

AT A BUDGET WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 28TH DAY OF APRIL 2014, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

Mary K. Jones, Chairman, Berkeley District  
Michael J. Hipple, Vice Chairman, Powhatan District  
James G. Kennedy, Stonehouse District  
Kevin D. Onizuk, Jamestown District  
John J. McGlennon, Roberts District

M. Douglas Powell, Acting County Administrator

Staff Members Present

Adam R. Kinsman, Acting Assistant County Administrator  
Suzanne R. Mellen, Assistant Director of Financial and Management Services  
Heather M. Poulson, Senior Budget Analyst  
Bradley J. Rinehimer, Chief of Police  
William T. Luton, Fire Chief  
John T. Horne, Director of General Services  
Diana F. Hutchens, Director of Community and Social Services

C. BOARD DISCUSSIONS

1. FY 2015-2016 Two-Year County Budget

Mr. Powell addressed the Board and gave a brief overview of the budget. He then introduced Ms. Sue Mellen who would be guiding the discussion of the budget.

Ms. Mellen indicated that she hoped to go through the projected revenues and most of the County department's proposed expenditures. She generally discussed the various taxes, including real property, personal property, and the meals tax.

Mr. McGlennon asked Ms. Mellen to clarify that this was the first year of a biennial real property assessment.

Ms. Mellen explained the boat tax and noted that the projected receipts were lower than in the past.

Ms. Mellen then moved to the proposed expenditures. She explained that the Board of Supervisors' budget was approximately 0.4 percent lower, because the cost of the consultant hired to search for a County Administrator was not included and public hearing advertisement costs were lower.

**ADOPTED**

**MAY 13 2014**

**Board of Supervisors  
James City County, VA**

Mr. McGlennon asked about the increased costs of fringe benefits.

Ms. Mellen explained this was due to Board members' election to participate in the County health plan.

Mr. Onizuk requested clarification on the recognition expenses.

Ms. Mellen explained that this included plaques for various events and other awards.

Mr. McGlennon asked about the Charges to Users line item in the County Attorney budget.

Ms. Mellen explained that this accounted for the various fees charged to outside groups like Williamsburg Area Transit Authority (WATA) and the Economic Development Authority (EDA) for legal services.

Mr. Kennedy requested that staff give a presentation at a Board meeting in the near future regarding the ongoing issue with the Courthouse roof, including a timeline and proposed costs.

Mr. Hipple asked about the proposed temporary salaries in the Police Department budget and wondered whether this was why the proposed overtime salary had decreased.

Police Chief Bradley Rinehimer clarified that the temporary salaries were for clerical positions and that the decrease in overtime was the result of better oversight and tighter control.

Mr. Hipple asked Fire Chief Tal Luton to give a one-minute overview of how he is addressing the increased overtime amounts in the Fire Department budget.

Chief Luton noted that the budget included salaries for three new full-time firefighters; however, it takes a full year to train a new firefighter so the overtime cannot be expected to be reduced until next year.

Mr. McGlennon asked the two chiefs to explain how the increase in County population was affecting the officers.

Chief Luton stated that this has resulted in increased overtime due to an increase in calls. He said that a new station would likely be needed in the future due to the increased calls and workload.

Chief Rinehimer stated that the Police Department has been able to absorb the increased workload, but noted that new officers would be needed in the future if the population continued to grow.

Mr. McGlennon asked Chief Luton to elaborate on the changes in the Emergency Communications' performance measures.

Chief Luton stated that more calls are coming in and this is reflected in the measures.

Mr. Mark Highfield, Budget Management Specialist for the Fire Department, added that the new text-to-911 feature in the County was expected to result in an increase in calls. He stated that as technology changes so does the way in which citizens report emergency situations.

Mr. McGlennon asked about the status of the new generator at James River Elementary School.

Mr. John Horne stated that it was on order and was on target for a midsummer installation.

Mr. Kennedy asked whether the City of Williamsburg shared in the County's costs incurred when performing grounds maintenance at the various school sites.

Mr. Powell indicated that they did not, but that this could be accomplished through some changes in accounting.

Mr. Kennedy stated that it was his desire that the City of Williamsburg share in those costs.

Ms. Jones agreed adding that snow removal should also be included.

Mr. McGlennon asked about the increased costs included in the Stormwater Divisions' budget.

Mr. Horne stated that this was driven solely by the new State mandates and includes 1.5 additional employees.

Mr. Kennedy asked Ms. Mellen to find out how many engineers work for the County and in what departments they work.

Mr. Horne stated that three are employed in General Services.

Mr. Hipple asked about the additional costs and what they included.

Ms. Mellen clarified that they include one new employee, one transferred employee, plus the proposed 1% raise plus benefits.

Mr. Powell stated that the net increase to the County was \$25,000.

Mr. Onizuk asked if the County received any money from the recyclable materials that the contractor gets from the curbside pickup.

Mr. Horne explained that the County does not, but that this income was factored into the contract and resulted in a much lower cost to the County.

Mr. McGlennon asked how the increase in citizen memberships to Parks and Recreation facilities has impacted the operations of the department.

Mr. Carnifax explained that peak times at the recreation facility is crowded, but that it has not reached the levels seen in 2007 and 2008. The new Saturday hours have been well received and have helped alleviate crowds on Saturday mornings.

In response to a question from Mr. McGlennon, Mr. Carnifax noted that outside users have continued to book County fields, including various tournaments. The fields are generally booked 42 weekends a year.

When discussing the proposed contributions to outside agencies, Mr. Kennedy stated that the Williamsburg Regional Library's requested increase of 1 percent did not even match the cost of living increase and that they continually do more with less. He requested that Ms. Genevieve Owens come before the Board to make a presentation on the library and its functions. He also asked whether any thought had been given to a satellite branch of the library.

Mr. Powell stated that this had been a consideration in the distant past, but had not been brought up recently.

Ms. Mellen added that some room would be freed up at the library when the administrative offices are moved to the Stryker Building.

Mr. McGlennon asked for a presentation from Mr. Kevin Danker, Executive Director of WATA, regarding recent ridership numbers.

Mr. Kennedy asked about the status of the Go Ape! lease and the marina lease.

Mr. Powell explained that the Go Ape! lease had a good amount of time remaining on it, but that the marina lease would be coming up soon.

Mr. Kennedy expressed concern that the Go Ape! lease seemed low, considering the popularity of the program.

Mr. McGlennon asked Ms. Diana Hutchens to explain the Community Services Act (CSA) funding.

Ms. Hutchens noted that the CSA is mandated and that the County must set aside money for the recipients of the services, which are about 50 children at this time. Any shortfall is made up elsewhere. She stated that the greatest need is for children that need hospitalization and for autistic children.

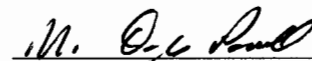
There being no further questions, Ms. Jones asked for a motion to adjourn.

**D. ADJOURNMENT** – until 4 p.m. on April 30, 2014, for the Budget Work Session.

Mr. McGlennon made a motion to adjourn.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

At 5:32 p.m., Ms. Jones adjourned the Board.



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M. Douglas Powell  
Clerk to the Board