

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 5, 2020
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. BOARD DISCUSSIONS

1. Grant Award - Coronavirus Aid, Relief, and Economic Security Act Provider Relief Fund - \$84,994
2. Emergency Ordinance to Suspend Tax Payment Penalty and to Waive Convenience Fees
3. Current Fiscal Year 2020 Budget Discussion
4. Proposed Fiscal Year 2021 Budget Discussion

D. BOARD REQUESTS AND DIRECTIVES

E. CLOSED SESSION

F. ADJOURNMENT

1. Adjourn until 5 p.m. on May 12, 2020 for the Regular Meeting

ITEM SUMMARY

DATE: 5/5/2020

TO: The Board of Supervisors

FROM: Ryan Ashe, Fire Chief

SUBJECT: Grant Award - Coronavirus Aid, Relief, and Economic Security Act Provider Relief Fund - \$84,994

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/28/2020 - 4:53 PM

MEMORANDUM

DATE: May 5, 2020

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Grant Award - Coronavirus Aid, Relief, and Economic Security Act Provider Relief Fund
- \$84,994

The Coronavirus Aid, Relief, and Economic Security (CARES) Act signed by President Trump provides \$100 billion in relief funds to hospitals and other healthcare providers on the front lines of the coronavirus response. The James City County Fire Department has been awarded and \$84,994 from the Public Health and Social Services Emergency Fund. An attestation confirming receipt of the funds has been completed.

The funds will be used to support healthcare-related expenses or lost revenue attributable to COVID-19 and to ensure uninsured Americans can get testing and treatment for COVID-19. The funds received through the CARES Act are payments, not loans, to healthcare providers and will not need to be repaid and will be used to support lost revenue.

The award does not require a local match.

The attached resolution appropriates these funds received of \$84,994 to the General Fund. Staff recommends approval of the attached resolution.

RTA/nb
GA-caresAct-mem

Attachment

RESOLUTION

GRANT AWARD - CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT

PROVIDER RELIEF FUND - \$84,994

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act signed by President Trump provides \$100 billion in relief funds to hospitals and other healthcare providers on the front lines of the coronavirus response. James City County Fire Department has been awarded \$84,994 by the Department of Health and Human Services from the Public Health and Social Services Emergency Fund. An attestation confirming receipt of the funds has been completed; and

WHEREAS, the funds will be used to support healthcare-related expenses or lost revenue attributable to COVID-19 and to ensure uninsured Americans can get testing and treatment for COVID-19; and

WHEREAS, the funds received through the CARES Act are payments, not loans, to healthcare providers and will not need to be repaid and will be used to support lost revenue; and

WHEREAS, no local match is required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of these funds and the following appropriation to the General Fund.

Revenue:

Federal - CARES Act Provider Relief Fund	<u>\$84,994</u>
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Expenditure:

CARES Act Provider Relief Fund	<u>\$84,994</u>
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James O. Icenhour, Jr.
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
SADLER	_____	_____	_____
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
HIPPLE	_____	_____	_____
ICENHOUR	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 5th day of May, 2020.

GA-CARESAct-res

ITEM SUMMARY

DATE: 5/5/2020

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Emergency Ordinance to Suspend Tax Payment Penalty and to Waive Convenience Fees

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Ordinance	Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/30/2020 - 8:55 AM

MEMORANDUM

DATE: May 5, 2020

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Emergency Ordinance to Suspend Tax Payment Penalty and to Waive Convenience Fees

The County Administrator has requested that the Board of Supervisors (the “Board”) consider whether to temporarily waive the imposition of a ten percent (10%) fee for the late payment of personal property taxes, effective June 5, 2020 through August 5, 2020. Interest at the rate of ten percent (10%) per annum will continue to accrue on these late payments. In addition, the Board may wish to extend the waiver of convenience fees associated with online payments through August 5, 2020.

Should the Board desire to adopt these changes, I recommend adoption of the attached Emergency Ordinance. Because this Ordinance has not been advertised, the Board will need to readopt it after the requisite public notice has been given.

ARK/nb
SpndTxPnltyWFee-mem

Attachment

EMERGENCY ORDINANCE NO. _____

AN ORDINANCE TO SUSPEND CERTAIN TAX PENALTIES

- WHEREAS, on January 31, 2020, the Secretary of Health and Human Resources declared a public health emergency in response to the spread of novel coronavirus, or COVID-19 (the “virus”); and
- WHEREAS, on March 12, 2020, the Governor of the Commonwealth of Virginia declared a state of emergency in the Commonwealth of Virginia in response to the spread of the virus; and
- WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency, beginning March 1, 2020, in response to the spread of the virus; and
- WHEREAS, at 11:30 a.m. on March 13, 2020, the James City County Director of Emergency Management declared a local State of Emergency (the “declaration”) in James City County (the “County”) due to the outbreak of the virus in the County and the resulting danger to the public’s health, safety, and welfare due to the transmission and contraction of the virus; and
- WHEREAS, on March 17, 2020, the Board of Supervisors of James City County (the “Board”) convened in a special meeting, confirmed the declaration, and further found the emergency to be a “disaster” and amended the declaration accordingly; and
- WHEREAS, on April 14, 2020, the Board adopted a Continuity of Government Ordinance to ensure that the County could continue essential operations while dealing with the effects of the virus; and
- WHEREAS, the Board has found that emergency measures are necessary to mitigate the ongoing emergency and disaster that is occurring in the County and to protect the health, safety, and welfare of the citizens; and
- WHEREAS, personal property taxes will become due and payable on June 5, 2020, and the Board desires to remove the automatic late penalty until August 5, 2020, to alleviate some of the financial burden associated with late tax payments or tax payments made online; and
- WHEREAS, Section 15.2-1427(F) of the Code of Virginia, 1950, as amended, (the “Virginia Code”) authorizes counties to adopt Emergency Ordinances without notice to be effective for a period not to exceed sixty (60) days unless readopted in accordance with applicable provisions of the Virginia Code.

NOW, THEREFORE, BE IT ORDAINED as follows:

1. Notwithstanding anything to the contrary in the James City County Code (the “County Code”), personal property tax payments made between June 6, 2020 and midnight of August 5, 2020 shall incur no penalty; provided, however, that interest

shall continue to be charged at the rate of ten percent (10%) per annum for all payments made after June 5, 2020.

2. Notwithstanding anything to the contrary in the County Code, Administrative Regulations, Adopted Budget, internal regulations, or otherwise, all convenience fees are waived for payments made to the County between the date of this Ordinance and midnight of August 5, 2020.

BE IT FURTHER ORDAINED that the Board has determined that there is an existing emergency and this Ordinance shall be effective upon its adoption.

James O. Icenhour, Jr.
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
SADLER	_____	_____	_____
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
HIPPLE	_____	_____	_____
ICENHOUR	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 5th day of May, 2020.

SpndTxPnltyWFee-res

ITEM SUMMARY

DATE: 4/28/2020

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Current Fiscal Year 2020 Budget Discussion

ATTACHMENTS:

	Description	Type
	Presentation	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/21/2020 - 4:26 PM



FY2021-FY2022 Proposed Budget

Worksession May 5, 2020

FY2020 Budget – Potential Impact (COVID-19)

COVID-19: FY2020 Estimated Impact



Description	Amount
Projected Revenue Shortfall	\$ 7,640,000
Projected Expenditure Reductions:	
County	
Operations	\$ (2,270,000)
Capital Projects	(1,130,000)
Transfer to Other Funds	(420,000)
County - subtotal	\$ (3,820,000)
School Division	
Operations	\$ (1,248,000)
Capital Projects	(2,572,000)
School Division - subtotal	\$ (3,820,000)
Total	\$ (7,640,000)

FY2021 Budget – Revenue Scenarios (COVID-19)

COVID-19: FY2021 Revenue Impact - Summary



Revenue	Proposed Budget	5% Reduction	10% Reduction	15% Reduction	20% Reduction
General Property Taxes	\$140,585,000	\$139,645,000	\$138,280,000	\$136,915,000	\$135,785,000
Other Local Taxes	28,530,000	24,090,000	19,649,000	15,209,000	10,540,000
Business License, Permits, & Fees	9,422,000	7,849,000	6,276,000	4,703,000	3,130,000
Commonwealth	29,227,000	25,781,000	22,767,000	19,752,000	16,737,000
Charges for Services	7,545,000	7,170,000	6,794,000	6,419,000	6,043,000
Miscellaneous	<u>723,000</u>	<u>695,000</u>	<u>662,000</u>	<u>629,000</u>	<u>590,000</u>
Total	<u>\$216,032,000</u>	<u>\$205,230,000</u>	<u>\$194,428,000</u>	<u>\$183,627,000</u>	<u>\$172,825,000</u>

COVID-19: FY2021 Revenue Impact - Summary



Revenue	5% Reduction	10% Reduction	15% Reduction	20% Reduction
General Property Taxes	\$ (940,000)	\$ (2,305,000)	\$ (3,670,000)	\$ (4,800,000)
Other Local Taxes	(4,440,000)	(8,881,000)	(13,321,000)	(17,990,000)
Business License, Permits, & Fees	(1,573,000)	(3,146,000)	(4,719,000)	(6,292,000)
Commonwealth	(3,446,000)	(6,460,000)	(9,475,000)	(12,490,000)
Charges for Services	(375,000)	(751,000)	(1,126,000)	(1,502,000)
Miscellaneous	<u>(28,000)</u>	<u>(61,000)</u>	<u>(94,000)</u>	<u>(133,000)</u>
Total	<u>\$(10,802,000)</u>	<u>\$(21,604,000)</u>	<u>\$(32,405,000)</u>	<u>\$(43,207,000)</u>

FY2021 Budget – Expenditure Scenarios (COVID-19)

COVID-19: FY2021 Expenditures Impact - Summary



Function	Proposed Budget	5% Reduction	10% Reduction	15% Reduction	20% Reduction
County Operations	\$ 70,571,529	\$ 67,692,317	\$ 65,792,417	\$ 64,708,137	\$ 60,774,367
Transfer to Capital Project Fund	8,654,000	7,790,450	8,314,290	2,022,690	1,491,000
Transfers to Other Funds	11,412,126	10,442,086	9,633,186	8,824,586	8,105,086
Contributions to Outside Agencies	12,563,874	12,091,716	12,091,716	12,091,716	12,091,716
WJCC Schools	<u>112,830,471</u>	<u>107,213,431</u>	<u>101,596,391</u>	<u>95,979,871</u>	<u>90,362,831</u>
Total	<u>\$ 216,032,000</u>	<u>\$ 205,230,000</u>	<u>\$ 197,428,000</u>	<u>\$ 183,627,000</u>	<u>\$172,825,000</u>

COVID-19: FY2021 Expenditure Impact - Summary



Expenditures		5% Reduction	10% Reduction	15% Reduction	20% Reduction
County					
	Operations	\$(2,879,212)	\$(4,779,112)	\$(5,863,392)	\$(9,797,162)
	Capital Projects	(863,550)	(3,339,710)	(6,631,310)	(7,163,000)
	Transfer to Other Funds	(970,040)	(1,778,940)	(2,587,540)	(3,307,040)
	Contributions to Outside Agencies	<u>(472,158)</u>	<u>(472,158)</u>	<u>(472,158)</u>	<u>(472,158)</u>
	County - subtotal	<u>\$(5,184,960)</u>	<u>\$(10,369,920)</u>	<u>\$(15,554,400)</u>	<u>\$(20,739,360)</u>
School Division					
	Operations	\$(2,655,000)	\$(7,343,080)	\$(12,959,600)	\$(18,576,640)
	Capital Projects	<u>(2,962,040)</u>	<u>(3,891,000)</u>	<u>(3,891,000)</u>	<u>(3,891,000)</u>
	School Division - subtotal	<u>\$(5,617,040)</u>	<u>\$(11,234,080)</u>	<u>\$(16,850,600)</u>	<u>\$(22,467,640)</u>
	Total	<u>\$(10,802,000)</u>	<u>\$(21,604,000)</u>	<u>\$(32,405,000)</u>	<u>\$(43,207,000)</u>

COVID-19: FY2021 Expenditure Impact – County Operations



5% Scenario – (\$2,879,212)

- Provides for new positions, reclassifications, and reserve for compensation
- Hiring freeze continues through September 30
- Additional department cuts

10% Scenario – (\$4,779,112)

- Removes new positions, reclassifications, and reserve for compensation
- Hiring freeze continues through December 31
- 5% cuts plus additional department cuts

15% Scenario – (\$5,863,392)

- Hiring freeze continues through March 31
- 10% cuts plus additional department cuts

20% Scenario – (\$9,797,162)

- Full-year hiring freeze, 15% cuts, and other reductions (ex. Middle School After School Program)
- Furlough of employees
- Health insurance increase paid from health and dental claims reserve

	Amount	Priority	Reduction Scenarios			
			5%	10%	15%	20%
Capital Building Maintenance	\$ 1,164,000	1	-	(16,510)	(1,164,000)	(1,164,000)
HVAC/Electrical	163,700	2	-	(163,700)	(163,700)	(163,700)
Library HVAC	220,000	3	-	-	(220,000)	(220,000)
Jolly Pond Road Dam	145,800	4	-	-	(145,800)	(145,800)
Building/Energy Improvement	162,500	5	-	(162,500)	(162,500)	(162,500)
Vehicle Steel Systems Lifts	110,000	6	-	(110,000)	(110,000)	(110,000)
Stormwater Infrastructure: Grove Improvements	500,000	7	-	(500,000)	(500,000)	(500,000)
Stormwater Infrastructure: Toano Improvements	200,000	8	(111,550)	(200,000)	(200,000)	(200,000)
Stormwater Maintenance	300,000	9	-	-	(300,000)	(300,000)
General Services Mgmt Software	110,000	10	-	-	(110,000)	(110,000)
Stormwater: Ware Creek Watershed	752,000	11	-	(20,400)	(620,400)	(620,400)
Stormwater: Watershed Plans (Powhatan/Yarmouth)	752,000	12	(752,000)	(752,000)	(752,000)	(752,000)
Grove Convenience Center	596,600	13	-	(596,600)	(596,600)	(596,600)
Total - General Services	\$ 5,176,600					
Fiber Maintenance	\$ 450,000	1	-	(450,000)	(450,000)	(450,000)
Total - Other	\$ 450,000					
<i>Fire:</i>						
Cardiac Monitor Replacement	\$ 700,000	1	-	-	(700,000)	(700,000)
Portable Radio Replacement	600,000	2	-	-	(68,310)	(600,000)
CAD Replacement	1,500,000	3	-	-	-	-
<i>Police:</i>						
RMS Replacement	1,000,000	1	-	-	-	-
Total - Public Safety	\$ 3,800,000					
Warhill Sports Complex	230,000	1	-	(230,000)	(230,000)	(230,000)
Chickahominy Riverfront Park (CRFP)	\$ 863,000	2	-	(138,000)	(138,000)	(138,000)
Total - Parks & Recreation	\$ 1,093,000					
Total Capital Projects Fund FY21	\$ 10,519,600		\$ (863,550)	\$ (3,339,710)	\$ (6,631,310)	\$ (7,163,000)

COVID-19: FY2021 Expenditures

– County Transfer to Other Funds



5% Scenario – (\$970,040)

- Reduction in transfer to Tourism Fund for 60% of lodging tax revenue - \$446,100
- Reduction in transfers to Social Services and Housing funds - \$161,440
- Reductions in transfers to Special Projects Fund for Transportation Match - \$362,500

10% Scenario – (\$1,778,940)

- Reduction in transfer to Tourism Fund for 60% of lodging tax revenue - \$892,500
- Reduction in transfers to Social Services and Housing funds - \$161,440
- Reductions in transfers to Special Projects Fund for Transportation Match - \$725,000

15% Scenario – (\$2,587,540)

- Reduction in transfer to Tourism Fund for 60% of lodging tax revenue - \$1,338,600
- Reduction in transfers to Social Services and Housing funds - \$161,440
- Reductions in transfers to Special Projects Fund for Transportation Match - \$1,087,500

20% Scenario – (\$3,307,040)

- Reduction in transfer to Tourism Fund for 60% of lodging tax revenue - \$1,695,600
- Reduction in transfers to Social Services and Housing funds - \$161,440
- Reductions in transfers to Special Projects Fund for Transportation Match - \$1,450,000

COVID-19: FY2021 Expenditures

– County Contributions



All Scenarios - (\$472,158)

- Contributions include funds to the Williamsburg Regional Library, health services agencies, and other regional or outside agencies
- These agencies were reduced to their FY2020 funding level, except where an agency has reduced their request below that amount

COVID-19: FY2021 Expenditures

– School Operations

5% Scenario – (\$2,655,000)

- Reduction in County's contribution for the pass-through of the Revenue from the Commonwealth for Sales Tax - Education

10% Scenario – (\$7,343,080)

- Reduction in County's contribution for the pass-through of the Revenue from the Commonwealth for Sales Tax – Education – (\$5,310,000)
- Reduction in County's local contribution – (\$2,033,080)

15% Scenario – (\$12,959,600)

- Reduction in County's contribution for the pass-through of the Revenue from the Commonwealth for Sales Tax – Education – (\$7,965,000)
- Reduction in County's local contribution – (\$4,994,600)

20% Scenario – (\$18,576,640)

- Reduction in County's contribution for the pass-through of the Revenue from the Commonwealth for Sales Tax – Education – (\$10,620,000)
- Reduction in County's local contribution – (\$7,956,640)

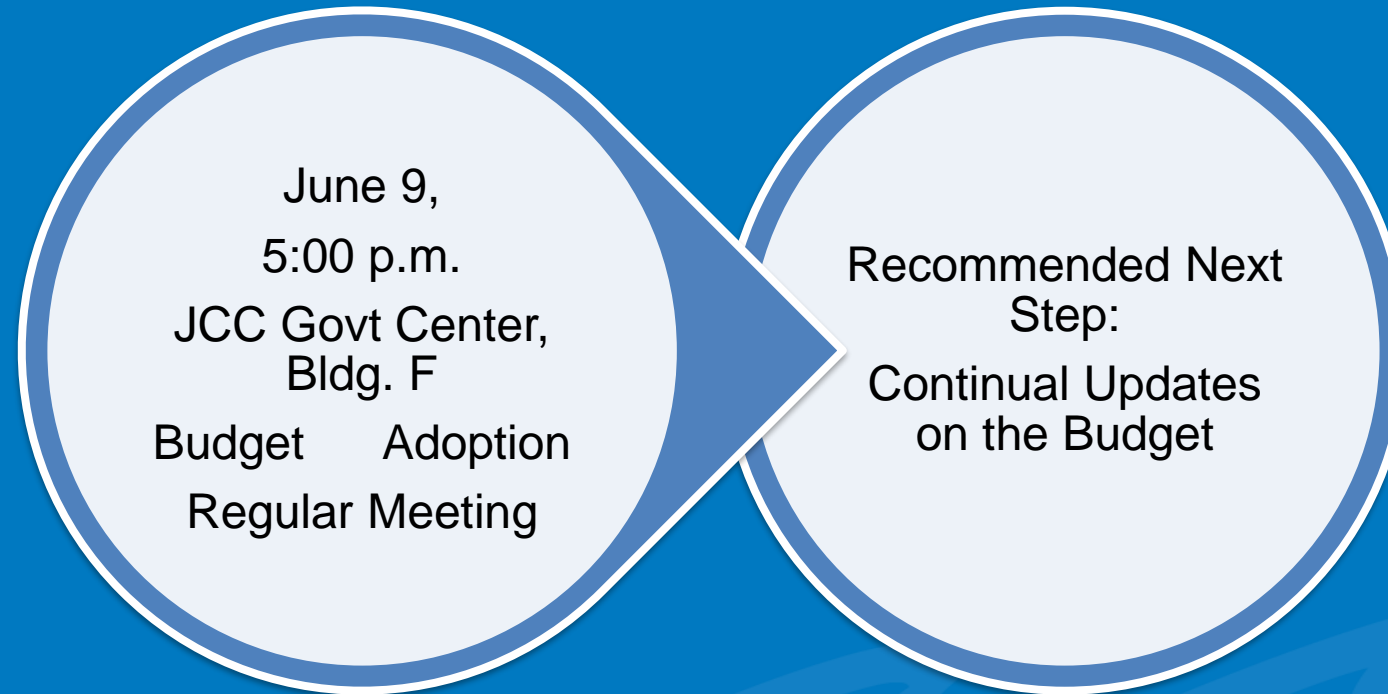
COVID-19: FY2021 Expenditures

– Capital Projects - Schools



Project	FY2021 Budget	Priority
Berkley Middle School - HVAC Replacement	\$1,760,000	1
Division Wide - Playground Equipment	208,000	2
Division Wide - Parking Lots	127,000	3
Toano Middle School - Partial Restroom Refurbishment	339,000	4
Berkley Middle School - Baseball Field Refurbishment	162,000	5
Warhill High School - Partial Refurbishment (replace carpet in media center; repaint interior and flooring in school)	1,422,000	6
Warhill High School Expansion - Auxilliary Gym and Emergency Shelter	3,059,000	7
Lafayette High School Expansion - Design	223,000	8
Total	\$7,173,000	

Budget Process: Upcoming Meetings



Proposed
FY2021-FY2022 Budget
board@jamestowncountyva.gov



ITEM SUMMARY

DATE: 4/28/2020

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Proposed Fiscal Year 2021 Budget Discussion

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/21/2020 - 4:37 PM

ITEM SUMMARY

DATE: 4/28/2020

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Adjourn until 5 p.m. on May 12, 2020 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/21/2020 - 4:38 PM