Emergency Response Vehicle (MERV)	\$50.00/HR	\$75.00/HR

PUBLIC SAFETY – FIRE DEPARTMENT (CONTINUED)

Item	Current	Proposed
<u>Cost Recovery for Emergency Medical Services:</u>		
Basic Life Support	\$550.00	\$600.00
Advanced Life Support I	\$700.00	\$750.00
Per mile charge for transport to hospital	\$12.00	\$15.00
<u>Private Event Request: (Minimum 4 hour)</u>		
Fire-Rescue Personnel	\$55.00/HR	\$60.00/HR
Fire Marshal's Office Personnel	\$55.00/HR	\$65.00/HR
Emergency Management Personnel	\$55.00/HR	\$60.00/HR
Engine Company	\$125.00/HR	\$175.00/HR
Tanker Company	\$100.00/HR	\$125.00/HR
Ambulance	\$130.00/HR	\$150.00/HR
Brush Truck	\$70.00/HR	\$100.00/HR
Multi-Purpose Emergency Response Vehicle (MERV)	\$50.00/HR	\$75.00/HR

PUBLIC UTILITIES

Minimum Usage	Current Base Fee 0-6,000 Gallons	Proposed Base Fee 0-6,000 Gallons
<u>Water Volume Fees (Including Irrigation):</u>		
5/8 " and ¾" meter minimum usage charge	\$47.61	\$49.51
1 " meter minimum usage charge	\$89.02	\$92.58
1½" meter minimum usage charge	\$187.61	\$195.11
2" meter minimum usage charge	\$281.93	\$293.21
3" meter minimum usage charge	\$491.82	\$511.49
4" meter minimum usage charge	\$787.55	\$819.05
6" meter minimum usage charge	\$1,574.01	\$1,636.97
8"—10" meter minimum usage charge	\$2,813.58	\$2,926.12
<i>Number of billings per year: 6</i>		
Number of gallons for minimum usage charge	6,000 or less	6,000 or less
Plus charges per 1,000 gallons over minimum usage for total water consumption (domestic and irrigation):		
Usage 6,001—12,000 gallons	\$7.15	\$7.44
Usage 12,001—18,000 gallons	\$7.79	\$8.10
Usage 18,001 + gallons	\$8.17	\$8.50

Minimum Usage	Current Base Fee 0-6,000 Gallons	Proposed Base Fee 0-6,000 Gallons
<u>Sewer Volume Fees:</u>		
5/8 " and 3/4" meter minimum usage charge	\$66.15	\$68.80
1" meter minimum usage charge	\$155.81	\$162.04
1½" meter minimum usage charge	\$304.20	\$316.37
2" meter minimum usage charge	\$526.80	\$547.87
3" meter minimum usage charge	\$1,053.56	\$1,095.70
4" meter minimum usage charge	\$1,712.21	\$1,780.70
6" meter minimum usage charge	\$3,505.20	\$3,645.41
8"—10" meter minimum usage charge	\$7,186.37	\$7,473.82
<i>Number of billings per year: 6</i>		
Number of gallons for minimum usage charge	6,000 or Less	6,000 or Less
Plus charge per 1,000 gallons over minimum usage for all size meters:		
Usage 6,001—12,000 gallons	\$9.91	\$10.31
Usage 12,001—18,000 gallons	\$10.74	\$11.17
Usage 18,001 + gallons	\$11.32	\$11.77
<u>Reclaimed Water Fee</u>		
Per 1,000 gallons	\$0.89	\$0.93
<u>Other Fee Changes</u>		
<u>Domestic Meter Installation</u>		
Size of meter		
1.5"	\$1,400.00	\$1,650.00
2"	\$1,650.00	\$1,750.00
GIS Minimum Fee (proposed new)	\$0.00	\$250.00

This Ordinance will take effect on July 1, 2024.

 Rodney A. Hathaway
 County Administrator

 Thomas W. Evelyn
 Chairman

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adopt Resolution R-14-24 to adopt and appropriate the New Kent County, Virginia Fiscal Year 2024-2025 Capital Improvement Program.
Subject	Adoption and Appropriation of FY 2024-2025 Capital Improvement Program - Resolution R-14-24
Issue	
Recommendation	Adoption of Resolution R-14-24
Fiscal Implications	
Policy Implications	
Legislative History	A public hearing on the proposed FY 2024-2025 Capital Improvement Program was conducted on May 6, 2024.
Discussion	

Time Needed:	9:55 a.m.	Person Appearing:	County Administrator Rodney Hathaway
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	804-966-9687
Copy provided to:			

ATTACHMENTS:

Description	Type
Resolution R-14-24 FY 25 CIP (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	5/9/2024 - 3:49 PM
Administration	Hathaway, Rodney	Approved	5/14/2024 - 3:11 PM
Attorney	Everard, Joshua	Approved	5/15/2024 - 4:24 PM

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA**

R-14-24

At the regular meeting of the Board of Supervisors of the County of New Kent, in the Boardroom of the Administration Building in New Kent, Virginia, on the 29th day of May, 2024:

Present:

Vote:

Ronald P. Stiers
Jordan T. Stewart
John P. Moyer
Amy M. Pearson
Thomas W. Evelyn

Motion was made by _____, which carried __:__, to adopt the following resolution:

**A RESOLUTION TO ADOPT AND APPROPRIATE
THE NEW KENT COUNTY, VIRGINIA
FISCAL YEAR 2024-2025
CAPITAL PROJECTS BUDGET**

WHEREAS, the County Administrator has prepared and recommended a Five-Year Capital Improvements Program to the Board of Supervisors; and

WHEREAS, The Five-Year Capital Improvements Program was reviewed by the New Kent County Planning Commission on Tuesday, January 16, 2024, and the recommendations of the Commission have been transmitted to and considered by the Board of Supervisors;

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of New Kent County does hereby adopt and appropriate the Capital Improvements Program for Fiscal Year 2024-2025 for the following categories and amounts:

Summary Totals By Function	Totals
Airport	\$ 20,000
Colonial Downs Reserve for Future Capital Projects	5,584,882
Economic Development	2,632,875
Fire Rescue	790,000
General Services	472,000
Information Technology	675,000
Parks and Recreation	430,500
School Board	4,030,000
Sheriff Office	440,840
Vehicle Replacement	719,000
Computer Replacement	113,100
Copier Replacement	71,000
Subtotal	\$ 15,979,197
Transfers To Other Funds	(433,100)
Total Capital Projects	\$15,546,097

Adopted this 29th day of May, 2024.

Rodney A. Hathaway
County Administrator

Thomas W. Evelyn
Chairman

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adopt Resolution R-15-24 to adopt and appropriate the New Kent County, Virginia Fiscal Year 2024-2025 Governmental and School Budgets.
Subject	Adoption and Appropriation of FY 2024-2025 Governmental and School Budgets - Resolution R-15-24
Issue	
Recommendation	adoption of R-15-24
Fiscal Implications	
Policy Implications	
Legislative History	A public hearing on the proposed FY 2024-2025 Governmental and School Budgets was conducted on May 6, 2024.
Discussion	

Time Needed:	10:00 a.m.	Person Appearing:	County Administrator Rodney Hathaway
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	
Copy provided to:			

ATTACHMENTS:

Description	Type
R-15-24 FY25 Gov and School Funds (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	5/9/2024 - 4:02 PM
Administration	Hathaway, Rodney	Approved	5/14/2024 - 3:08 PM
Attorney	Everard, Joshua	Approved	5/15/2024 - 4:15 PM

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA**

R-15-24

At the regular meeting of the Board of Supervisors of the County of New Kent, in the Boardroom of the Administration Building in New Kent, Virginia, on the 29th day of May, 2024:

Present:

Vote:

Jordan T. Stewart
John P. Moyer
Amy M. Pearson
Ronald P. Stiers
Thomas W. Evelyn

Motion was made by _____, which carried ____: ____, to adopt the following resolution:

**A RESOLUTION TO ADOPT AND APPROPRIATE
THE NEW KENT COUNTY, VIRGINIA
FISCAL YEAR 2024-2025
GOVERNMENTAL AND SCHOOL BUDGETS**

WHEREAS, the Board of Supervisors of New Kent County has developed an annual budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025; and

WHEREAS, a public hearing was held, pursuant to Title 15.2 and Title 22.1 of the Code of Virginia, as amended, on May 6, 2024 at 7:00 p.m. (or soon thereafter) to take public comments regarding said annual budget.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors of New Kent County does hereby adopt the County of New Kent's Fiscal Year 2024-25 Budget for the following funds and amounts.

Fiscal Year 2024-25 Governmental & School Funds	Budget Totals
General Fund	\$ 33,682,827
Social Services Fund	2,266,398
Human Services (CSA) Fund	996,676
Virginia Wireless (E-911) Grant Fund	96,624
Debt Service Fund	8,563,208
Airport Fund	346,044
Computer Replacement Fund	113,100
Central Virginia Transportation Authority (CVTA) Fund	637,197
School Governmental Funds	48,448,129
School Nutrition Fund	2,147,988
Total Governmental Funds	\$97,298,191
CIP Budget – Separate Motion (Shown here to reconcile total budget)	15,546,097
Total FY25 Budget	\$ 112,844,288

NOW THEREFORE BE IT FURTHER RESOLVED that the Board of Supervisors of New Kent County does hereby appropriate the funds and amounts detailed in this resolution for Fiscal Year 2024-25.

Adopted this 29th day of May, 2024.

Rodney A. Hathaway
County Administrator

Thomas W. Evelyn
Chairman

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adopt Resolution R-16-24 to adopt and appropriate the New Kent County, Virginia Fiscal Year 2024-2025 Public Utility Fund Budget.
Subject	Adoption and Appropriation of FY 2024-2025 Public Utility Fund Budget - Resolution R-16-24
Issue	
Recommendation	Adoption of R-16-24
Fiscal Implications	
Policy Implications	
Legislative History	A public hearing on the proposed FY 2024-2025 Public Utility Fund Budget was conducted on May 6, 2024.
Discussion	

Time Needed:	10:05 a.m.	Person Appearing:	County Administrator Rodney Hathaway
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	
Copy provided to:			

ATTACHMENTS:

Description	Type
Resolution R-16-24 FY25 Public Utilities Budget (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	5/9/2024 - 4:17 PM
Administration	Hathaway, Rodney	Approved	5/14/2024 - 3:09 PM
Attorney	Everard, Joshua	Approved	5/15/2024 - 4:22 PM

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA**

R-16-24

At the regular meeting of the Board of Supervisors of the County of New Kent, in the Boardroom of the Administration Building in New Kent, Virginia, on the 29th day of May, 2024

Present:

Vote:

Jordan T. Stewart
John P. Moyer
Amy M. Pearson
Ronald P. Stiers
Thomas W. Evelyn

Motion was made by _____, which carried ____: ____, to adopt the following resolution:

**A RESOLUTION TO ADOPT AND APPROPRIATE
THE NEW KENT COUNTY, VIRGINIA
FISCAL YEAR 2024-2025 PUBLIC
UTILITY FUND BUDGET**

WHEREAS, the Board of Supervisors of New Kent County has developed an annual Public Utility Fund budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025; and

WHEREAS, a public hearing was held, pursuant to Title 15.2 and Title 22.1 of the Code of Virginia, as amended, on May 6, 2024 at 7:00 p.m. (or soon thereafter) to take public comments regarding said annual budget.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of New Kent County does hereby adopt the County of New Kent’s Fiscal Year 2024-2025 Public Utility Fund Budget for the following funds and amounts.

Public Utility Fund	
Water/Sewer Fund	\$16,347,942
Bottoms Bridge Utility Fund	\$954,784
Total Public Utility Fund	\$17,302,726

NOW, THEREFORE BE IT FURTHER RESOLVED that the Board of Supervisors of New Kent County does hereby appropriate the funds and amounts detailed in this resolution.

Adopted this 29th day of May, 2024.

Rodney A. Hathaway
County Administrator

Thomas W. Evelyn
Chairman

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adopt Resolution R-17-24 declaring the Board's intention to reimburse itself from the proceeds of one or more tax-exempt financings for certain expenditures made and/or to be made in connection with Capital Improvement Projects for the County and the County School System.
Subject	Adoption of Reimbursement Resolution - Resolution R-17-24
Issue	
Recommendation	Adoption of Resolution R-17-24
Fiscal Implications	If not approved and tax exempt monies are borrowed, the County may not be able to reimburse itself.
Policy Implications	
Legislative History	
Discussion	

Time Needed:	10:10 a.m.	Person Appearing:	County Administrator Rodney Hathaway
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	804-966-9687
Copy provided to:			

ATTACHMENTS:

Description	Type
Resolution R-17-24 Reimbursement Resolution (PDF)	Cover Memo
Resolution R-17-24 Schedule A (PDF)	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	5/10/2024 - 10:22 AM
Administration	Hathaway, Rodney	Approved	5/14/2024 - 3:12 PM

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT, VIRGINIA**

R-17-24

At the regular meeting of the New Kent County Board of Supervisors in the Boardroom of the Administration Building in New Kent, Virginia, on the 29th day of May 2024:

Present:

Vote:

Jordan T. Stewart
John P. Moyer
Amy M. Pearson
Ronald P. Stiers
Thomas W. Evelyn

Motion was made by _____, which carried ____: ____, to adopt the following resolution:

**RESOLUTION OF THE BOARD OF SUPERVISORS OF
NEW KENT COUNTY, VIRGINIA DECLARING ITS INTENTION
TO REIMBURSE ITSELF FROM THE PROCEEDS OF
ONE OR MORE TAX-EXEMPT FINANCINGS FOR
CERTAIN EXPENDITURES MADE AND/OR TO BE
MADE IN CONNECTION WITH CAPITAL IMPROVEMENT PROJECT(S)
FOR THE COUNTY AND THE COUNTY SCHOOL SYSTEM**

WHEREAS, the County of New Kent, Virginia (**the "County"**) is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the County has adopted the FY 2025 – 2029 CIP and will pay on and after the date hereof, certain expenditures (**the "Expenditures"**) in connection with the acquisition of certain capital improvement projects, listed on the attached Schedule A for the County (**collectively, the "Projects"**); and

WHEREAS, the Board of Supervisors of the County (**the "Board"**) has determined that those moneys previously advanced no more than 60 days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the County for the Expenditures from the proceeds of one or more issues of tax-exempt bonds (**the "Bonds"**).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF NEW KENT COUNTY, VIRGINIA, AS FOLLOWS:

Section 1. The Board hereby declares, in accordance with U.S. Treasury Regulation Section 1.150-2, as amended from time to time, the County's intent to reimburse the County with the proceeds of the Bonds for Expenditures with respect to the Projects made on and after the date which is no more than 60 days prior to the date hereof. The County reasonably expects on the date hereof that it will reimburse itself for the Expenditures with the proceeds of the Bonds.

Section 2. Each Expenditure was and will be either

- (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditures), or
- (b) a cost of issuance with respect to the Bonds, or
- (c) a nonrecurring item that is not customarily payable from current revenues, or
- (d) a grant to a party that is not related to or an agent of the County so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the County.

Section 3. The maximum principal amount of the Bonds expected to be issued for the Projects is set forth on Schedule A.

Section 4. The County will make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Projects are placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution will take effect immediately upon its passage.

Adopted this 29th day of May, 2024.

Rodney A. Hathaway
County Administrator

Thomas W. Evelyn
Chairman

County of New Kent
FY25 Debt Reimbursement Resolution
Attachment A

FY25 Budget

General Governmental

Airport:

T-Hangar Site Prep/Design	\$ 100,000
Hangar Site Prep/Construction	900,000
Environmental Assessment Phase III P/S	300,000
Demolition - Old Terminal Building	40,315
T-Hangar Construction	1,500,000
Obstruction Removal - Design	350,000
Phase III Land Services Pri. Surf.	210,000
Off-Airport Obstruction Removal - Construction	2,500,000
Phase III Easement Acquisitions	600,000
Terminal Conceptual Study	200,000

Administration:

Wahrani Community Center Construction	1,885,000
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Central Virginia Transportation Authority:

Route 106 Interchange Improvement Project	86,607,966
Route 155 Roundabout Project	4,000,000

Economic Development:

Economic Incentive	5,671,375
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Fire Rescue:

New Fire Station #2	4,989,144
Ambulance Replacement	2,125,000
Preparedness Plans, Training, and Exercises	300,000
Structural PPE Turnout Gear	125,000
EMS Equipment	400,000

General Services:

Refuse & Recycle Site (West End)	1,800,000
Replace Paved Surfaces	430,000
HVAC Replacements	42,000

Information Technology:

Server Infrastructure Improvements (Storage)	440,000
Data Networking Infrastructure Campus Network Upgrades	700,000
GIS Topography/Aerial Photography	280,000
Server Replacements	125,000

County of New Kent
FY25 Debt Reimbursement Resolution
Attachment A

	FY25 Budget
Surveillance System	350,000
 <i>Parks & Recreation:</i>	
Cumberland Marsh - Kayak/Canoe Launch	550,000
Park Development (Pine Fork Parking)	504,000
Park Development (Athletic Fields - Makemie Woods)	235,000
Park Development (Quinton Park - Splash Pad)	165,000
Quinton Park - Parking Lot & Trail Improvements	163,000
Park Development (Pine Fork Park Basketball Court)	72,500
Park Equipment	75,000
Historic School Concession Improvements	40,500
Park Development (Pine Fork Park Lighting)	1,000,000
Park Development (Quinton Park - Playground Replacement)	250,000
Park Development (Pine Fork Park - Youth Fields)	225,000
Pine Fork Park - Bleachers for Field 3	130,900
Parks & Recreation Strategic Plan	35,000
 <i>Planning:</i>	
Video Conference	25,000
 <i>School Board:</i>	
New Kent Elementary Renovation	55,000,000
NKMS Additional Classrooms	3,500,000
Turf Field and New Track	2,000,000
NKMS HVAC Replacement	1,500,000
School Bus Replacement	3,822,576
Roof Replacement HS	495,000
Districtwide Lighting	850,000
Security Cameras	200,000
NKHS WIFI Network Refresh	160,000
Digital Conversion	300,000
Districtwide Paving	80,000
School Vehicles (non-bus)	300,000
Roof Maintenance	125,000
School Misc. Improvement/Equip - Paint	125,000
Curtains in High School	25,000
 <i>Sheriff's Office:</i>	
Radio Replacement	611,732
Radio System Upgrade - Additional Funds	250,000

County of New Kent
FY25 Debt Reimbursement Resolution
Attachment A

	FY25 Budget
Sheriff's Office - Community/Officer/Safety: Protection Vehicle	205,000
Radio Equipment Shelters	103,020
Mobile Message Boards	77,320
Dispatch Console Licensing	78,212
 <i>Social Services:</i>	
On-Site Shed Project	10,000
 <i>Vehicle Replacement:</i>	
Central Purchasing - Pool Car Replacement	33,000
Commissioner of Revenue - Assessor	150,000
Environmental	35,000
Parks and Recreation	51,000
Sheriff's Office - 8 Vehicles	3,217,500
Social Services	100,000
 <i>Computer Replacement:</i>	
Administration	20,200
Building Development	37,280
Children's Services Act (CSA)	6,400
Commissioner of Revenue - Assessor	70,000
Environmental	16,000
Fire-Rescue - Office	142,000
Fire-Rescue - Mobile Data Terminals (EPCR Machines)	135,000
General Services	12,400
Human Resources	9,600
Information Technology	17,500
Parks & Recreation	19,200
Planning	16,000
Sheriff's Office	168,100
Treasurer	12,500
 <i>Copier Procurements:</i>	
Environmental	10,000
Replacements - FY25 to FY29 - All Departments	266,800
 <u>Public Utilities</u>	
Parham Solids Handling	2,750,000

County of New Kent
FY25 Debt Reimbursement Resolution
Attachment A

	FY25 Budget
Surface Water Withdrawal Project - Land Acquisition	6,250,000
Brickshire Water Tank	8,500,000
Water System Interconnections - New Kent Highway Waterline	8,000,000
Colonies Site Upgrades	650,000
Talleysville Pump Station Grinder	1,000,000
Design & Construction of Pamunkey River Intake	10,650,000
Utilities Operations Center Site Planning	6,000,000
Sewer Pump Stations Upgrades	4,160,000
Pamunkey River Withdrawal - Environmental Studies & Mitigation	750,000
Minitree Glen Backup Water Supply Well	250,000
Cultural Resources Surveys	600,000
Water System Interconnections - Central	500,000
Sewer Field Assessment & Repair	250,000
Sewer Master Plan	200,000
Colonial Downs Well Pump Upgrade	125,000
Clint Lane Pump Station Grinder	100,000
I-64 Easement Access	250,000
Vehicle Replacements	255,000
Water Treatability/Corrosion Evaluation	270,000
Computer Replacements	45,400
Generator Replacements	560,000
Design & Construction of New Water Treatment Plant	3,000,000
Total - General Government & Public Utilities	<u><u>\$ 249,920,440</u></u>

New Kent County Board of Supervisors
 P O Box 150, 12007 Courthouse Circle
 New Kent, VA 23124

AGENDA ITEM REQUEST
 (TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
 THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr.
 Chairman, I move to
 (not required for Consent
 Agenda items)

--

Subject

Other Business

Issue

--

Recommendation

--

Fiscal Implications

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Policy Implications

--

Legislative History

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Discussion

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Time Needed:

10:15 a.m.

Person Appearing:

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Request prepared by:

W. Watkins, Deputy Clerk of the Board
--

Telephone:

804-966-9687

Copy provided to:

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REVIEWERS:

Department
Clerk

Reviewer
Watkins, Wanda

Action
Approved

Date
5/14/2024 - 8:30 AM

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 5/29/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adjourn
Subject	Adjournment
Issue	
Recommendation	Approval
Fiscal Implications	
Policy Implications	
Legislative History	
Discussion	The next regularly scheduled meeting of the Board of Supervisors will be held at 6:00 p.m. on Monday, June 10, 2024, and the next work session will be held at 9:00 a.m. on Tuesday, June 25, 2024, both in the Boardroom of the County Administration Building.

Time Needed:	10:25 a.m.	Person Appearing:	
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	804-966-9687
Copy provided to:			

ATTACHMENTS:

Description	Type
Closed Session Motion (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	5/14/2024 - 8:32 AM

MOTIONS FOR CONVENING A CLOSED SESSION

- 1 I move to go into closed session pursuant to §2.2-3711A.1 of the Code of Virginia for *(discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or County employees)* involving _____.

- 3 I move to go into closed session pursuant to §2.2-3711A.3 of the Code of Virginia for *discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County)* involving _____.

- 4 I move to go into closed session pursuant to §2.2-3711A.4 of the Code of Virginia for *(the protection of the privacy of individuals in personal matters not related to public business)* involving _____.

- 5 I move to go into closed session pursuant to §2.2-3711A.5 of the Code of Virginia for *(discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community)* involving _____.

- 6 I move to go into closed session pursuant to §2.2-3711A.6 of the Code of Virginia for *(discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the County would be adversely affected)* involving _____.

- 7 I move to go into closed session pursuant to §2.2-3711A.7 of the Code of Virginia for *(consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel)* involving _____.

- 19 I move to go into closed session pursuant to §2.2-3711A.19 of the Code of Virginia for *(discussion of plans to protect public safety as it relates to terrorist activity and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure)* involving _____.

- 28 I move to go into closed session pursuant to §2.2-3711A.28 of the Code of Virginia for *(discussion or consideration of records excluded from this chapter pursuant to subdivision 11 of § 2.2-3705.6 by a responsible public entity or an affected local jurisdiction, as those terms are defined in § 56-557, or any independent review panel appointed to review information and advise the responsible public entity concerning such records)* involving _____.

- 29 I move to go into closed session pursuant to §2.2-3711A.29 of the Code of Virginia for *(discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board)* involving _____.
- 33 I move to go into closed session pursuant to §2.2-3711A.32 of the Code of Virginia for *(discussion or consideration of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 18 of § 2.2-3705.6.)* involving _____.

CERTIFICATION OF CLOSED SESSION

A. Motion

I move that the Board certify by roll call vote that to the best of each member’s knowledge only public business matters lawfully exempted from open session requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed or considered in the closed session.

B. Vote taken on certification.

Present:

Vote:

Thomas W. Evelyn
 John P. Moyer
 Amy M. Pearson
 Ron Stiers
 Jordan T. Stewart