

the proposed fy 2001/2002 budget

April/May 2001

www.james-city.va.us

budget work sessions

Fiscal Year (FY) 2002 begins July 1. The Board of Supervisors has scheduled the following meetings to hear your comments on the proposed budget:

Tuesday, April 10

Regular Board Meeting - public hearing on budget and real estate tax rate

Thursday, April 12

Budget Work Session

Monday, April 16

Budget Work Session - presentations by Schools and Library

Thursday, April 19

Budget Work Session

Tuesday, April 24

Regular Board Meeting - adoption of the FY02 budget

All meetings will be held at 7 p.m. at the County Government Complex in the Building C Board Room. The meetings will also be televised live on County Government Channel 48 and reshow (except for April 16) the following day at 8 a.m. and 8 p.m. on Channel 48. (The April 16 meeting will be reshow April 17 at 8 a.m. and April 18 at 8 p.m.) Copies of the proposed budget are available at the County Office Complex/Building A, Financial and Management Services; the Citizens Assistance Office in Toano; both the County and City libraries; on line at www.james-city.va.us, or by calling (757) 253.6630. Written comments can be mailed to: James City County Administration, P.O. Box 8784, Williamsburg, VA 23187-8784.

budget message

I submit to the citizens of James City County a financial plan for the 2001-2002 fiscal year. This plan balances all operating expenditures without an increase in the property tax rate, which holds steady for the fifth consecutive year. The County continues its commitment to our strategic management and comprehensive plans through initiatives in public safety, youth, tourism investment, economic development, and development management. The budget provides investments in quality of life initiatives, education, and responds to growth within fiscal constraints.

The County, like many other localities, has benefited from the economic boom of the last years. However, the national economy and the State budget are now in a period of stress. The 2000 Census data ranks James City County as the fastest growing locality in Hampton Roads, and the eighth fastest growing in Virginia. The economic and State funding uncertainties, along with our rapid population growth, create potential financial challenges. This budget focuses on investments in capital and debt needs, leaving us some flexibility to respond to funding challenges in future years.

The FY2002 proposed General Fund budget totals \$98,026,504, an 8.3 percent increase over the current year's budget. Operating spending represents \$5,864,538 of the increase, and of that amount, 53 percent is targeted to the County's contribution to the Williamsburg/James City County School system's operations and debt.

This month, the Board of Supervisors will review the proposed budget in support of the County's future. I urge you to take advantage of the many opportunities (*see budget work sessions*) to provide us with your comments.

• Sandy Wanner, County Administrator

new initiative - enriching county character

The County's capital improvement budget proposes a new initiative -- a Purchase of Development Rights (PDR) program to preserve open space, forested areas, and farmland. The program provides an incentive to County property owners to preserve the agricultural use of their farmland. This program requires voluntary participation and is being funded with "seed" money.

our mission -

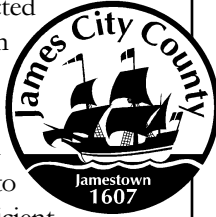
We work in partnership with all citizens to achieve a quality community.

strategic management plan goals

Balance Service Demands with Available Resources; Enhance the Character of the Community; Ensure Broad-Based Citizen Involvement in Decision Making; and Promote a Healthy Community

revenue initiative

The FY02 budget includes one revenue initiative -- an increase in the E-911 tax. The E-911 tax rate is recommended to increase by 50 cents, from its current level of \$1.70 per telephone line per month, to \$2.20 in FY02. The additional revenue will be directed at recovering a portion of the cost of accepting emergency, wireless 911 calls. Localities in Virginia are authorized to set a rate for the tax sufficient to recover the direct costs of equipment for and maintenance of this service, including salaries. The proposed increase would become effective in September, and would produce \$145,000 in revenue.



other operating spending

Maintaining Existing Services - Beyond the funding required for investment in capital projects, including the Purchase of Development Rights program, debt service, public safety and compensation enhancements, there are few other new initiatives included in this budget. A countywide citizen survey is planned in FY02 as a prelude to the update of the Comprehensive Plan.

Funding is included to continue the drainage initiative and Greenspace fund. The County continues to invest half of its room tax proceeds -- \$1,040,503 in FY 02 -- in efforts to increase visitation.

The Parks and Recreation budget reflects an enhanced level of service, targeted at programs for youth. The department continues to actively seek partnerships with and sponsorships from the private sector. User fee revenue will increase with expanded service offerings, membership growth, and proposed sponsorships. In FY02, user fee revenue is expected to cover 59 percent of the direct operating costs.

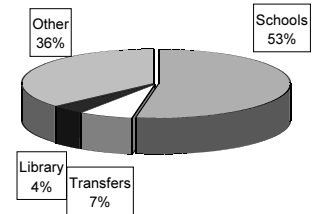
The majority of the remaining General Fund operating dollars fund County initiatives to retain quality employees.

general fund

The proposed FY 02 budget is divided into two overall categories -- operating spending and investment in future needs. The total general fund is proposed to increase by \$7.5 million or 8.3%, but operating spending increases are limited to \$5.9 million, or a 6.7% increase over FY 01. The remainder of the increase in the General Fund will fund investment in future infrastructure needs. Last year, the County completed a two-year budget process. The first year, FY 01, was formally appropriated by the Board, with FY 02 adopted as a spending plan to be reviewed this year. The proposed spending for County operations, other than the contribution to Williamsburg/James City County Schools (WJCC) and transfers to other agencies, is \$720,000 less than the FY 02 spending plan adopted last year.

▼ **schools** - The Schools remain our single largest investment, and the proposed FY02 funding equals 55 percent of the County's total budget. Over the last two years the County's contribution to the WJCC School system has risen 21 percent despite modest enrollment increases, equating to \$8 million in new County revenue focusing on public education in the community.

53% of increase in Operating Spending is devoted to Education



▼ **county expenditures** - Most of the increase in spending for County operations is directed at Public Safety enhancements and investment in our valued employees (*see recruiting and retaining valued employees*).

public safety - Enhancements and growth in Public Safety consume 52 percent of the increase in spending for County operations in FY02. Most of the increase results from a full year's implementation of the early retirement option, along with new positions in the Police, Fire, and Emergency Communications (*see promote a healthy community*). Also included are modifications to the Emergency Communications system in order to accommodate wireless 911 calls. The strong tourism industry creates additional demands on the Police and Fire departments, as the number of people in the County is markedly higher during periods of heavy visitation.

▼ **personnel** - The proposed FY02 budget includes only two net new positions. The positions promote a healthy community--public safety, environmental, social and financial health. Two half time positions have been eliminated for FY 02. Below are the proposed positions with the strategic plan goal areas to which they relate:

balance service demands with available resources - *opportunities for cost savings, improved services through regional cooperation, private sector involvement, partnerships with the School and alternative resources such as grants, user fees, and volunteers*

- **real estate assessments** - A Real Estate Appraiser is proposed to help manage the workload and to ensure fair and accurate appraisals. Over the past 15 years, there has been a 98 percent increase in parcels that are reassessed annually with no accompanying increase in the number of assessors.

- **parks and recreation** - Temporary Park Attendant hours are proposed to staff the Skate Park scheduled to open this summer. For safety reasons, the Park will be staffed during operating hours. Admission fees to the Park should defray all or most of the cost of the position.

enhance the character of the community - *balancing the natural environment and rural atmosphere with appropriate growth and economic development*

- **one environmental assistant** - changes from full-time temporary to full-time permanent. The position manages the Mosquito Control program during the critical summer months, and addresses erosion control violations for the remainder of the year.

continued next page column

- **engineering inspector** to assist with the growing environmental workload—new program initiatives from the state and federal levels, such as Tributary Strategies and the Chesapeake Bay Agreement.

promote a healthy community

- providing for a community that is not only healthy and safe, but also has robust environmental and economic health

These positions were programmed in the two-year budget adopted last year. There is no net gain in public safety positions for FY02.

- **police department** - one Police Officer Recruit position that currently serves as a school resource officer paid by a grant is scheduled to be funded in the General Fund in FY02.

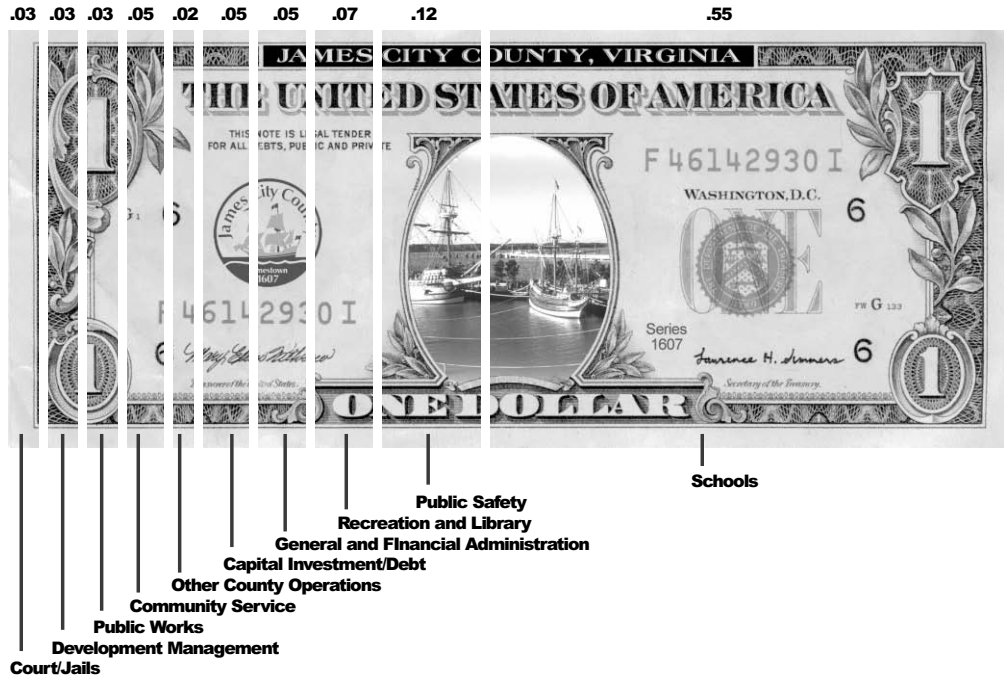
- **fire department** - one Firefighter Recruit position was included last year as part of the two year budget plan. This position will perform fire prevention duties, including inspection and enforcement of fire safety laws, investigation and prosecution of arson and related crimes and fire prevention education. Burn permit fees may assist in offsetting the cost of this position. One Firefighter Recruit overhire position approved by the Board during FY 01 is eliminated, resulting in no net increase in positions.

- **emergency communications** - One Telecommunicator Trainee was included last year as part of the FY02 budget. This position will help meet emergency medical dispatching needs and wireless 911 calls. One Telecommunicator Trainee overhire position approved by the Board during FY 01 is eliminated, resulting in no net increase in positions.

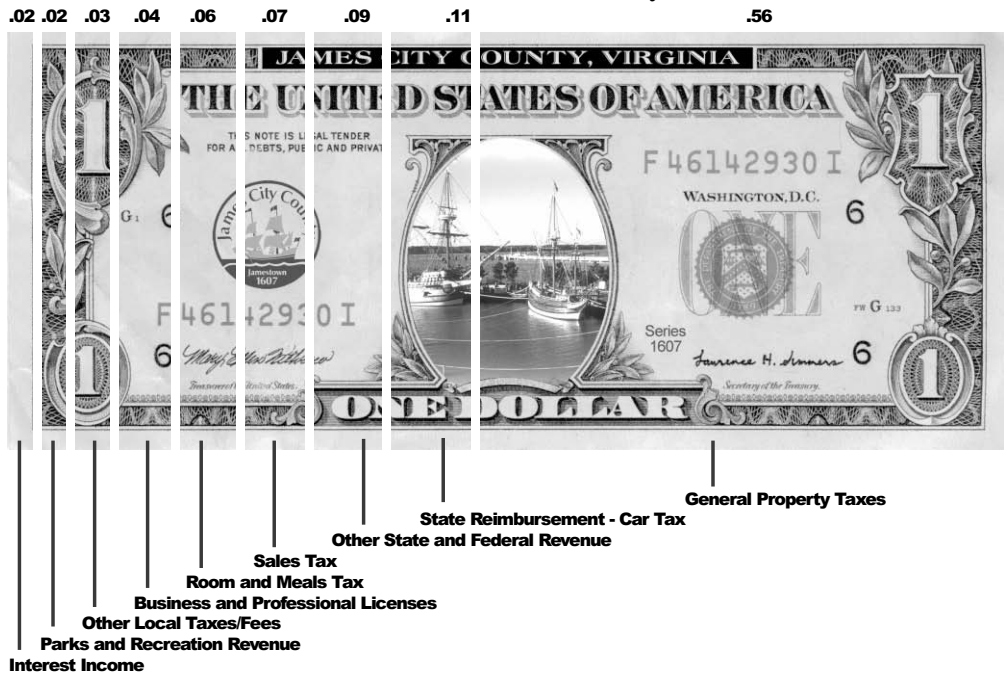


FY 2002 - How each dollar in the County is spent...

Let's say all the County spends each year to provide the tax-supported services in the Operating Budget became one hundred pennies (one dollar). If that were the case, here's how the 2001-2002 pennies are budgeted to be spent:



Where each dollar in the county comes from...



The full impact of State funding and revenue in FY 02 is not yet known. The car tax reimbursement is expected to be \$10,467,541 in FY02, but local car tax revenue will decrease by \$1,912,432. The current real estate tax rate of 87 cents per \$100 of assessed value would remain the same.

recruiting and retaining valued employees

Keeping the County's compensation plan competitive is good business. The tight job market, the high cost of job turnover, and ability to attract and keep quality employees are continuous efforts. The proposed FY02 budget proposes:

- Maintaining our market based pay plan is proposed through a 3 percent increase in salary ranges, and an average 4.5 percent increase based on employee work performance.
- Increasing the County contribution to insurance premiums by 13.7 percent to help defray the cost of premium increases.
- Continuation of an early retirement program for public safety employees. The program allows these employees to retire at 50 years of age with 25 years of service.
- Implementing a "Working Towards Wellness" Program over the next three years to enrich an aging workforce. The program will begin in FY 02 with sworn police and fire personnel.

Two new employee initiatives are proposed -- providing employees a competitive wage and assistance to own a home in the community.

- **Competitive Wage Increase** - designed to raise the wage of the County's lowest paid full time workers, the budget proposes increasing the full time minimum wage to \$8.25 per hour.
- **Providing assistance to eligible employees to buy homes in the County or City of Williamsburg.** Initiated to retain County employees by helping them to live in the community they serve, this Employer-Assisted Homeownership Savings Program will match up to \$3,000 in savings of qualifying, regular, full-time employees. The budget proposal includes \$30,000 to assist up to ten employees in FY 02.

proprietary fund

The James City Service Authority (JCSA), responsible for providing sewer and water service to certain areas of the County, is financed entirely by user fees and receives no tax revenue from the County. The JCSA's proposed FY02 Capital Budget is dominated by water and sewer renovation and rehabilitation projects for the continued maintenance and improvements of systems. A Customer Service Representative is included in FY02 to respond to the increase in the number of customers served, as well as a Utility Operations Assistant to read and maintain water meters, and an Industrial Mechanic to program and repair well facilities and pump stations.

special revenue funds

Programs where the major sources of revenue are not local tax dollars are classified under these funds. The majority of support in the Special Revenue Funds come from State and Federal Grants. The County General Fund contributes to these funds, which include Transit, Community Development, and Social Services operations.

- The Transit budget focuses efforts on the successful Visitor's Shuttle, which will be in its fifth year. The cost of this Shuttle is shared with the City of Williamsburg and York County. A full time Grants Administrator position is included to meet the increased workload and federal and state grant management requirements.
- The Social Services fund reflects State revenues that are expected to be virtually flat.
- The Community Development Fund includes funding for the housing assistance initiative for County employees.

capital improvements fund

The fund is used to account for the cost of major, one time infrastructure or equipment investments, except for those related to water and sewer service. The County's Capital Projects Budget is \$7,782,000 and these capital investments continue the focus on improving the quality of life in the County:

- **environment** - funds are included to begin a Purchase of Development Rights (PDR) program, plus ongoing investments in greenways, roadside landscaping, stormwater drainage and sidewalks. The Capital Budget includes two new full-time limited term positions to assist with environmental initiatives - a Civil Engineer to document existing and future stormwater management needs and to develop specific recommendations for new funding mechanisms, such as a stormwater utility; and a position to coordinate the PDR program.
- **education** - continuing improvements in school facilities improve our efforts as the community continues to invest in our public schools.
- **parks and recreation** - a continuing investment in the District Park is an important step in the process of meeting sports and athletic facility needs for the community.
- **communications** - funding is proposed to equip a new Board meeting room designed for both the audience and cable television viewing. The Board of Supervisors, School Board, Planning Commission, Industrial Development Authority and other boards and commissions would share use of the new facility at the County Government Center.
- **williamsburg regional library** - scheduled replacement of its integrated library system software in FY02.
- **fire department** - funding is included to replace a Fire Station No. 4 1982 Seagrave ladder truck. The proposed replacement is a single chassis 85-foot ladder truck with a fire pump, all wheel steering, and a small water tank. In addition, funding is proposed over the next three years for scheduled replacement of existing ambulances.