

**AT A RETREAT OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY,
VIRGINIA, HELD ON THE 24TH DAY OF JANUARY, 2004, AT 9:00 A.M. AT THE JAMESTOWN
4-H CENTER, 3751 4-H CLUB ROAD, JAMES CITY COUNTY, VIRGINIA.**

A. ROLL CALL

Bruce C. Goodson, Chairman, Roberts District
Michael J. Brown, Vice Chairman, Powhatan District
John J. McGlennon, Jamestown District
M. Anderson Bradshaw, Stonehouse District
Jay T. Harrison, Sr., Berkeley District

Sanford B. Wanner, County Administrator
Frank M. Morton, III, County Attorney

B. RETREAT

1. Employee Compensation

Ms. Carol M. Luckam, Human Resource Manager, provided the Board with an overview of the potential FY 05 employee compensation challenges including the increased cost to localities for the Virginia Retirement System and the cost of Health Insurance, conveyed employee concerns regarding salaries, and provided an overview of the pay for performance options for employee compensation.

The Board and staff discussed the concern that the average percentage performance increase does not correspond to the percent increase that most employees receive and the possibility of modifying the salary compensation program so that it is easier for constituents to understand how much employees are receiving. One suggestion was that every employee would get the same base pay increase and employees who met criteria, such as for sustained superior performance, would receive a one-time bonus.

The Board and staff discussed sharing the increase in the cost of health insurance premiums with employees.

The Board concurred to maintain the current compensation program for FY 05, but wanted to study potential changes for FY 06, and expressed a desire to have the average of raises awarded in FY 05 in addition to the percent of payroll budgeted for raises.

2. Affordable Housing for First-Time Homebuyers

Mr. Anthony Conyers, Jr., Community Services Manager, and Mr. Richard B. Hanson, Housing and Community Development Administrator, provided the Board with an overview of the shortage of affordable housing in the County and proposed the Board consider a Housing Trust Fund, a flexible mechanism used by states and localities to provide critical funding to support the production or preservation of affordable housing to low- and moderate-income households. Although the County has the authority to implement most components of a Housing Trust Fund, it would need General Assembly approval to implement such a program in its entirety.

The Board directed the staff to proceed with the actions that can be taken now to establish a Housing Trust Fund, and seek General Assembly approval for the remaining elements of the program in 2005.

3. Animal Control Facility

Mr. William C. Porter, Jr., Acting Manager of Development Management, provided the Board with an overview of the progress and present cost information for combining the Heritage Humane Society (HHS) animal shelter with the County Animal Control Facility and requested guidance on a preferred course of action and a level of funding to be considered in the five-year Capital Improvements Program.

The Board requested a Work Session on the issue with representatives of the Heritage Humane Society on February 24, 2004.

4. Stormwater Management

Mr. John T. P. Home, General Services Manager, provided an overview of the issues related to stormwater management programming and funding for the utility in the County and requested guidance from the Board on the programming and funding methods for staff to pursue.

The Board concurred that it is interested in reevaluating the possibility of creating a stormwater utility and would wait to determine when it can be funded.

5. Establishment of a General Services Department

Mr. Wanner provided the Board with an overview of the County General Services Office that was established in 1983 and disbanded in 1985 and recommended the Board approve the establishment of the Department of General Services in its FY 05 Budget.

The Board concurred with Mr. Wanner and recommended the creation of a General Services Department, contingent upon funds being available.

6. Jamestown 2007 – Financial Planning

Mr. Wanner provided the Board with an overview of the 2007 Escrow Fund established in the late 1990s to enable the County to participate in the Jamestown 2007 event and have a legacy for its citizens after 2007.

Mr. Wanner recommended the Board approve a spending plan for the Fund and outlined a plan for the Board's consideration.

The Board discussed several issues about the proposed community building in New Town, including purpose of the building and the appropriateness of location.

7. Budget Guidance – FY 2005-2006

Ms. Suzanne R. Mellen, Director of Budget and Accounting, provided the Board with an overview of the projected County Operating Budgets and Capital Budgets including adjusted revenue estimate and expenditure growth, and requested Board guidance to assist the County Administrator in the development of the biennial budget.

The Board expressed a willingness to evaluate increases in certain fees for FY 05,

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The Board directed staff to prepare a budget with an \$0.85 Real Estate Tax Rate, but to advertise an \$0.86 Real Estate Tax Rate.

The Board expressed hope that funding for a consultant study, to begin the implementation of a stormwater utility, could be included in the FY 05 Budget.

C. ADJOURNMENT

At 12:20 p.m., Mr. Goodson adjourned the Board until 4 p.m. on January 27, 2004.



Sanford B. Wanner
Sanford B. Wanner
Clerk to the Board

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