

AGENDA
JAMES CITY COUNTY BOARD OF SUPERVISORS
SPECIAL MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
May 7, 2024
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. BOARD DISCUSSIONS / GUIDANCE

1. Proposed FY 2025-2026 Budget

D. CLOSED SESSION

E. ADJOURNMENT

1. Adjourn until 5 pm on May 14, 2024, for the Regular Meeting



FY2025-FY2026 Budget Discussion

Board of Supervisors Special Meeting

May 7, 2024



FY2025-FY2026 Budget Process

- Sept. 2023:** Preliminary Work on the Budget Process Starts
- Oct. - Dec. 2023:** Capital and Personnel Requests Submitted
Meetings and Trainings Held
- Jan. 2024:** Pre-budget Public Hearing Held
Non-personnel and Outside Agency Requests Due
- Feb. 2024:** Requests Reviewed
Departmental Meetings Held
Revenue Forecasts Prepared
- Mar. 2024:** Proposed Budget Released
- Apr. 2024:** Public Hearings, Community Mtgs., and Business Mtgs.
- May 2024:** Scheduled Adoption of the Budget





FY2025 Proposed Budget Overview

- 1st year of the two-year budget and only year appropriated for spending
- Incorporates Strategic Plan goals and initiatives
- FY2025 Proposed Budget (All Funds) = \$289.3M
- FY2025 Proposed Budget (General Fund) = \$254.5M
 - No change in the real estate and personal property tax rates
 - Funding for investments in County staff retention and compensation
 - Increased funding for WJCC Schools' request to support teacher and staff pay raises
 - Excludes \$9M in additional requests





General Fund – Additional Revenue Allocation

Amount	Description
\$5.2M	Increase in the contribution to WJCC Schools for operations
\$11.2M	County Personnel Cost Increases (14 New FTE, Convert 10 PTE to 9 FTE, compensation study implementation, general wage increase, enhanced benefit, and mandated retirement contribution)
\$3.8M	Increase in support for capital projects and related debt service
\$1.2M	Increase in departments' operating costs, including professional services, software, and vehicle replacements
\$789K	Increase in the contributions to outside agencies (WRL, VPRJ, WATA, CBH, HRPDC)
\$692K	Increase in the transfers to the Other Funds to support programs
\$212K	Increase in curbside recycling costs



Other Revenue Considerations (not in Proposed Budget)

- **Parks and Recreation:** Potential fee increases would generate \$518K and impact B&A School Program, Parks, Rec. Ctr. Single Fees, and Facility Rentals
- **Curbside Recycling:** Current fee does not cover cost of program

	Proposed Budget	\$1.50 Fee Increase	\$2.50 Fee Increase	\$3.50 Fee Increase
Monthly Rate	\$ 7.00	\$ 8.50	\$ 9.50	\$ 10.50
Revenue	\$ 1,000,000	\$ 1,240,000	\$ 1,390,000	\$ 1,520,000
Direct Costs	\$ (1,320,000)	\$ (1,320,000)	\$ (1,320,000)	\$ (1,320,000)
General Fund Subsidy - Direct Costs	(320,000)	(80,000)	70,000	200,000
Indirect Costs	(200,000)	(200,000)	(200,000)	(200,000)
Total Costs	(1,520,000)	(1,520,000)	(1,520,000)	(1,520,000)
Total - General Fund Subsidy	\$ (520,000)	\$ (280,000)	\$ (130,000)	\$ -





Potential Real Estate Tax Rate Reductions

Potential Adjustments to FY2025 Proposed Budget - General Fund				
Description	\$0.01 Reduction	\$0.02 Reduction	\$0.03 Reduction	\$0.04 Reduction
Direct Reductions:				
Equipment replacements	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)
Conversion of part-time positions	(525,000)	(525,000)	(525,000)	(525,000)
Overtime	-	(102,500)	(102,500)	(102,500)
Removal of new positions	-	(456,700)	(1,527,650)	(1,527,650)
Compensation Study reduction	-	-	(235,000)	(1,765,000)
Subtotal - Direct Reductions	(545,000)	(1,104,200)	(2,410,150)	(3,940,150)
Shift in Funding Source:				
Enhanced employee benefits	(750,000)	(750,000)	(750,000)	(750,000)
Capital budgeting software	(25,000)	(25,000)	(25,000)	(25,000)
New vehicles	-	(83,800)	(83,800)	(83,800)
Vehicle replacements	-	(632,000)	(632,000)	(632,000)
Subtotal - Shifts in Funding Sources	(775,000)	(1,490,800)	(1,490,800)	(1,490,800)
Total - Potential Adjustments	\$ (1,320,000)	\$ (2,595,000)	\$ (3,900,950)	\$ (5,430,950)
Additions to the Budget with Other Funding Sources:				
Vehicle/equipment replacements	\$ 421,000	\$ 421,000	\$ 421,000	\$ 421,000
Total - Additions with Other Funding Sources	\$ 421,000	\$ 421,000	\$ 421,000	\$ 421,000





Tax Credit Discussion

Home Value		FY2025 Bill without Credit	FY2025 Bill - \$0.01 Credit	FY2025 Bill - \$0.02 Credit	FY2025 Bill - \$0.03 Credit	FY2025 Bill - \$0.04 Credit
\$200,000	Annual Tax	\$1,660	\$1,660	\$1,660	\$1,660	\$1,660
	Annual Credit	-	(20)	(40)	(60)	(80)
	Annual Due	\$1,660	\$1,640	\$1,620	\$1,600	\$1,580
	Monthly Tax	\$138	\$138	\$138	\$138	\$138
	Monthly Credit	-	(2)	(3)	(5)	(7)
	Monthly Due	\$138	\$136	\$135	\$133	\$132
\$400,000	Annual Tax	\$3,320	\$3,320	\$3,320	\$3,320	\$3,320
	Annual Credit	-	(40)	(80)	(120)	(160)
	Annual Due	\$3,320	\$3,280	\$3,240	\$3,200	\$3,160
	Monthly Tax	\$277	\$277	\$277	\$277	\$277
	Monthly Credit	-	(3)	(7)	(10)	(14)
	Monthly Due	\$277	\$273	\$270	\$267	\$263
\$800,000	Annual Tax	\$6,640	\$6,640	\$6,640	\$6,640	\$6,640
	Annual Credit	-	(80)	(160)	(240)	(320)
	Annual Due	\$6,640	\$6,560	\$6,480	\$6,400	\$6,320
	Monthly Tax	\$553	\$553	\$553	\$553	\$553
	Monthly Credit	-	(7)	(13)	(20)	(26)
	Monthly Due	\$553	\$546	\$540	\$533	\$527
Estimated Use of Fund Balance		\$0	\$1,300,000	\$2,600,000	\$3,900,000	\$5,200,000





Tax Credit Discussion

Home Value		FY2025 Bill without Credit	FY2025 Bill - \$0.05 Credit	FY2025 Bill - \$0.08 Credit	FY2025 Bill - \$0.10 Credit
\$200,000	Annual Tax	\$1,660	\$1,660	\$1,660	\$1,660
	Annual Credit	-	(100)	(160)	(200)
	Annual Due	\$1,660	\$1,560	\$1,500	\$1,460
	Monthly Tax	\$138	\$138	\$138	\$138
	Monthly Credit	-	(8)	(13)	(17)
	Monthly Due	\$138	\$130	\$125	\$121
\$400,000	Annual Tax	\$3,320	\$3,320	\$3,320	\$3,320
	Annual Credit	-	(200)	(320)	(400)
	Annual Due	\$3,320	\$3,120	\$3,000	\$2,920
	Monthly Tax	\$277	\$277	\$277	\$277
	Monthly Credit	-	(17)	(27)	(33)
	Monthly Due	\$277	\$260	\$250	\$244
\$800,000	Annual Tax	\$6,640	\$6,640	\$6,640	\$6,640
	Annual Credit	-	(400)	(640)	(800)
	Annual Due	\$6,640	\$6,240	\$6,000	\$5,840
	Monthly Tax	\$553	\$553	\$553	\$553
	Monthly Credit	-	(33)	(53)	(67)
	Monthly Due	\$553	\$520	\$500	\$486
Estimated Use of Fund Balance		\$0	\$6,500,000	\$10,400,000	\$13,000,000





Potential Reductions - Capital Projects Fund

Potential Adjustments to FY2025 Proposed Budget - Capital Projects Fund			
Description	Reduction	Running Total in Priority Order	Explanation
Direct Reductions:			
Warhill Sports Complex - Field Netting	\$ (140,000)	\$ (140,000)	Purchased with FY2024 savings
Fire Vehicle Replacement	(90,000)	(230,000)	Purchased with FY2024 savings
Building/Energy Improvements	(192,000)	(422,000)	Projects will be reconsidered during FY2026 budget process and may be delayed beyond FY2029
Construction Management Software	(165,000)	(587,000)	
Environmental Health & Safety Software	(90,000)	(677,000)	
HVAC/Electrical Improvements	(99,000)	(776,000)	
Upper County Park - Splash Pad	(800,000)	(1,576,000)	
Capital Building Maintenance	(527,000)	(2,103,000)	
Fire Brush Truck	(240,000)	(2,343,000)	
Courthouse Maintenance	(202,000)	(2,545,000)	
Police Driving Simulator	(150,000)	(2,695,000)	
Veterans Park - Splash Pad	(2,000,000)	(4,695,000)	
Open Space Funding	(1,250,000)	(5,945,000)	Defer funding for one year
Total - Potential Capital Adjustments	\$ (5,945,000)		





Fund Balance

General Fund - Unassigned Fund Balance				
Current Situation:				
FY2023 Unassigned Fund Balance:		\$79,210,200		
Total Governmental Expenditures:		\$296,230,822		
Policy Target - 15%:		\$44,434,623		
Excess > Policy Target:		\$34,775,577		
Current Fiscal Liquidity%:		26.7%		
Alternative Scenarios:	Proposed Budget	Scenario#1	Scenario#2	Scenario#3
	No changes to CIP No Tax Credit	No changes to CIP \$0.05 Tax Credit	Lower CIP - \$5.9M \$0.05 Tax Credit	Lower CIP - \$5.9M \$0.03 Tax Credit
Excess > 15%:	\$ 34,775,577	\$ 34,775,577	\$ 34,775,577	\$ 34,775,577
Uses of Fund Balance:				
CIP FY2025-FY2029	(22,702,500)	(22,702,500)	(16,757,500)	(16,757,500)
Tax Credit	-	(6,500,000)	(6,500,000)	(3,900,000)
Remaining Excess > 15%:	12,073,077	5,573,077	11,518,077	14,118,077
Policy Target - 15%:	44,434,623	44,434,623	44,434,623	44,434,623
Projected Unassigned Fund Balance:	\$ 56,507,700	\$ 50,007,700	\$ 55,952,700	\$ 58,552,700
Projected Fiscal Liquidity* :	19%	17%	19%	20%

**Does not reflect other one-time uses of fund balance*





Upcoming Meetings

BOS Meeting (Adoption) - May 14 at 5 p.m.

James City County Government Center, 101-F Mounts Bay Rd.

For more information:

Call 757-253-6602

Visit jamescitycountyva.gov/348





FY2025-FY2026 Budget Discussion

Board of Supervisors Special Meeting

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