

AT A BUDGET WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 29TH DAY OF APRIL, 2004, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

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

Sanford B. Wanner, County Administrator

B. BOARD CONSIDERATIONS

1. Review of the FY 2004 Proposed General Operating Budget

Mr. Wanner introduced John E. McDonald, Manager of Financial and Management Services, and Ms. Suzanne R. Mellen, Director of Budget and Accounting.

Mr. McDonald provided the Board with an overview of the anticipated revenues, reimbursement from the State for the Personal Property Tax, and potential impacts of the State's Budget on the revenues the County collects for taxes.

The Board and staff discussed the anticipated impacts the State's Budget and decisions regarding the tax levels, consumer spending, and sales levels on anticipated generated revenues.

Ms. Mellen provided an overview of the Proposed Operating Budget for Fiscal Year 2005.

The Board and staff discussed the various taxes.

Mr. Brown stated concern regarding the collection and dissemination of Telecommunications Taxes and the County's E-911 tax, and recommended the County raise the Telecommunications Tax by 25-cents rather than the proposed E-911 tax.

The Board and staff discussed the recommendation and staff stated that the ordinance amendment will be advertised for the May 25 Board meeting.

The Board continued discussion on the recommendation and the existing and potential revenues generated from the existing E-911 tax rate, the proposed E-911 tax increase, and a Telecommunications Tax; and potential State imposed cap on the Telecommunications Tax.

Mr. Harrison requested a fee amount projection for a revenue amount for the Basic Lifesaving Support (BLS) and Advanced Lifesaving Support (ALS).

Mr. Bradshaw requested clarification on the assessment and uses of the Sheriff and Jail Fees.

Ms. Mellen stated that she would attempt to respond to all of the Board's comments and questions on revenue at the next Budget Work Session.

2. Employee Compensation and Benefits

Ms. Carol M. Luckam, Manager of Human Resources, provided the Board with an overview of the recommendations relating to employee compensation and benefits for FY 2005.

Ms. Luckam stated that Virginia Retirement System costs increased significantly without increasing benefits, Health Insurance rates also increased, and staff worked to provide those two benefits to employees at a reasonable contribution rate.

Ms. Luckam stated that changes to the Personnel Policies and Procedures Manual will be proposed to the Board including the implementation of employee compensation changes to reduce compression and standardize employee review dates.

Mr. McGlennon inquired if the Health Insurance benefits have been adjusted in addition to the costs for the plans.

Ms. Luckam stated that the premiums have gone up, but the benefits have not decreased

Mr. McGlennon asked what the ½-percent increase in employee salaries would cost.

Ms. Luckam stated that it would cost approximately \$133,000.

Mr. McGlennon asked what the 2 percent pay-structure adjustment cost would be.

Ms. Mellen stated that it would be less than \$50,000.

The Board and staff discussed moving the minimum wage for permanent part-time employees to \$9.00 per hour.

Mr. McGlennon requested what the difference in cost would be for basing merit increases on the employee's salary versus the minimum level of the pay range.

Mr. McGlennon requested information on what type of actual raise will employees receive when factoring in the increase in Health Insurance costs.

Mr. Wanner stated that staff was guided to ensure that no employees pay raise would be eliminated due to the increased Health Insurance costs.

Mr. Wanner stated that staff would respond to all the Board's questions prior to the May 4 Budget Work Session.

3. Continued Review of the FY 2005 Proposed General Operating Fund

Ms. **Mellen** resumed an overview of the proposed General Operating Fund.

Mr. **McGlennon** inquired if the shifts for the individuals staffing the votingpolls could be shortened.

Mr. Wanner stated that was not proposed in the budget and that is would be up to the Registrar. Most of the poll workers enjoy the **work and** willingly work election day. Mr. Wanner said the inquiry would be relayed to the Registrar.

Mr. **Goodson** recessed the Board for a brief break at 8:32 p.m.

Mr. **Goodson** reconvened the Board at 8:45 p.m.

Mr. **McGlennon** requested salary adjustment funding be included for the Clerk of the Circuit Court employees.

The Board and staff discussed the request and the State expenditures for Constitutional Officers.

Mr. **Brown** requested recommendations for funding to the Sheriffs office for educational opportunities and additional pay supplement for employees of that office.

Mr. **Brown** requested more information regarding the proposed radio system maintenance cost, justification for the proposed radio system, and alternatives to the proposal for the new radio system.

Mr. **Brown** requested justification for the anticipated travel expenditures in the Parks and Recreation Division.

Mr. **Harrison** requested a revenue figure for non-County users of Parks and Recreation services.

Mr. **Brown** requested the **figure** be broken down further to distinguish which jurisdictions utilize the services and what amount each jurisdiction contributes.

Mr. **Brown** requested staff consider moving some of the lodging tax revenue to the Williamsburg Area Transport to offset some of the cost for providing public transportation to tourists.

The Board and staff discussed the request and need to consult with the Tourism Bureau on such recommendations.


Mr. **Brown** requested that a representative be available to answer questions regarding the funding requests by the James City-Bruton Volunteer Fire Department and the James City County Volunteer Rescue Squad.

Mr. **Brown** requested the County Administrator recommend how the County might fund the establishment of a Stormwater Utility.

The Board and staff discussed the request and Mr. **Brown** withdrew his request.

C. RECESS

At 9:43 p.m. Mr. Goodson recessed the Board to 7 p.m. on May 4, 2004.


Sanford B. Wanner
Clerk to the Board

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