

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 28, 2020
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

P. Sue Sadler, Stonehouse District
John J. McGlennon, Roberts District
Ruth M. Larson, Berkeley District
Michael J. Hipple, Vice Chairman, Powhatan District
James O. Icenhour, Jr., Chairman, Jamestown District

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney

ADOPTED

FEB 11 2020

Board of Supervisors
James City County, VA

C. BOARD DISCUSSIONS

1. Pre-Budget Work Session Presentation

Mr. Icenhour welcomed Ms. Sharon Day, Director of Financial and Management Services (FMS) and Ms. Cheryl Cochet, Assistant Director of FMS to the meeting.

Ms. Day noted there were two objectives for the meeting. She further noted providing a financial update on Fiscal Year (FY) 2019 as well as FY 20. Ms. Day also noted an update on the FY 21-22 budget process with a current overview of present and future direction over the next few months. She highlighted revenues and expenditures in a PowerPoint presentation. Ms. Day noted FY 19 was a good year as the revenue exceeded the budget while the expenditures came under budget. She highlighted the General Fund revenue and the breakdown of real property and personal property as revenue areas exceeding the budget. Ms. Day noted the County Treasurer's work with two companies to assist with professional billing tax collection. She further noted an increase in sales tax, which she added the Wayfair decision may have impacted internet sales. Ms. Day noted recordation taxes and building permits were revenues under budget. She continued her PowerPoint presentation noting personnel savings from turnover and vacancies, but stated health insurance claims were higher. She cited monitoring costs and claims to assist with budget needs.

Mr. McGlennon inquired if the \$24.53 million shown for personal property taxes for FY 20 reflected inclusion of the state share of the personal property.

Ms. Day responded no as that stayed local. She noted building related revenues as the next slide in the PowerPoint presentation. She continued with breakdowns on meals and lodging taxes, as well as consumer driven revenues. Ms. Day noted FY 18 had some lost collection time for business license revenue due to a mailing issue. She further noted that issue created a spike in the FY 19 amount. Ms. Day added that some of the revenue that would have been applied to FY 18 was applied to FY 19, but had since leveled off. Ms. Day noted in the General Fund Revenues slide that the "Other" category for FY 20 Budget was higher due to

costs for the recycling program. She continued with the overall summary for the FY 21-22 budget noting it was a two-year budget with the first year appropriated and the second year as a plan. She further noted the real estate biennial reassessment was expected to result in a 1-1.5% overall increase. Ms. Day added the Five-year Capital Improvements Plan (CIP) and state budget mandates as other areas. She updated the Board on personnel budget and CIP requests, as well as outside agency requests. Ms. Day noted a podcast on the budget process was released in January with a second podcast after the budget release from the County Administrator. Ms. Day highlighted FY 21-22 considerations in her PowerPoint presentation.

Mr. McGlennon asked how the County compared to other localities in the Virginia Retirement System (VRS) rates.

Ms. Day noted the County percentage was 75%.

Mr. McGlennon questioned 90% as the average. He noted he would check.

Ms. Day noted she had not heard that. She gave a timeline for the County's budget in the PowerPoint.

Mr. Hipple noted the podcast was very well done and hoped citizens had an opportunity to hear it. He questioned that 53% of the County budget funding was for schools.

Ms. Day confirmed yes.

Mr. Hipple noted that two-thirds of the budget covered schools and Police/Fire/EMS, while still maintaining the remaining percentage for County operations. He commented that was an amazing job and wanted to make sure citizens understood the efficiency.

Ms. Day confirmed yes.

Ms. Larson asked about the requests and priorities before presentation to the County Administrator.

Ms. Day noted FMS had reviewed personnel and CIP requests for questions, omissions, and other pertinent information. She further noted FMS then met with the Human Resources (HR) Department as HR saw more County-wide issues and needs. She added the Planning Commission prepared a priority list for the CIP. Ms. Day noted FMS was reviewing outside requests and the priority lists for those organizations.

Mr. Icenhour noted Mr. Stevens had prepared a list from the Board's Retreat meeting to share with each Supervisor for feedback to assist staff and Mr. Stevens with priorities.

Mr. Stevens noted the list had been categorized and requested the Supervisors provide feedback and ranking to assist in the budget discussion.

Ms. Larson asked about the facilities study and the County complex.

Mr. Stevens asked each member to rank the priorities and then a compilation of those rankings would be presented back to the Board for review.

Discussion ensued on priority rankings, the facilities study, and the County complex.

Ms. Sadler asked about the pre-kindergarten (pre-K) item.

Mr. Stevens noted one-time funding versus long-term funding in the pre-K program and its

future.

Mr. Icenhour added action from the General Assembly regarding pre-K fundings. He noted a letter had been sent to local legislators with a request for funding in the teachers' retirement fund. He further noted future discussion was likely depending on what transpired during the General Assembly.

Mr. Stevens asked for the priority list this week.

Mr. Icenhour noted the list was beneficial to both Mr. Stevens and staff.

The Board thanked Ms. Day and Ms. Cochet for the presentation.

D. BOARD REQUESTS AND DIRECTIVES

Mr. Icenhour inquired if anyone had any comments.

There were none.

E. CLOSED SESSION

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 5:40 p.m., the Board entered Closed Session.

At approximately 6:05 p.m., the Board re-entered Open Session.

A motion to Certify the Board spoke only about those items indicated that it would speak about in Closed Session was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
2. Planning Commission Appointment (Roberts District)

A motion to Appoint Individuals to Boards and Commissions was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

A motion to Appoint Robert Rose was made by John McGlennon. Mr. McGlennon noted Mr. Rose's term on the Planning Commission would expire on January 31, 2024.

3. Thomas Nelson Community College Board Appointment
4. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community pursuant to Section

2.2-3711(A)(5) of the Code of Virginia.

F. ADJOURNMENT

1. Adjourn until 8 a.m. on February 6, 2020, for Virginia Association of Counties Government Day at the Capitol

A motion to Adjourn was made by Sue Sadler, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 6:06 p.m., Mr. Icenhour adjourned the Board of Supervisors.


Deputy Clerk