

A G E N D A

JAMES CITY COUNTY BOARD OF SUPERVISORS

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

WORK SESSION

County Government Center Board Room

October 25, 2000

4:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. BOARD DISCUSSION

1. Financial Policies - Davenport and Company
2. Youth Services
3. Water Conservation Committee Recommendation on Outdoor Watering Restrictions and Proposed Legislation to Regulate All County Outdoor Watering
4. Third High School Site Selection Process

D. ADJOURNMENT

M E M O R A N D U M

DATE: October 25, 2000
TO: The Board of Supervisors
FROM: Anthony Conyers, Jr., Manager of Community Services
SUBJECT: Youth Services

The purpose of this memorandum is to provide you with background information prior to your October 25th work session on youth services. In our presentation, we plan to discuss:

- Needs of youth in the community
- Our goals for youth services
- How we provide services
- The services that we currently provide

We have also invited a few members of the Youth Advisory Council to attend the work session.

Needs

The youth of James City County have the same problems and issues as all youth. There are a variety of statistics and reports that highlight these issues. For example, a recent PRIDE survey conducted by the Schools revealed the following: 25.5 percent of 6th grade students said they drank beer within the past year, 47.7 percent of 8th grade students, and 57.6 percent of 12th grade students. The same survey showed that 3.2 percent of 6th grad students said they used marijuana within the past year, 20.6 percent of 8th graders, and 33.7 percent of 12th graders.

Some other interesting statistics include:

- 1,412 County youth were served by 9th District Court Services Unit in FY 00
- Social Services conducted 196 child protective services investigations in FY 00
- 10 percent of the school population were enrolled in the Parks and Recreation Before- and After-School Program in FY 00

Goals

We have two major goals that focus on prevention:

1. Prevent substance abuse, academic failure, foster care placement, neglect, and contact with the court system.
2. Promote healthy lifestyles and expand the horizons and opportunities for youth in our community.

How We Provide Services

Although youth are one of our highest priorities, we do not have unlimited resources to serve them. In providing youth services, we strive to be cost effective by applying for grants, taking advantage of Federal and State cost sharing opportunities, forming partnerships, and implementing fees. In our presentation, we will give specific examples of programs we offer using these methods.

Services We Offer

Attached is an inventory of many of the youth programs offered in the community. We will provide more detail about these programs and participation in them.

If you have any questions or want additional information, please let me know.

AC/tlc
youthsvcs.mem

Attachment

MEMORANDUM

DATE: October 25, 2000

TO: The Board of Supervisors/Board of Directors

FROM: Rich Costello, Chairman, Water Conservation Committee

SUBJECT: Water Conservation Committee's Recommendations for Outdoor Watering Restrictions and Proposed Legislation to Regulate All County Outdoor Watering

Attached for your consideration are the following:

1. Recommended Outdoor Watering Restrictions, as agreed upon by the Water Conservation Committee, September 21, 2000; and
2. Water Conservation Committee's recommendation that the Board of Supervisors/Board of Directors request State legislation that grants James City County regulatory power over all James City County water users (vs. James City Service Authority customer base only) in regards to the Chickahominy-Piney Point Aquifer and outdoor watering.

Thank you.

Rich Costello

RC/gb
outwater.mem

Attachment



RECOMMENDATIONS TO THE BOARD OF SUPERVISORS

Presented by: Water Conservation Committee

Presented on: October 25, 2000

Between 1995 and 2000, water use has increased an average of 49 percent between the lowest three months of usage and the highest three months of usage (summer peak demand months). In three years out of the past six the system surpassed its VDH Permitted Capacity during peak demand months. And, in each of the past six years, the system has surpassed its upgrade threshold capacity (see attached chart).

This peak demand usage increase has been attributed to outdoor water consumption—most of which is used for landscaping. Water production facilities are planned, designed, built, and upgraded based on peak requirements, not on average use. This excessive use not only wastes money, but also wastes high quality drinking water on landscapes.

In May 2000, the Board of Supervisors tasked the newly formed Water Conservation Committee (WCC) with developing outdoor watering restrictions to curb peak demand usage. After four months of research and consideration, the committee submits the following restrictions to the Board of Supervisors.

Purpose of Restrictions:

1. Reduce the magnitude of seasonal peak water demands.
2. Reduce current and future demands on the Chickahominy-Piney Point Aquifer.
3. Establish provisions for water management practices for new and established landscapes.
4. Fully integrate water conservation into long-range water supply and land use planning and development.
5. Raise awareness of the need for outdoor water conservation and encourage year-round conservation practices.

Public Notice

As an integral part of this restriction, JCSA and the WCC would develop and implement an “Information and Education Campaign” to prepare customers for May 2001 implementation. The committee considers public education the key component to voluntary compliance and is committed to a successful educational campaign. The Water Conservation Office and the Communications Office will develop a campaign that focuses on the restrictions while providing education on how to correctly water lawn and turf areas. The plan would make use of Neighborhood Connections and other County information outlets, the County channel, direct mailings, radio and TV advertising, bill stuffers, news releases, and other methods yet to be determined.

Timeline:

Draft Regulation to Boards	October 25, 2000
Final Regulation to Boards	November 28, 2000
Public Education Campaign on Regulations	January 1 through May 30, 2001
Public Education Campaign on Landscaping	January 1, 2001 onward

Recommendation One: Outdoor Watering Restrictions

I. Restrictions:

- A. Outdoor watering of turf and lawn, by irrigation or hand, will be allowed between the hours of five p.m. to five a.m., seven days per week.
- B. This restriction will be in effect annually, beginning May 1, 2001.
- C. Future restrictions (time frame to be determined by JCSA)
 - 1. All new irrigations systems must be equipped with a moisture sensor that measures soil moisture and overrides the irrigation cycle of the system if irrigation is not necessary during that cycle. JCSA will implement a permit procedure to ensure compliance.
 - 2. JCSA will implement incentives for existing irrigation system owners to retrofit their systems with moisture sensors.

II. Penalties

- A. Penalties for violating this Regulation will result in a special fine:
 - 1. First violation: warning
 - 2. Second violation: \$25
 - 3. Third and subsequent violations: \$50
- B. Suspension of service.
 - 1. Under JCSA Regulations Governing Utility Service, Section 15. Termination of Utility Service, Causes No. 8 and No. 10, the General Manager of JCSA may restrict or suspend water service to any person who JCSA determines to be a repeat violator of this regulation.

III. Exclusions

- A. None

Recommendation Two: Proposed Groundwater Regulation Authority

The purpose of this regulation is to provide James City County the ability and authority to protect the drinking water aquifer from unrestricted use as a source of supply for turf and lawn irrigation.

Recommendation:

The health of the Chickahominy-Piney Point aquifers and James City County's water supply depends on wise usage by all County residents and businesses.

In order to ensure that the County has an adequate water supply for current and future needs, the Water Conservation Committee recommends that the Board of Supervisors propose legislation during the 2001 State Legislative session granting James City County the authority to regulate all wells withdrawing water from the Chickahominy-Piney Point aquifers where the water is used directly or indirectly for outdoor irrigation. Outdoor irrigation includes water used for the maintenance and establishment of turf and lawn, but not that used for growing or irrigation of agricultural crops.

James City County's authority would extend to all wells withdrawing water for outdoor irrigation. Any usage regulations placed on private wells would not differ from regulations placed on JCSA customers.

James City County's authority would extend to the following private well users:

1. Residential
2. Business
3. Industrial
4. Resorts
5. Golf courses

Requested Actions by James City County Board of Supervisors

1. Adopt an outdoor watering restriction regulation under James City Service Authority Regulations Governing Utility Service, which will include:
 - Who is regulated;
 - What is regulated;
 - When outdoor watering is permitted; and
 - Penalties for violation of regulation (and how penalties collected).
2. Request Authority from Legislature to Regulate Irrigation from Chickahominy-Piney Point Aquifer.

Year	Lowest 3 Months	Highest 3 Months	Highest Month	VDH		Lowest to	%
				Permitted Capacity	Upgrade Threshold	Highest Increase	Increase
1995	2,248,804	3,460,920	3,920,484	3,921,600	3,137,280	1,212,116	54%
1996	2,504,635	3,125,126	3,407,137	3,921,600	3,137,280	620,491	25%
1997	2,463,869	3,801,895	3,927,073	3,921,600	3,137,280	620,491	54%
1998	2,516,845	3,977,244	4,036,726	3,921,600	3,137,280	1,460,399	58%
1999	2,772,956	4,287,052	4,359,706	4,432,800	3,546,240	1,514,096	54%
2000	3,098,253	4,532,465	4,687,956	4,432,800	3,546,240	1,434,211	46%
Total						6,861,804	
Average Increase						1,143,634	49%

M E M O R A N D U M

DATE: October 25, 2000

TO: The Board of Supervisors

FROM: Bernard M. Farmer, Jr., Capital Projects Administrator

SUBJECT: Third High School Site Selection Process

Since the 1st of September, a committee appointed by the County Administrator has been meeting to develop recommendations regarding sites for the third high school. This memorandum will explain some of the activities of the committee and provide the Board with a brief understanding of actions to date.

The committee has members from the County Staff, School Board, School Staff, and a Planning Commission member. The initial meeting occurred on August 30, 2000, and the committee has met four times since then. Initial efforts of the committee involved a review of site size requirements and school needs as well as a review of the school student distributions. The committee received information regarding the present student populations and the projected student growth and looked at the most likely geographical areas of future growth in order to select a target area for the school. The committee also received information and reviewed the Joint School/Parks and Recreation Facilities Utilization Report.

With that information available the committee began to preliminarily identify potential sites within the area of interest. After all the known sites were identified, the committee used the following six factors to rank each site as category 1, 2 or 3 with Category 1 sites being most desirable.

- 1 - Location
- 2 - Topography
- 3 - Access
- 4 - PSA and Utilities
- 5 - Size
- 6 - Miscellaneous other factors identified with the individual parcel

Five sites in Category 1 are presently being studied in greater detail utilizing the attached site selection ranking sheet. Each category on the sheet will be ranked by the committee according the following scale: 1-highly unfavorable, 2-slightly unfavorable, 3-neutral, 4-slightly favorable, and 5-highly favorable. These rankings will then be multiplied by a weight between one and nine that corresponds to the relative importance of a particular criterion. The resulting scores are then totaled for a full numerical score of a particular site. Funding was included in the CIP estimate preparation to provide for this work effort.

At present, assignment of weightings is still under discussion by the committee and pending final decisions. Some information has been gathered pertaining to the sites and more detailed information is being assembled by staff to help in the rating process. If the Board has questions pertaining to the process being used or the site selection criteria, I would be happy to answer them.

Bernard M. Farmer, Jr.

BMF/gb
selection.mem

Attachment

JAMES CITY COUNTY, VIRGINIA
STATEMENT OF FISCAL GOALS

Adopted _____, 2000

General

1. To promote fiscal health of the county by encouraging a healthy diversified economy.
- ~~1.2.~~ To establish minimally acceptable standards of quality for the County's various public services.
- ~~1.3.~~ To take positive steps to improve productivity of County programs and employees.
- ~~1.4.~~ To seek to eliminate duplicative functions within County government and semiautonomous agencies in the community.
- ~~1.5.~~ At least every four years, to reassess services and service levels, utilizing service level standards of quality, seeking citizen advice and review in a zero-based budgeting process.

Accounting

6. To use accounting procedures and principals established by the Virginia Auditor of Public Accounts and Generally Accepted Accounting Principals (GAAP) and to annually apply to the Government Finance Officers Association for its Certificate of Conformance in Financial Reporting.
- ~~6.7.~~ To provide full disclosure in annual financial statements and bond representation.

Capital Improvements

8. To establish capital improvements as public investments, designed to effectively provide the highest net present value, both financially and in the determination of service needs.
- ~~8.9.~~ To seek to maximize the expenditures that support capital investments in the provision of direct services to meet and maintain minimum standards of quality.
- ~~8.10.~~ To annually inventory capital facilities, estimate actual value, and estimate remaining useful life and replacement cost.
- ~~8.11.~~ To establish for capital project requests an annual capital budget based upon the Capital Improvements Plan with "life cycle" costs including operating and maintenance coordinated with the operating budget.
- ~~8.12.~~ To consider recommendations from the Planning Commission for a multi-year Capital Improvements Plan for public facility and infrastructure needs to include roads, water,

- sewer, land and land improvements, and building and building improvements, considered based upon need and consistent with the adopted Comprehensive Plan.
- ~~8.13.~~ To avoid capital facility or infrastructure investment outside of the Comprehensive Plan's Primary Service Area for residential growth.
 - ~~8.14.~~ To develop financing plans for the multi-year improvement program based upon a five-year forecast of revenues and expenditures with advice and counsel from the County's Financial Advisor on proposed capital financing needs. ~~coordinated with a citizen capital financing advisory committee composed of local financial professionals.~~
 - ~~15.~~ To appropriate, at a minimum, 5% of the cost of major capital projects from recurring revenues.

Debt

- ~~15.16.~~ To evaluate alternatives to financing on a pay-as-you-go basis, to include debt financing (pay-as-you-use) for needed services.
- ~~15.17.~~ To not incur general obligation debt and lease revenue debt of more than 3% of assessed valuation of property with debt service costs not to exceed ~~15~~ 10 to 12% of ~~net total~~ operating revenues including school revenue; debt per capita not to exceed \$2,000 and debt as a percentage of income not to exceed 7.5% . and a 10% target (5% minimum) Fund balance.
- ~~15.18.~~ To use revenue or other self-supporting bonds instead of general obligation bonds.
- ~~15.19.~~ To avoid long-term debt to finance current operations and short-term debt except for bond anticipation notes.
- ~~15.~~ To create, to the extent feasible, a debt service escrow fund that accumulates one year's principal and interest on all outstanding debt.
- ~~15.20.~~ To avoid financing if the term of the indebtedness exceeds the expected useful life of the asset.

Investments

- 21. To make a cash-flow analysis (disbursement, collection, and deposit) of all funds to ensure maximum cash availability. To produce monthly information concerning cash positions and investment performance, ~~which shall be reviewed periodically by a citizen investment committee composed of local financial professionals.~~
- ~~21.22.~~ To pool cash, as permitted by law, from several different funds for investment purposes.
- ~~21.23.~~ To review arrangements with financial institutions on a continued basis for a specified period of time and with specified fees for each service.

Operating Budgets

24. To annually forecast revenues and expenditures for the next five years. Projections will include estimated operating costs of future capital improvements that are included in the capital budget.
- ~~24.25.~~ To utilize workload measurements and performance ratings for all funds.
- ~~24.26.~~ To maintain a budgeting control system that helps it adhere to the budget with monthly status reports comparing actual revenues and expenditures to budgeted amounts.
- ~~24.27.~~ To provide for adequate maintenance of capital plant and equipment and develop from its fixed asset inventory records a capital asset replacement schedule.
- ~~24.28.~~ To establish a risk management program to safeguard public assets held in trust and to minimize the financial liability arising from accidental injury or death.
- ~~24.29.~~ To remain current in its payments to the Virginia Retirement System and to pursue legislative options that reduce or eliminate unfunded pension liabilities.
- ~~24.30.~~ To review operating policies and procedures and facility master plans adopted by the Board of Supervisors in detail at least every three years with proposed revisions accompanied by the financial impact analysis.
- ~~24.31.~~ To annually increase the proportion of expenditures providing direct services to total budgeted expenditures and to annually decrease the proportion of expenditures supporting administration or other non-direct service activities.
- ~~24.32.~~ To finance recurring expenses from recurring revenue sources and to not develop a dependency, within the operating budget, on nonrecurring revenue sources.
- ~~24. To maximize year-end carryforward balances through implementation of revenue enhancement and cost containment programs with the conditions that actual collections of property taxes, Federal and State revenue estimates should be within five percent of budgeted estimates and that unappropriated carryforward balance should be minimized.~~

Reserves

- ~~33.~~ To keep the Fund Balance Designated for Fiscal Liquidity at the end of the fiscal year equal to no less than 8% with a target of 12% of the total operating budget (General Fund plus the County's share of the Component Unit Schools).
34. To establish a contingency reserve fund of two percent of the general fund operating budget to pay for needs caused by unforeseen events. The Board shall determine the amount of funds to be held in contingency. The contingency shall be held to help with the following three events: 1) Catastrophic reserves, to provide limited emergency funds in the event of natural or man-made disasters; 2) Operational reserves, to provide additional funds for limited unexpected needs; and, 3) Revenue reserves, to provide limited funds to smooth fluctuations in revenues caused by changes in economic conditions.

- 34.35. To maintain a ratio of cash on hand and short-term investments, divided by current liabilities, of a least 1:1.
- 34.36. To establish and, to the extent feasible, fund on an annual basis a capital equipment replacement fund.

Revenues

- 37. To maintain a stable revenue system to shelter the County from short-run fluctuations in any one revenue source.
- 37.38. To attempt to establish a diversified revenue system with the maximum local legislative authority to set and change rates and fees.
- 37.39. To utilize state and federal funds in pursuit of County goals and objectives, whenever possible.
- 37.40. To the extent feasibility, user fees which reflect the costs of service shall be utilized to support programs which may be characterized as special service to specific populations or users with the full costs, direct and indirect, of activities supported by user fees shall be recalculated at least every three years.
- 37.41. To pursue an aggressive policy of collecting property taxes with the level of uncollected property taxes not exceeding 5% and the rate of delinquency not rising more than on year in a row.
- 37.42. To the extent possible, the County shall attempt to decrease the dependency on real estate taxes to finance the County's operating budget.
- 37.43. To review and updated all rates and fees at least every three years.
- 37.44. To maximize State and Federal entitlement revenues.

Economic Development

- 45. To have County staff provide an annual accounting of the net revenue impact from County supported economic development activities. Staff will provide the Board with a recommendation for the application of these revenues. The goal of the recommendation will be to minimize the future burden on the on the tax rate by providing a revenue stream toward future major capital projects.