

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUDGET WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 20, 2015
4:00 PM

ADOPTED

APR 28 2015

A. CALL TO ORDER

B. ROLL CALL

Board of Supervisors
James City County, VA

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

Bryan J. Hill, County Administrator
Adam R. Kinsman, Interim County Attorney
Suzanne R. Mellen, Director, Financial and Management Services

C. BOARD DISCUSSIONS

1. Jamestown-Yorktown Foundation

Mr. Hill introduced Philip Emerson of the Jamestown Yorktown Foundation.

Mr. Emerson summarized the JYF's budget request of \$145,000 and gave the Board a power point presentation on the operations of the JYF. \$115,000 of the request is for a Special Exhibition entitled "Trading with the Indians."

Mr. Onizuk asked Mr. Emerson how this proposed funding would impact tourism in JCC. Mr. Emerson stated that this is a great public relations tool to have something new and different for tourists to return to the Historic Triangle. Mr. Kennedy asked about the Commonwealth's contributions to JYF. Mr. Emerson stated that they represent about 50% of the JYF's income. Mr. Kennedy noted that the Commonwealth has been reducing contributions for years and that the localities have been picking up the difference. Mr. Emerson stated that the Commonwealth has been a good partner but that the JYF has been actively seeking additional public private partnerships to help fund the various special exhibits. Mr. McGlennon noted that the Board has typically funded items that help drive repeat attendance and that the JYF has done a good job of getting tourists to explore history. In response to a question posed by Mr. McGlennon, Mr. Emerson stated that the new Yorktown building will be completed in 2016. Even though they have moved in, there is still much to do. The public relations "splash" won't happen until 2017. 2017 should provide a good tourism boost to the area.

2. Board Discussion

COMPENSATION/HEALTH INSURANCE

Mr. Hill informed the Board that there were an additional 6 topics to cover and that they should forward any additional questions to him and he will forward them to Mr. Emerson. Mr. Hill introduced Cindy Monk, Acting Director of Human Resources, to discuss the proposed compensation package. Ms. Monk gave a brief presentation on health insurance and compensation. Ms. Jones asked if there were any particular positions that were difficult to fill. Ms. Monk noted that Information Technology, engineering, and similar professional positions were most often the toughest. Ms. Mellen noted that the County was doing outreach with the College to recruit students if possible. Mr. Hill noted that often the County's starting salary is less than that which is offered to college graduates without any work experience. Mr. Kennedy asked for staff to look at specialized positions closely if those are the ones that are the most difficult to fill, rather than an across-the-board compensation review. Ms. Monk noted that staff turnover is becoming a problem; it is currently at 10%, which is much more than usual. In response to a question from Mr. McGlennon, Ms. Monk summarized the monetary difference to employees caused by the changes in health insurance. She also noted that employee loss ends up costing the County because of the additional training needed. Mr. Kennedy asked about the nature of the employee loss - Ms. Monk stated that there were a number of reasons, including retirement. At mid-year, the turnover was at about 5% excepting retirement. Based upon exit interviews, people were leaving based upon salary reasons. Mr. Hill noted that the JCSA was losing employees as well; many have headed to similar institutions in other localities.

NEIGHBORHOOD DRAINAGE PROGRAM

Mr. Hill introduced Ms. Fran Geissler to explain the Stormwater Program Advisory Committee's ("SPAC") report to the County and the general aspects of the stormwater system. She stated that the assumption has always been that neighborhoods that have HOAs are taking care of the BMPs and the associated maintenance. She stated that neighborhoods without HOAs represent approximately 25% of the parcels in the County and that these BMPs and associated drainage structures are often not taken care of at all. She explained that the SPAC determined that additional data was needed and that in any case it was not feasible for the County to take over all of the BMPs and drainage structures in the County.

Mr. Kennedy asked what was left to be done. Ms. Geissler stated that the SPAC report gives a good summary of what work remains. She further explained the various details of the proposed stormwater/neighborhood drainage program.

FISCAL HEALTH

Ms. Mellen explained the beginning and ending fund balances for the fund reserve and noted how these numbers will grow over time and will allow for additional debt capacity. The plan is to allow for the transfer of funds in the future to account for the opening of the middle school without causing a tax increase. Mr. Hipple asked if this will bring our fund reserve into line where it should be. Ms. Mellen stated that this will show the rating agencies that we are on a good trend of saving rather than continually drawing down those funds.

CIP ITEMS

Ms. Mellen explained the general CIP plan and that the proposal was for continual funding of the maintenance programs so that the County's buildings are regularly maintained. All of the current projects are maintenance and replacement - none are new. Ms. Mellen noted that the Planning Commission received a road match fund request. She stated that the plan is to begin to fund the road match request over time beginning in FY17. She summarized the more noteworthy projects that are planned for FY17 and the more complex maintenance projects.

Ms. Mellen stated that they were looking at the 2006 bonds to see if savings could be realized by refinancing those; however, the call date is not until later this year, so it will depend on what the interest rate is at that time. Mr. Onizuk stated that the items listed in the CIP appear to be those that must be handled now and that cannot be pushed off any further.

Ms. Mellen detailed the stormwater structure line item and explained that this amount was to cover a number of projects. Mr. Onizuk stated that there is ambiguity on the requirements and questioned how we were prioritizing the projects to be certain that we maximize the credit we will get. Ms. Mellen stated that each of the projects should get us credit for each of the various projects. Mr. Onizuk asked whether we would take care of MS4 projects first or if we were taking them in some other order. Ms. Mellen stated that the SPAC will help prioritize those projects that give the most credit for the money. Ms. Geissler confirmed that the project priority focus was to be certain that we will get credit for each. She believes that this will meet our FY18 obligations and prepare us to meet our 2023 requirements for MS4. The listed projects are a snapshot of what we know is currently needed; however, we may be able to find projects that are more cost-efficient.

Mr. Hipple asked if there is anything coming up in the future that will come back to surprise the Board. Mr. Hill said that he will ask the staff to analyze each project and to do only those that are absolutely required. His desire is for a 5-year plan of projects so that staff can begin working on them as soon as possible. Mr. Hipple asked for the County to raise the development bar so that the costs are not passed down to County citizens later on.

JCSA

Mr. Hill asked if the Board had any questions on the JCSA. None of the Board members had any questions. He introduced Mr. Doug Powell, General Manager of the JCSA. Mr. Powell gave the Board a brief presentation on the new JCSA fees and rate structure. Mr. McGlennon voiced his approval of the proposed JCSA changes. Mr. Hipple stated that he hoped that the JCSA BOD would consider additional programs to discourage using potable water on lawns. Mr. McGlennon hoped that the JCSA could consider additional programs to change household fixtures to encourage water conservation.

ERRATA

Ms. Mellen asked if the Board members had any questions that had not been addressed during this meeting. In response to a question from Mr. Kennedy, Ms. Mellen stated that there was a section on the bottom of all the budget pages of the

various constitutional officers that shows how much the County is funding that remains unfunded from the Commonwealth.

Mr. Hill stated that the document from the Commonwealth on unfunded mandates is 300 pages long. Ms. Mellen said that the Comprehensive Services Act and the stormwater mandates are both the most expensive. Mr. Hill explained that the rationale behind this budget was to help move the County forward. Mr. Hipple said that this Board is looking to right the ship and that they realize that these proposed changes will carry the County forward for a number of years. His hope is that there will not be a need in the future for such a large spike to cover costs.

Ms. Jones thanked Mr. Hill for sending out the information regarding the dues and membership cost list. She further complimented him on the transparency of this process and for his willingness to meet with all citizens and to answer each and every question posed to him. Mr. Kennedy said that he's always frustrated that we install substandard products that need replacement sooner than usual. He wants a replacement schedule to which the County can adhere.

Mr. Hill advised the Board that he will place all of the documents discussed today onto the web. Mr. Kennedy stated that he may not be able to make the next work session meeting depending upon his health.

Mr. Hill informed the Board that the last work session will deal with the Chamber and the tourism funds.

D. CLOSED SESSION

E. ADJOURNMENT

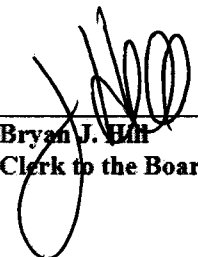
1. Adjourn until 4 p.m. on April 22, 2015 for the Budget Work Session

A motion to Adjourn was made by John McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, Kennedy, McGlennon, Onizuk, Hipple.

At 5:48 p.m., Mr. Hipple adjourned the Board.


Bryan J. Hill
Clerk to the Board