

A G E N D A

JAMES CITY COUNTY BOARD OF SUPERVISORS

WORK SESSION

February 27, 2007

4:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. BOARD DISCUSSION

1. Pre-Kindergarten Education - Clive Fenton, Education Chair of York-James City-Williamsburg NAACP
2. Creation of Williamsburg Area Transit Authority
3. IRM Development and Trends

D. ADJOURNMENT

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Pre-K Advocates

Supporting Access to High Quality Pre-K

Presentation to JCC Board of Supervisors

By

Clive Fenton

Overview

- Who we are & What we are doing
- Objective of Advocacy Action
- Why early learning is so important
- History & Current challenges
- Recommendations

Advocates

- Alpha Kappa Alpha Sorority
- Child Development Resources
- Child and Family Connection
- Delta Sigma Theta Sorority
- Kiwanis Club of Wmsbg.
- Le Cercle Charmant
- Support Schools Now
- Williamsburg Chamber and Tourism Alliance
- WJC Education Assoc.
- WJCC CAA Head Start
- Williamsburg League of Women Voters
- Williamsburg Virginia Organizing Project
- York Education Assoc.
- YJCW-NAACP

Objective of Advocacy Action

- Inform and increase public engagement and support for early childhood education programs by:
 - Publishing letters to the editor
 - Meeting with area General Assembly Representatives
 - Meeting with local area government organizations
 - Meeting with community organizations
- Implementation of a Voluntary Universal Preschool program in Virginia

Why is Early Childhood Education So Important?

- **Prenatal & Early Childhood Development**
 - Increase in premature births and number of children with special needs
 - Increase in cases where both Parent work
 - Working single parent
- **Brain Development – Prenatal to Age Six**
 - Sets the foundation for future development
 - Educational and Behavioral
 - Hart & Risley's Study
 - 45 Million vs. 13 million Word Exposures
 - Meaningful differences

Examples of Meaningful Differences

Kids from Affluent Families (45 million word exposure)

- Quality prenatal care
- At home parent at most critical stage
- Quality child development services
- Higher quality child care settings and preschool
- Parents read to child
- Varied and many life enrichment experiences

Kids from At Risk Families (13 million word exposure)

- Lack of quality prenatal care
- Working parent
- Inadequate child development services
- Low quality child care settings and preschool
- Parents can't or do not read to child
- Fewer life enrichment experiences

Research Results Summary

- Children who had high quality early learning experiences **score higher** on tests and show **better behavior** during school years and in adulthood
- Children who experienced long hours in low quality childcare without positive learning experiences tend to display **tendency for challenging and/or aggressive behaviors**

High Quality Pre-K

**Create Foundation for life long learning,
positive interpersonal relationships and
behavior by:**

- Building basic skills and background knowledge
- Teaching positive social and emotional skills
- Providing opportunities to experience benefits of positive behavior
- Cultivate parental involvement at the start of the education process.

Quality Pre-K vs. No Pre-K

Quality Pre-K

- ▶ Less Grade Retention
- ▶ Less likely to have discipline problems in school
- ▶ Less likely to be involved in substance abuse
- ▶ More likely to graduate
- ▶ More likely to go to college
- ▶ More likely to be employed
- ▶ Earn higher income

No Pre-K

- ▶ Repeat grades in K-12
- ▶ More likely to be in special ed.
- ▶ More discipline issues
- ▶ More teen pregnancies
- ▶ More likely to be suspended/expelled
- ▶ More likely to drop out of school
- ▶ More likely to commit serious criminal violations
- ▶ More likely to be unemployed
- ▶ More likely use Social services

Preschool Education Pays off

➤ **Authorities in the economic and education fields inform us:**

- Early childhood education is the single most important investment we can make
- **Studies by:**
 - Minneapolis Federal Reserve Bank
 - Rand Corporation
 - Economic Policy Council
 - Committee for Economic Development
 - Others

Our History Serving Pre-K Children

- Establishment of CAA to run Head Start
- Child Development Resources
- Bright Beginnings Established in 1980's
- Co-Location of Head Start at 2 elementary schools
- Pre-School Special Ed with inclusion model
- Pre School located at 5 of 7 elem. schools
- 1996 Pre School Task force
- Blended Services for birth to 3 year olds
- Kids First Coalition and governor's grant
- WJCC Schools and community members serve on Governor Kaine's Start Strong Council

Current Pre-School Challenges

- Growing pre-school special education population
- Impact on Bright Beginnings numbers with increase in mandated services
- Space
 - Possible partnerships with private and faith based preschools
- Community Resources
 - Access for all who qualify for Bright Beginnings
 - Supplement Head Start funding to create **equity**
- Range of Quality Standards of preschool services
 - Including personnel qualification and compensation
- Access for “at-risk” kids not qualifying under Bright Beginnings criteria and Head Start income limit

What we are asking of the Board of Supervisors?

- Support a joint resolution by School Board, City Council and Board of Supervisors endorsing Start Strong and authorizing application for grant
- Continue to recognize pre-k needs an integral part of WJCC Schools capital and resource needs
- Fund and/or support local Start Strong Council's partnership efforts to provide access for all "at-risk" kids from families with income above Head Starts limits

Conclusion

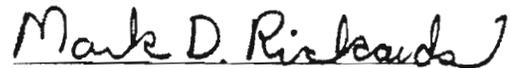
- The economic and social benefits of early childhood education have been documented by the experts. ECE creates a foundation for a child to grow up to be a **productive** rather than a **dependent** citizen
- The cost consequences of the under-educated to the community, state and country are great and trending upwards
- In the words of Brad Butler, former CEO of Procter & Gamble, "it is not whether we can afford to invest, it is whether we can afford not to invest"

MEMORANDUM

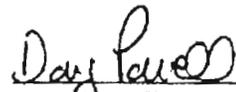
DATE: February 27, 2007
TO: The Board of Supervisors
FROM: Mark D. Rickards, Executive Director, Williamsburg Area Transport
SUBJECT: Creation of the Williamsburg Area Transit Authority

As you are well aware, representatives from James City County, the City of Williamsburg, York County, the Colonial Williamsburg Foundation, and the College of William & Mary have been working toward the creation of a regional public transit authority. Attached are the Bylaws, a Service Agreement, and Ordinance that need to be approved by the five partners to create the authority. These documents were drafted by the James City County Attorney's Office and have been reviewed and approved by the legal staff of the five partners.

At your February 27 Work Session, staff will briefly review the key provisions of these documents. Staff will then request that the Board of Supervisors approve the Bylaws, Service Agreement, and Ordinance at your March 13, 2007, meeting.


Mark D. Rickards

CONCUR:


Doug Powell

MDR/gs
WATA docu.mem

Attachments

Williamsburg Area Transit Authority

James City County
City of Williamsburg
York County
Colonial Williamsburg
College of William & Mary

Legal Documents

- Legislation
- Cooperative Service Agreement
- By-Laws
- Ordinance

Board Members

- James City County (2)
- Colonial Williamsburg (2)
- City, York, College (1 each)
- Board meets monthly
- Board members are appointed
- Alternates also appointed

Citizen's Advisory Board

- Inputs to WATA Board
- Members of Public from Each Partner Appointed
- Also Interest Groups and Stakeholders Represented
- Meets Monthly

Who we Resemble

- James City/Williamsburg Library
- Regional Jail Authority
- JCC/Williamsburg Schools
- Many other Transit Authorities

Why an Authority/Merger

- More Funding Opportunities and Reimbursements are available.
- Regional Connections and Cooperation.
- One System provides improved access for Visitors, Students, Residents, Commuters.
- Better Information, Marketing, Civic Activities.

Authority Board

- Policy and Governing Board for WAT.
- Executive Director Reports to Board.
- Staggered Terms of Members.
- Meetings Open to Public, Advertised and Held in Alternate Locations.
- Board Retreat for Strategic Planning among First Activities held.

Transit Plan

- Current Plan is KFH Document from 2005.
- Funding is available to produce new Plan in 2007/2008.
- Citizen Forums to be Held in Each Jurisdiction.
- Board has final approval of Plan.

Staffing

- JCC is Fiscal Agent for Year 1.
- JCC is Legal Staff for Year 1.
- About 120 FT, PT, OC positions after merger with CW Bus.

Funding

- Federal & State funding utilized and maximized.
- Annual local capital contribution.
- Quarterly operating contribution based on allocation formula.
- Fares or payment in lieu of fares.
- Revenues from advertising and sponsors.

Colonial Williamsburg Bus

- No major changes are planned to a well-run organization.
- WAT adopts hospitality standards.
- Employees become Authority employees.
- More resources available to CW Bus.
- Historic District Liaison Assures Quality and Service.

Maintenance & Operations

- Penske Continues to be Contractor.
- Current facility on Pocahontas Trail.
- Fleet is new and in good shape.
- Half CNG, half clean diesel.
- Clean buses and shelters are priority.
- Transfer Centers are Train Station & Visitors Center.

The Buses



Branding the Organization

- Williamsburg Area Transit Authority is Legal Name.
- Williamsburg Area Transport will be Branding Name.
- New Logo, Branding Campaign unleashed with start-up.

Service Plans

- Increased Frequency on WAT Routes.
- Sunday Service for WAT Routes (Fall).
- Connections to other Systems including HRT at Lee Hall, New Kent & Charles City through Bay Transit.
- Surry Connector (Rural grant).
- Board will review additional service to several areas in coming year.

Next Steps

- All Partners Ratify Cooperative Service Agreement.
- Operations Merge between WAT & CW.
- Official Start between July 1 and Jan. 1.
- Grand Opening Planned with 5 Top Officials Signing Document.

The Result

- Historic Triangle has a Public Transportation System that works for everybody.
- Economies of Scale Prevail.
- First-rate dispatching, safety & security, marketing programs.
- New Town, High Street, ... live and work without an auto with help from WAT.

ORDINANCE NO.

WILLIAMSBURG AREA TRANSIT AUTHORITY

WHEREAS, James City County (“County”) currently operates the Williamsburg Area Transit (“WAT”) which provides public transportation services for the County, the Bruton District of York County (“York”), the City of Williamsburg (“City”) and the College of William and Mary;

WHEREAS, the City and York are financial partners in the WAT system;

WHEREAS, the City maintains the Williamsburg Transportation Center which is the central transfer point for WAT;

WHEREAS, the use and needs of WAT have grown tremendously in the past several years with ridership exceeding planning estimates, and a recent study projects the demand for WAT services will continue to significantly increase in the future throughout the County and its surrounding localities;

WHEREAS, there is a serious demand for the development of a new institutional infrastructure to effectively meet the needs of the current and future demands of public transportation throughout the County and its surrounding localities;

WHEREAS, the General Assembly of Virginia amended Title 15.2 of the Code of Virginia by adding sections numbered 15.2-6800 through 15.2-6809, thereby creating the Williamsburg Area Transit Authority (“Authority”);

WHEREAS, the Authority will facilitate the creation of a regional transportation system which shall encompass the County, York, the City and areas owned and operated by the College of William and Mary and the Colonial Williamsburg Foundation;

WHEREAS, a regional transportation system will provide greater mobility for the citizens of the County while mitigating parking and traffic congestion;

WHEREAS, each of the respective governing bodies wishing to join the Authority must adopt and approve an ordinance as such; and

WHEREAS, the County desires to join the Authority and facilitate the creation of an efficient regional transportation system throughout the County and its surrounding localities.

NOW THEREFORE, be it ordained by the Board of Supervisors of the County of James City, Virginia that Title 15.2, Chapter 68, Williamsburg Area Transit Authority of the Code of Virginia, is hereby adopted and the County shall join the Williamsburg Area Transit Authority.

COOPERATIVE SERVICE AGREEMENT

This **COOPERATIVE SERVICE AGREEMENT** (“**Agreement**”) is made as of _____, 200__, by and among the **WILLIAMSBURG AREA TRANSIT AUTHORITY** (“**Authority**”), the **CITY OF WILLIAMSBURG**, a municipal corporation, the **COUNTY OF JAMES CITY**, the **COUNTY OF YORK**, each of which is a political subdivision of the Commonwealth of Virginia, and the **COLLEGE OF WILLIAM AND MARY**, a Virginia Corporation as designated in Chapter 5, Title 23 of the Code of Virginia, and **THE COLONIAL WILLIAMSBURG FOUNDATION**, a Virginia non-stock, not-for-profit organization.

RECITALS

On March 23, 2006, the General Assembly of Virginia adopted Chapter 179 of the Acts of Assembly of 2006, which amended Title 15.2 of the Code of Virginia and created the Williamsburg Area Transit Authority (“**Authority**”) to prepare a regional transit plan for the areas located within the jurisdictional boundaries of each member locality. Pursuant to Title 15.2, Chapter 68 of the Code of Virginia, as amended, the County of James City, the County of York, and the City of Williamsburg (collectively “**Member Jurisdictions**”) each adopted an approving ordinance to join the Authority. Upon the contribution of significant financial resources to the Authority, as provided for herein, the Member Jurisdictions have elected the College of William and Mary and The Colonial Williamsburg Foundation as members of the Authority (“**Members**”). The Member Jurisdictions and Members are collectively referred to herein as “**Partners**”.

The Authority shall be governed by a Board of Directors (“**Board**”), consisting of the following representatives for each Partner:

<u>Partner</u>	<u>Representative</u>
Colonial Williamsburg	2
James City	2
William & Mary	1
Williamsburg	1
York	1

The Authority shall act through its Board, unless otherwise provided in the governing documents or as delegated by the Board. In consideration of the foregoing and the mutual covenants set forth herein, the Authority and the Partners hereby agree as follows:

ARTICLE I

DEFINITIONS

The capitalized terms in this Agreement have the meanings set forth below unless the context otherwise requires.

“Annual Budget” has the meaning given to such term in Section 3.3 (c).

“Applicable Laws” mean all applicable laws, ordinances, judgments, decrees, injunctions, writs and orders of any court, arbitrator or governmental agency or authority and all rules, regulations, orders, interpretations, licenses and permits of any federal, state, county, municipal, regional, foreign or other governmental body, instrumentality, agency or authority.

“Authority” means the Williamsburg Area Transit Authority.

“Authority Default” has the meaning given to such term in Section 7.1.

“Board” means the Board of Directors of the Authority, consisting of representatives of each Partner as described in the Recitals above.

“Debt” means all indebtedness for money borrowed and other obligations of the Authority for the payment or repayment of money, whether contingent or otherwise, including obligations of other persons, the payment of which the Authority is responsible or liable as obligor, guarantor or otherwise, but excluding trade accounts payable in the ordinary course of business.

“Fiscal Agent” means the bank, trust company or other entity appointed by the Authority to administer the fiscal duties of the Authority in accordance with Section 3.4.

“Fiscal Year” means the annual accounting period from July 1 of one year to June 30 of the following year.

“FTA” means the Federal Transit Administration of the U.S. Department of Transportation.

“Long Term Debt” means any Debt repayable over a period of thirty-six (36) months, or longer.

“Member” means each of the College of William and Mary and the Colonial Williamsburg Foundation but excluding any entity that may have withdrawn from the Authority, as provided in Section 4.4.

“Member Jurisdiction” means each of the County of James City, the County of York and the City of Williamsburg, each a political subdivision of the Commonwealth of Virginia, but excluding any political subdivision that may have withdrawn from the Authority, as provided in Section 4.4.

“Partner Default” has the meaning given to such term in Section 7.2.

“Partners” means the Member Jurisdictions and the Members.

“Placed in Service” means the first day that the Authority has been accepted as the appropriate authority of the provision of public transportation services in the Member Jurisdictions and the areas owned and/or operated by the Members.

“Public Transportation” shall mean all service provided by the Authority whereas the boarding patrons are not denied access with proper fare and all services shall be constituted of a regular route.

“Quarterly Contribution” means the monetary contribution to be made by each Partner in accordance with Sections 2.2 and 3.3 (c).

“Special Event Transportation” shall mean specific point to point destination transportation in which no FTA buses or federal funding are used for transportation, except as permitted by applicable guidelines.

“System” shall mean the regional transportation system which shall be operated by the Authority and provide Public Transportation to the County of James City, the Bruton District of York County and such other portions of York County as mutually agreed upon between York County and the Authority, the City of Williamsburg and the areas owned and operated by the Colonial Williamsburg Foundation and the College of William and Mary.

“Transit Plan” shall mean the plan adopted by the Authority to in accordance with Title 15.2, Chapter 68 of the Code of Virginia for the development and provision of the System.

Article II

Partner Contributions and Authority Financing

Section 2.1 Initial Contribution. As an initial start up contribution to the Authority, each Partner agrees to contribute certain personal property and/or monetary funds as set forth in the attached Exhibit A. In addition to the contribution funds set and personal property forth in Exhibit A, the City of Williamsburg agrees to lease the transportation center located at 468 N. Boundary Street, Williamsburg, Virginia, on terms to be negotiated between the Authority and the City of Williamsburg.

Section 2.2 Quarterly Contribution. On the first day of the beginning of each quarter following the Partners initial contribution, each Partner shall make a Quarterly Contribution to the Authority. The Quarterly Contribution per Partner shall be a percentage of the Authority's operating expenses. The percentage shall be calculated for each Partner as set forth in Chapter 5 of the Williamsburg Area Public Transportation Study, Draft-Technical Report, dated May 2005, prepared by KFH Group. Inc. (the "Report") and which Chapter is incorporated herein by reference. The Authority shall determine at least every five years whether to perform a comprehensive operation analysis and may adjust the allocation of costs among the Partners for any fiscal year, provided there are five affirmative votes on the Authority Board for the change in allocation.

Section 2.3 (a) Authority Financing. The Authority's capital constitutes the Partners initial and Quarterly Contributions, and federal and state grants and other revenue or assets obtained by the Authority.

(b) Contracting and Repayment of Long Term Debt. The Authority shall enter into or incur Long Term Debt only upon the unanimous approval of the Board. Each Partner agrees to pay to the Authority with respect to any Long Term Debt incurred

by the Authority such Partner's proportionate share of funds necessary to pay interest and principal on such Long Term Debt and any capital reserve funding requirements under the terms of such Long Term Debt, provided that no operating funds are available. The allocation of each Partner's obligation to make payments toward each issue of Long Term Debt shall be determined by the Authority at the time the Long Term Debt is contracted. As with operating costs, payments toward Long Term Debt shall be made quarterly by each Partner. The payment required from each Partner shall be expressly conditioned upon funds being appropriated for such purpose by its governing body. Absent an appropriation for such purpose by its governing body, no Partner shall be under a legal obligation to make any payment requested under this Section 2.3 (b).

Section 2.4 Limitation of Liability. The only obligation of the Partners to pay for the establishment, operation or maintenance of the System arises out of this Agreement. No such payment responsibility shall constitute a debt of any Partner within the meaning of any constitutional or statutory limitation.

ARTICLE III

Provisions of Services, Operation and Maintenance

Section 3.1 Operation of Service. (a) Service and Transit Plan. The Authority shall operate and maintain the System. The Authority shall begin providing Public Transportation to the Partners on or before January 1, 2008. The Authority will work in tandem with the Partners to implement the Transit Plan by providing and improving service routes, bus stops and all other necessary transportation services throughout the Member Jurisdictions and areas owned and/or operated by the Members.

Changes to the Transit Plan require approval of a majority of the Board, provided that any permanent change affecting the level of service to a Partner's service area must be approved by such Partner's representative(s) on the Board.

(b) **Legal Compliance.** The operation of the System shall be in accordance with the rules and laws of the FTA, Commonwealth of Virginia and all local ordinances and rule of law. The Authority shall be an Equal Opportunity Employer.

(c) **Special Event Transportation.** The Authority may provide Special Event Transportation to any Partner requesting such service; provided, however, that all costs of such special event transportation shall be borne by the Partner requesting such service and further provided that the Authority then has available equipment and personnel reasonably necessary to provide such transportation. In scheduling Special Event Transportation priority shall be given to the Partners. The Authority shall not operate any FTA equipment or utilize any federal funding in providing Special Event Transportation.

Section 3.2 Insurance. The Authority shall maintain hazard, liability or such other insurance as may be required by Applicable Law or which the Authority may deem advisable to protect the interest of the Authority and its Partners.

Section 3.3 Accounts. (a) The Authority will maintain proper books or record and account in which proper entries shall be made in accordance with generally accepted accounting principles for Virginia governmental bodies, consistently applied, of all of its business and affairs. The books and records of account of the Authority shall be audited annually by a firm of independent public accountant selected by the Authority. All books or record and account and documents in the Authority's or it's Fiscal Agent's possession

relating to the System shall at all reasonable times be open to inspection by such agents or employees of the Partners as they may designate.

(b) **Annual Report** On or before November 1 of each year the Authority will provide to each Partner a report showing the activities, revenues, expenditures and grants utilized, and employee compensation schedules and other similar data of the Authority for the preceding Fiscal Year, including its audited financial statements.

(c) **Annual Budget**. On or before November 1 of each year the Authority will provide the Partners its preliminary Annual Budget for the following Fiscal Year and on or before each December 31 it's final Annual Budget for the next Fiscal Year. For each Fiscal Year, the Annual Budget shall set the Quarterly Contributions for each Partner calculated pursuant to Section 2.2 of this Agreement. The Annual Budget shall provide appropriate and sufficient funding for the Fiscal Year, so no supplemental funds will be needed from the Partners during the Fiscal Year. The Authority will promptly provide copies of any amendments to its Annual Budget to each Partner.

Section 3.4 Contracted Services. James City County shall be the initial Fiscal Agent for the Authority. The Fiscal Agent shall provide services to the Authority to include payroll and purchasing. James City County will receive up to 1 % of the Authority's Partner total operating budget for these services. James City County shall continue to serve as the Authority's Fiscal Agent until such services are terminated by the Authority or the Fiscal Agent upon sixty (60) days written notice, prior to the Authority's new Fiscal Year. After such notice of termination, the Authority shall make such arrangements as it deems desirable regarding Fiscal Agent services.

The Authority may contract with one or more of its Member Jurisdictions to provide assistance with procurement, personnel and human resources to the Authority.

The County Attorney for James City County will serve as legal counsel for the Authority by mutual agreement between the Authority and James City County. The Authority shall use its best efforts to retain independent legal counsel by June 30, 2008.

Section 3.5 Preliminary Responsibilities. The Authority shall provide for (i) the employment or procurement and equipping of the Transportation Center, bus shelters and any other equipment necessary for the operation of the System, (ii) the adoption of rules, regulations, policies and guidelines for the operation and maintenance of the System, not inconsistent with the standards of the FTA or the Commonwealth of Virginia, and (iii) the arrangements for financing of the System.

ARTICLE IV

Additional Agreements

Section 4.1 Sale or Other Conveyance. Upon the Authority commencing Public Transportation pursuant to Section 3.1 of this Agreement the Authority will not sell, lease, sublease, assign, convey or otherwise voluntarily dispose of any real property, equipment of the System or any material interest in the System unless any debt on such property has been or will be paid or deemed defeased in accordance with its terms. Partners that contribute personal property to the Authority shall maintain a remainder interest in the personal property. In the event the Authority disposes of personal property contributed by a Partner, the Partner shall receive a credit for the disposal value of the

personal property. Such value of the personal property shall be determined at the time of disposal and shall be applied towards the Partner's future contributions.

Section 4.2 Further Documents and Data. Subject to the approval of their governing bodies, the parties to this Agreement will execute and deliver all documents and perform the obligations and consummate the transactions contemplated by this Agreement that are necessary for the formation and initial capitalization of the Authority.

Section 4.3 Notification. The Authority will promptly furnish to each Partner a copy of any notice or order of any governmental authority asserting that the Authority or the System is not in compliance with any Applicable Law.

Section 4.4 Withdrawal of Partner. After commencement of Public Transportation pursuant to Section 3.1 of this agreement, no Partner may withdraw from the Authority, without the unanimous approval of the remaining Partners. If a Partner withdraws, any and all monetary contributions made by the withdrawing Partner to the Authority shall remain with the Authority. Any personal property contributed to the Authority shall also remain with the Authority, but the withdrawing Partner shall maintain a remainder interest in the personal property. No payments shall occur to the withdrawing Partner unless the personal property is disposed by the Authority pursuant to Section 4.1 of this Agreement.

Section 4.5 Preferential Hiring. Employees deemed qualified by the Authority of any of Colonial Williamsburg's transportation department, William and Mary, York County, and the James City County's Williamsburg Area Transport shall be given preferred consideration for employment with the System by the Authority, subject to the employment policies and procedures adopted by the Authority. William and Mary and

York County may choose to continue being the employer of qualified employees and may assign such qualified employees to the Authority. Any employee assigned to the Authority will be subject to the employment policies and procedures adopted by the Authority. Any new employees shall be an Authority employee.

ARTICLE V

Representations, Warranties and Covenants of Authority

In addition to the covenants in other Articles of this Agreement, the Authority represents, warrants and covenants as follows:

Section 5.1 Organization, Authorization and Validity. The Authority is a political subdivision of the Commonwealth duly organized and validly existing under the laws of the Commonwealth and has duly authorized, executed and delivered this Agreement, which is enforceable against the Authority in accordance with its terms.

Section 5.2 Authority. The Authority has all requisite authority to execute and deliver and perform its obligations under this Agreement and is not a party to any indenture, contract or other agreement or arrangement, the performance of which by the Authority would prevent or materially and adversely affect the Authority's ability to perform the terms of this Agreement.

Section 5.3 Non-Contravention. The execution and delivery of this Agreement by the Authority and the consummation of the transactions contemplated in it will not conflict with or result in a breach of or constitute a default under or violate any of the terms, conditions or provisions of the statute or ordinances creating the Authority, the bylaws of the Authority or any material indenture, contract or other agreement or arrangement to

which the Authority is a party or by which any of its properties are bound, or any Applicable Law by which the Authority or the System is bound.

Section 5.4 Litigation. The Authority is not a party to any legal, administrative, arbitration or other proceeding or controversy pending, or, to the best of the Authority's knowledge, threatened, which would materially adversely affect the Authority's ability to perform under this Agreement.

Section 5.5 Approvals. Upon each Member Jurisdiction and Member joining the Authority, the Partners acknowledge that the Authority exists as a separate political entity and the Authority does not require the consent or approval of any governmental body to carry out the terms of this Agreement, except for approvals that may be required by the Commonwealth of Virginia.

ARTICLE VI

Representations, Warranties and Covenants of Partners

Each Partner represents, warrants and covenants for itself as follows:

Section 6.1 Organization, Authorization and Validity. With respect to each Partner that is a Member Jurisdiction, such Member Jurisdiction is a political subdivision of the Commonwealth of Virginia duly organized and validly existing under the laws of the Commonwealth, and each has duly authorized, executed and delivered this Agreement. With respect to each Partner that is a Member, such Member is either an institution of higher education or a private, nonprofit tourist-driven agency in the Williamsburg area that has contributed significant financial resources to the Authority and such Member desires to be a Partner of the Authority and is duly authorized to execute and deliver this

Agreement. The Agreement is a valid, legal and binding agreement enforceable against such Partner in accordance with its terms.

Section 6.2 Authority. Such Partner has all requisite authority to execute and deliver and perform its obligations under this Agreement and is not a party to any indenture, contract or other agreement or arrangement, the performance of which by it would prevent or materially and adversely affect its individual performance under this Agreement.

Section 6.3 Non-Contravention. The execution and delivery of this Agreement by such Partner and the consummation of the transactions contemplated in it will not conflict with or result in a breach of or constitute a default under or violate any of the terms, conditions or provisions of any charter, bylaws or other organizational document, any resolution or ordinance, any material indenture, contract or agreement or arrangement to which it is a party or by which any of its properties are bound, or any Applicable Law by which it is bound.

Section 6.4 Litigation. Such Partner is not a party to any legal, administrative, arbitration, or other proceeding or controversy pending, or, to the best of its knowledge threatened, which would materially and adversely affect its ability to perform under this Agreement.

ARTICLE VII

Defaults and Remedies

Section 7.1 Default by Authority. The occurrence of any one or more of the following events will constitute an “Event of Default” by the Authority (“Authority Default”):

- (i) Failure of the Authority to pay principal of or interest on any Debt when due beyond any applicable grace period;
- (ii) If the Authority is for any reason rendered incapable of performing any of its material obligations under this Agreement;
- (iii) The Authority makes an assignment of all or a portion of its obligations under this Agreement without the prior consent of the Partners;
- (iv) The Authority defaults on any of its material obligations under any agreement, indenture or other document evidencing Debt and such default is not cured within the applicable cure period;
- (v) Any proceeding is instituted, with the consent or acquiescence of the Authority, for the purpose of effecting a composition between the Authority and its creditors or for the purpose of adjusting the claims of such creditors pursuant to any federal or state statute now or hereafter enacted, if the claims of such creditors are under any circumstances payable from the funds of the Authority; or
- (vi) The Authority defaults in the due and punctual performance of any other of the covenants, conditions, agreements and provisions contained in this Agreement, and the default continues for thirty days after written notice specifying the default and requiring it to be remedied has been given to the Authority by any Partner.

Section 7.2 Default by Partner. The occurrence of any one or more of the following events will constitute an “Event of Default” by any Partner (“Partner Default”):

- (i) failure of any Partner to make payments of its Quarterly Contribution when due;
- (ii) any proceeding is instituted, with the consent or acquiescence of any Partner, for the purpose of effecting a composition between such Partner and its creditors or for the purpose of adjusting the claims of such creditors pursuant to any federal or state statute now or hereafter enacted, if the claims of such creditors are under any circumstances payable from the funds of such Partner; or
- (iii) any Partner defaults in the due and punctual performance of any of the other material covenants, conditions, agreements and provisions contained in this Agreement, and the default continues for thirty days after written notice specifying the default and requiring it to be remedied has been given to such Partner by the Authority.

Section 7.3 Remedies of Partners. Upon the occurrence of any Authority Default, any Partner, after giving notice of such Authority Default to all parties, may bring suit by mandamus or other appropriate proceeding to require the Authority to perform its duties under this Agreement or to enjoin any acts in violation of this Agreement.

Section 7.4 Remedies of Authority. Upon the occurrence of a Partner Default, the Authority, after giving notice of such Partner Default to all parties, may bring suit by appropriate proceeding to require the defaulting Partner to perform its duties under this Agreement or to enjoin any acts in violation of this Agreement. If the defaulting Partner contests the default, the Authority and the defaulting Partner shall enter into arbitration the matter within thirty (30) days of the notice of default, to determine whether the

defaulting Partner is in default. Upon determination of the default and the Partner's failure to cure, the Authority may reduce and/or terminate services to the defaulting Partner and the defaulting Partner shall lose voting privileges on the Authority Board. If the default involves the payment of money, the Partner alleged to be in default may post the funds alleged to be due in an interest-bearing account during the judicial determination of the alleged default. Upon the posting of funds in an interest-bearing account the alleged Partner in default shall continue receiving services from the Authority and shall maintain its voting privileges on the Authority Board.

Section 7.5 Remedies Not Exclusive. No remedy in this Agreement conferred upon or reserved to the parties is intended to be exclusive of any other remedy; and each remedy is cumulative and in addition to every other remedy given under this Agreement or now or hereafter existing at law, in equity or by statute.

ARTICLE VIII

Miscellaneous

Section 8.1 Severability of Invalid Provisions. If any clause, provision or section of this Agreement is held to be illegal or invalid by any court, the invalidity of the clause, provision or section will not affect any of the remaining clauses, provisions or sections, and this Agreement will be construed and enforced as if the illegal or invalid clause, provision or section has not been contained in it.

Section 8.2 Notices. Any notice or other communication under or in connection with this Agreement shall be in writing and shall be effective when delivered in person or sent in the United States mail, postage prepaid, to the following persons and addresses or to

such other persons and addresses as any of such persons may from time to time specify in writing.

If to The Colonial Williamsburg Foundation:

General Council
P.O. Box 1776
Williamsburg, Virginia 23187

If to James City:

County Administrator
P.O. Box 8784
Williamsburg, Virginia 23187

If to William & Mary:

Vice President of Administration
Auxiliary Services
The College of William & Mary
Williamsburg, Virginia 23185

If to Williamsburg:

City Manager
401 Lafayette Street
Williamsburg, Virginia 23185

If to York:

County Administrator
P.O. Box 532
Yorktown, Virginia 23690

Section 8.3 Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of the Commonwealth of Virginia.

Section 8.4 Amendments. This Agreement may be changed or amended only with the consent of the Authority and each Partner. If the Authority has any Debt outstanding, no

change or amendment to this Agreement shall be effective which would cause a violation of any provision of any resolution, indenture or agreement evidencing such Debt.

Section 8.5 Effective Date of Agreement. This Agreement will be effective from the date of its execution and delivery by all of the Partners and the Authority.

Section 8.6 Waiver. Any waiver by any party of its rights under this Agreement must be in writing and will not be deemed a waiver with respect to any matter not specifically covered. Nothing in this Agreement authorizes the waiver of any Partner's obligation to make payments when due of all monies required to be paid by the Partners under the terms of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date above written.

CITY OF WILLIAMSBURG

By: _____
City Manager

COLLEGE OF WILLIAM & MARY

By: _____
Vice President of Administration

THE COLONIAL WILLIAMSBURG FOUNDATION

By: _____
Title:

COUNTY OF JAMES CITY

By: _____
County Administrator

COUNTY OF YORK

By: _____
County Administrator

WILLIAMSBURG AREA TRANSIT AUTHORITY

By: _____
Executive Director

BYLAWS
OF
WILLIAMSBURG AREA TRANSIT AUTHORITY

Article I. Authority

Section 1. The Williamsburg Area Transit Authority was organized and exist pursuant to ordinances adopted in 2006, by and between the County of James City, the County of York and the City of Williamsburg, all political subdivisions of the Commonwealth of Virginia, which ordinances implement and confer all the rights, privileges and obligations granted in Chapter 68 of Title 15.2 of the Code of Virginia.

Section 2. The Williamsburg Area Transit Authority shall provide services to the County of James City, the County of York, the City of Williamsburg, the College of William & Mary and The Colonial Williamsburg Foundation as set forth in the Cooperative Service Agreement dated _____ (“Agreement”), as amended from time to time. In the event there is a conflict between the By-Laws and the Agreement, any governance issues shall be governed by the By-Laws.

Article II. Name, Purpose and Powers

Section 1. **Name.** The name of this organization shall be Williamsburg Area Transit Authority (Authority) and will operate the Williamsburg Area Transport System (System).

Section 2. **Purpose.** The purpose of the Authority is to provide safe, reliable, efficient and affordable public transportation services to the residents, students, visitors, and employees of the County of James City, the City of Williamsburg and the County of York, as set forth in the Cooperative Service Agreement.

Section 3. **Powers.** The Authority shall be governed by a Board of Directors (Board) and will have the powers as granted in Chapter 68 of Title 15.2 of the Code of Virginia, as amended from time to time.

Article III. Membership

Section 1. **Directors.** Pursuant to Agreement, the Board shall consist of seven (7) Directors. Two (2) of the Directors shall be appointed by the County of James City, one (1) Director shall be appointed by the County of York, one (1) Director shall be appointed by the City of Williamsburg and the Authority shall elect, upon the recommendation of the College of William and Mary and The Colonial Williamsburg Foundation, one (1) Director

from the College of William and Mary and two (2) Directors from The Colonial Williamsburg Foundation.

The initial terms of the Directors shall be staggered accordingly: the County of James City shall have one Director-serve for a term of three (3) years and one Director shall serve for a term of two (2) years; the County of York shall have one Director serve for a term of three (3) years; the City of Williamsburg shall have one Director serve for a term of four (4) years; the College of William and Mary shall have one Director serve for a term of two (2) years; and the Colonial Williamsburg Foundation shall have one Director serve for a term of four (4) years and one serve for a term of two (2) years. As the terms of the initial Directors expire, their successors shall be appointed for terms of four years. Directors will serve at the pleasure of their member organization.

Section 2. **Alternates.** Each member organization will appoint alternate Directors who will be able to exercise all of the powers and duties of a Director when a regular Board Director is absent from Authority meetings. Alternate Directors serve at the pleasure of their respective organization.

Article IV. Officers and Duties

Section 1. **Officers.** The Officers of the Authority will be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, and such subordinate officers as may from time to time be elected or appointed by the Board. The offices of the Chair and Vice Chair will be held only by Directors of the Board. In order to provide continuity, persons elected as Chair shall serve in that position for two consecutive years, but may not serve more than two consecutive two-year terms as Chair.

Section 2. **Terms of Office.** Except for the Chairperson, each of the Officers will be elected at the annual meeting of the Authority, to serve for a term of one (1) year, unless sooner removed by the Board, or until a successor is elected and qualifies. Any Officer vacancy will be filled for the unexpired term by the Board at the next regularly monthly meeting following the occurrence of such vacancy. If the vacancy occurs in the Office of Secretary or Treasurer, an acting Officer will be appointed by the Chair pending an election by the Board.

Section 3. **Election.** At the regular monthly meeting preceding the annual meeting at which the election of Officers will be held, the Board will appoint a Nominating Committee, consisting of one Director of each member organization. At the annual meeting, the Nominating Committee will submit the name or names of one or more persons for each office to be filled. Further nominations may be made by any Director at the annual meeting.

- Section 4.** **Chairperson.** The Chair shall preside at all meetings of the Authority at which the Chair is present, and will vote as any other Director. The Chair will be responsible for the implementation of the policies established and the action taken by the Board; will have all of the powers and duties customarily pertaining to the office of Chair of the Board, and will perform such other duties as may from time to time be assigned to the Chair by the Board.
- Section 5.** **Vice Chairperson.** In the event of the absence of the Chair, or of the Chair's inability to perform any of the duties of the Chair's office or to exercise any of the Chairperson's powers, the Vice Chair will perform such duties and possess such powers as are conferred on the Chair, and will perform such other duties as may from time to time be assigned to the Vice Chair by the Chair or the Board.
- Section 6.** **Secretary.** The Secretary will give appropriate notice of all meetings of the Board and will keep the minutes of all such meetings, which minutes will be a public record. The Secretary will mail copies of the minutes to each Director of the Board prior to the next succeeding meeting. The Secretary will be the custodian of the records and the seal of the Authority and will affix the seal to official documents when it is required. The Secretary will keep a book or record containing the names and places of residence of all Directors of the Authority, as well as their dates of appointment and qualifications as Directors of the Authority. The Secretary will perform all of the duties generally incident to the Office of Secretary, and such other duties as may from time to time be assigned to the Secretary by the Chairperson or by the Board or by the Executive Director. The Secretary is not required to be a Board Director.
- Section 7.** **Treasurer.** The Treasurer or its designee will have the care and custody of and be responsible for all funds of the Authority, and will deposit such funds in the name of the Authority in such financial institutions as the Board may designate. The Treasurer or its designee will sign or countersign in the name of the Authority all checks and drafts. The Treasurer will render a report of the condition of the finances of the Authority at each regular meeting of the Board and at such other times as may be required, and the Treasurer will make a full financial report at the annual meeting of the Authority. The Treasurer will perform all duties generally incident to the office of Treasurer, including coordinating and working with the Fiscal Agent, and such other duties as may from time to time be assigned to the Treasurer by the Chair or by the Board or by the Executive Director. The Treasurer is not required to be a Board Director.
- Section 8.** **Indemnification.** The Authority will insure, indemnify and hold the Directors of the Board, Officers and Executive Director harmless from all

reasonable costs and expenses arising from civil actions, suits or judgements against them arising out of acts performed within the scope of their duties and employment, to the maximum extent allowed by law.

Article V. Meetings

The Authority is an organization subject to the requirements of Chapter 37, Virginia Freedom of Information Act of Title 2.2, Administration of Government, of the Code of Virginia (FOIA), and all meetings of the Authority and its Committees shall be open to the public, and notice of such meetings shall be in accordance with FOIA.

Section 1. Regular Meetings. Other than the initial meeting of the Board, the July meeting of each year shall be the annual meeting at which election of officers shall be held. Regular meetings of the Board will be held on a monthly basis at a time, date and place of the Board's choice.

Section 2. Special Meetings. Special meetings may be called by the Chair at their discretion, or by any 2 member organizations, as long as proper notice of any such special meeting has been given in accordance with FOIA.

Section 3. Quorum. A majority of the Board will constitute a quorum, provided that at least one representative from each member is present.

Section 4. Voting. Each Director of the Board, excluding the ex-officio Director, will be entitled to one vote on matters before the Board. The presence of a quorum and vote of the majority of the Directors present will be necessary to take any action. Voting on all questions coming before the Board will be by roll call, and the yeas and nays will be entered in the minutes of the meeting. There shall be no proxy voting. Each Board Director or his alternate must be physically present to cast a vote.

Section 5. Minutes. The Secretary of the Authority will prepare minutes of each Board meeting and record them in a book of minutes kept in the office of the Authority. Minutes will not be kept of proceedings in a closed session.

Article VI. Committees

Committees shall appoint from its membership a chairman of the Committee, and the Secretary of the Authority shall act as secretary of the Committee. In the absence from any meeting of a Committee of the chairman or of the secretary thereof, a Committee shall appoint a chairman or secretary of the meeting, as the case may be. All Committees shall maintain a record of all its acts and proceedings and shall report thereon to the Board of Directors at the meeting thereof held next after they shall

have been taken or conducted. Regular and special meetings of Committees may be called and held subject to the same requirements with respect to time, place, and notice as are specified in these By-Laws for regular and special meetings of the Board of Directors.

A majority of the members of a Committee in office at the time of any meeting thereof must be present at such meeting in order to constitute a quorum for the transaction of business at such meeting. The action of a majority of those members present at a meeting at which a quorum is present shall constitute the act of a Committee. The members of a Committee shall act only as a Committee, and the individual members shall have no power as such except to perform such ministerial acts for and on behalf of the Committee as may from time to time be authorized by resolution of the Committee.

Members of a Committee shall be elected as provided herein and shall hold office until the next annual meeting of the Board of Directors, unless prior thereto they shall cease to be Directors of the Authority or shall resign or be removed from a Committee.

Any member of a Committee, other than the Chair of the Board and the Executive Director, may resign at any time by giving written notice of his intention to do so to the Chair of the Board, to the Executive Director, or to the Secretary of the Authority, or may be removed, with or without cause, at any time by such vote of the Board of Directors as would suffice for his election to a Committee.

Any vacancy occurring in a Committee resulting from any cause whatever may be filled by the Board of Directors at any meeting thereof.

Section 1. Advisory Committee. The Authority shall appoint an advisory committee of citizens consisting of an amount determined by the Board, with minimum representation being no less than five (5) citizens. The Advisory Committee shall make recommendations to the Board, but action may only be taken by the Board. Representatives from the private sector, the disabled community, a student from the College of William and Mary, and a person 19 years old or younger will be among those persons appointed. At least one person living or working in each of the Member local jurisdictions shall be appointed. A representative of the National Park Service and one at-large representative may also be appointed. The Committee shall meet no less than four times per year, elect its own officers, and be supported from the Authority staff. The Chair of the Advisory Committee or his/her representative shall serve as a liaison to the Board.

Section 2. Other Committees. The Board may establish such special and standing

committees, financial, technical or otherwise as it deems desirable for the transaction of its affairs, and ad hoc committees may be established from time to time.

i. Nominating Committee

The Board of Directors, at the annual meeting thereof each year, and by a resolution adopted by a majority of the Board shall elect ___ or more of their number to constitute a Nominating Committee, which shall nominate for election by the Board individuals whom the Committee considers qualified to serve as Chair of the Board, Vice Chair and Secretary of the Authority.

Article VII. Administration

Section 1. Staff. The Authority will employ a staff of qualified professional and other persons and pay them such compensation as it deems necessary and advisable to carry out its duties and implement its projects, programs and other functions.

Section 2. Executive Director. The executive director will have direct supervision of all of the employees of the Authority. The executive director will also have direct control of the management of the affairs of the Authority on a day to day basis. The executive director shall have the authority to hire and fire all employees of the Authority. The executive director will propose activities to the Board and will carry out the policies, programs and projects approved by the Board. The executive director will act as a liaison between the Authority and federal, state, local and regional organizations. The executive director will have the ability to enter into contracts with authorization from the Board. The executive director will be responsible for preparing and presenting the annual budget. The executive director shall report to the Board and shall serve at the pleasure of the Board.

Section 3. Attorneys and Auditors. Attorneys and auditors for the Authority will be selected by and report directly to the Board. The Authority will maintain proper books of record and account in which proper entries shall be made in accordance with generally accepted accounting principles for Virginia governmental bodies, consistently applied, of all of its business and affairs.

Section 4. Execution of Instruments. The executive director, on specific authorization of the Board, will have the power to sign in its behalf any agreement or other instrument to be executed by the Board. The executive director may sign or countersign checks and vouchers in payment of

obligations of the Authority.

Article VIII. Finances

- Section 1.** **Finances and Payments.** The monies of the Authority will be deposited in such financial institutions as the Board so designates and all payments (with the exception of those from petty cash) will, so far as practicable, be made by checks. Checks and drafts will be signed in the name of the Authority by the executive director or the Treasurer as authorized from time to time by the Board.
- Section 2.** **Audits.** The books and records of account of the Authority shall be audited annually by a firm of independent public accountant selected by the Authority. At least once each year, the Board will cause an audit to be made by an independent certified public accountant of the general funds of the Authority and any special project funds that are not audited by the federal or state government or by other independent accountants. A report will be made at such time to the Board of the findings, if any, of the audit.
- Section 3.** **Bonds.** The Board will cause fidelity bonds, in such amounts as it deems adequate, to be secured covering each of its officers/employees who receives or disburses its funds.
- Section 4.** **Fiscal Year.** The fiscal year of the Authority will commence on July 1 of each year and will terminate on the following June 30.

Article IX Authority Seal

- Section 1.** **Seal.** The seal of the Authority will be an impression in the form of a circle and will contain the words "WILLIAMSBURG AREA TRANSIT AUTHORITY."

Article X Amendment to Bylaws

- Section 1.** **Amendments.** Any proposed amendment, repeal or alteration, in whole or part, of these Bylaws, or any proposal to accept a new member into the Authority will be presented in writing and read for the first time at a regular meeting of the Board. Such proposal may be considered and amended at such meeting, but will not be acted on by the Board until a subsequent regular meeting or a special meeting called for the purpose. At such subsequent meeting, such proposal will be read a second time, will be subject to further consideration and amendment germane to the section or sections affected by such proposal and will thereafter be acted on. Any amendment, repeal or alteration, in whole or in part, of these Bylaws will require the affirmative vote of one hundred percent (100%) of the voting

Directors present, at a duly constituted meeting, entitled to vote on such amendment, repeal or alteration.

Article XI Procedures

Section 1. Parliamentary Procedure. The Board shall for parliamentary purposes follow Robert’s Rule of Order Newly Revised, 10th Edition, 2000; provided, however, the Board may amend by Resolution the Rules as it deems appropriate. The following rules shall apply:

- a. Members are not required to obtain floor before making motions or speaking, which they can do while seated.
- b. Motions need not be seconded.
- c. There is no limit to the number of times a Director can speak to a question, and motions to close or limit debate generally should not be entertained.
- d. Informal discussion of a subject is permitted while no motion is pending.
- e. The Chair may speak in discussion without leaving the chair; and may make motions.

Adopted:

DATE

Name:
Secretary, Board of Directors
Williamsburg Area Transit Authority

Information Resources Management

Developments and Trends

2006-2008



- **Collaboration**
- **Workflow**
- **Web Services**
- **Technology Convergence**
- **Infrastructure Developments**

Collaboration



Collaboration: SharePoint Portal

James City County
Jamestown 1607

My Site Site Settings

Home Topics Publications Sites Image Library Documents

Image Libraries

Communications Home

Topics

- Divisions
- Resources
- Strategy
- Projects
- Locations

Actions

- ▣ Add Listing
- ▣ Create Subarea
- ▣ Upload Document
- ▣ Change Settings
- ▣ Manage Users
- ▣ Manage Content
- ▣ Manage Portal Site
- ▣ Edit Page

Welcome to the **SharePoint Portal of Communications**. Here you will find links to **publications** by the department and some of their tools like **image libraries**. Explore the links and add appropriate content. If there is something you wish to see in this space, or you need help navigating, contact Ruth Richey in Communications or Brigitte White in Information Technology.

Events

5/11/2007 12:00 AM Jamestown 400 **NEW**
400th Anniversary Celebration of the first British Settlement in the New World.

▣ Add new event

Publications

Public Information Handbook
Guidelines for creating effective communication tools.

FYI - Citizen Newsletter
Bi-monthly newsletter for residents of James City County.

Citizen Guide 2006
Publication for James City County residents.

News Areas

Image Library

- Scotland
- Sample Photos
- Powhatan Creek Park

▣ More news

Publications

- Public Information Handbook
- FYI - Citizen Newsletter
- Citizen Guide 2006

Sites

- JCC Image Library

Links for You

All portal users

- Yellow Freight
- Document Library
- Trespass news release.doc
- Communications on the Intranet
- Communications Staff

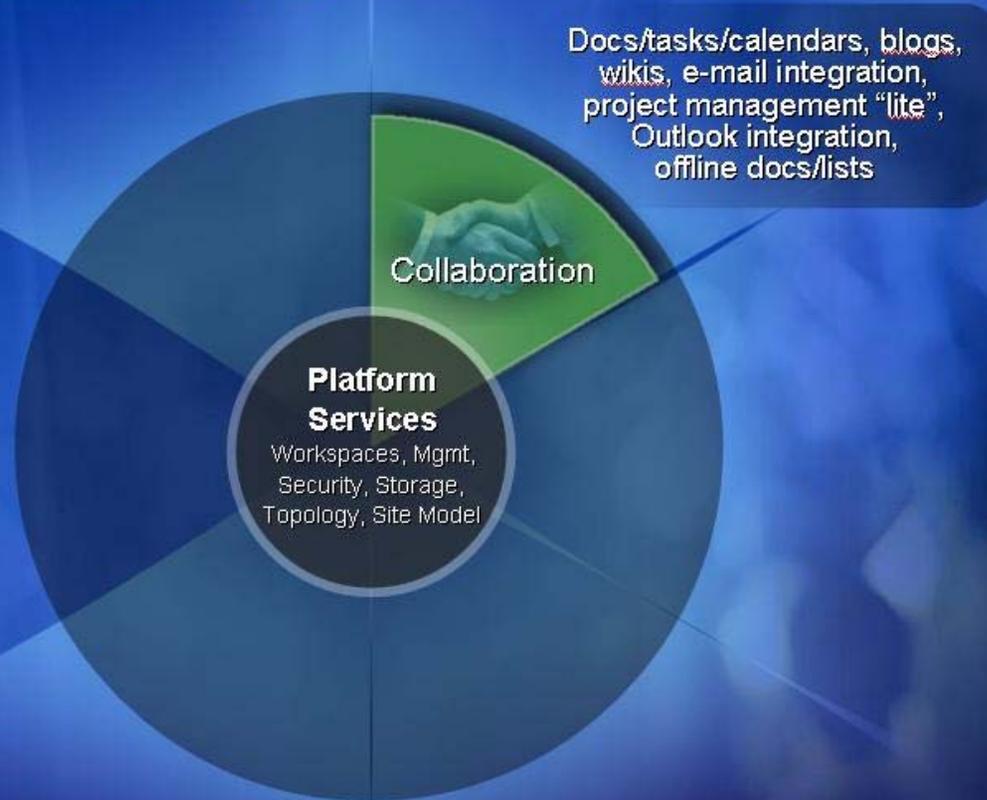
James City County Information Resources Management



Collaboration: Records

SharePoint Products and Technologies:

Windows SharePoint Services only



Training and Collaborative Focus

- iNfo Center

JCC Information Center Training Calendar

February 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Appointment and Event Details
				8:30 AM New Employee Orientation - Full-time	9:00 AM Special Use - Planning		<p>----- Tuesday, February 06, 2007 -----</p> <p>Acrobat Professional 6.0 - Beginning Topics ▶ 9:00 AM-12:00 PM (Information Center, Building F)</p>
4	5	9:00 AM Acrobat Professional 6.0 - Beginning Topics	9:00 AM Special Topics: Excel 2003 - Text Functions	1:00 PM **Special Topics: Excel 2003 - Text			<p>----- Wednesday, February 07, 2007 -----</p> <p>Special Topics: Excel 2003 - Text Functions ▶ 9:00 AM-12:00 PM (Information Center, Building F)</p>
11	12	1:00 PM Special Topic: Excel 2003 - Numeric Functions	9:00 AM **Special Topic: Excel 2003 - Numeric	1:00 PM **Special Topic Training: Acrobat Professional 6.0	8:30 AM Full-time employee orientation		<p>----- Thursday, February 08, 2007 -----</p> <p>**Special Topics: Excel 2003 - Text Functions ▶ 1:00 PM-4:00 PM (Information Center, Building F)</p>
18	19		1:00 PM **Outlook 2003 - Beginning Topics	9:00 AM Outlook 2003 - Beginning Topics			<p>----- Tuesday, February 13, 2007 -----</p> <p>Special Topic: Excel 2003 - Numeric Functions ▶ 1:00 PM-4:00 PM (Information Center, Building F)</p>
25	26	27	28				<p>----- Wednesday, February 14, 2007 -----</p> <p>**Special Topic: Excel 2003 - Numeric Functions ▶ 9:00 AM-12:30 PM (Information Center, Building F)</p>

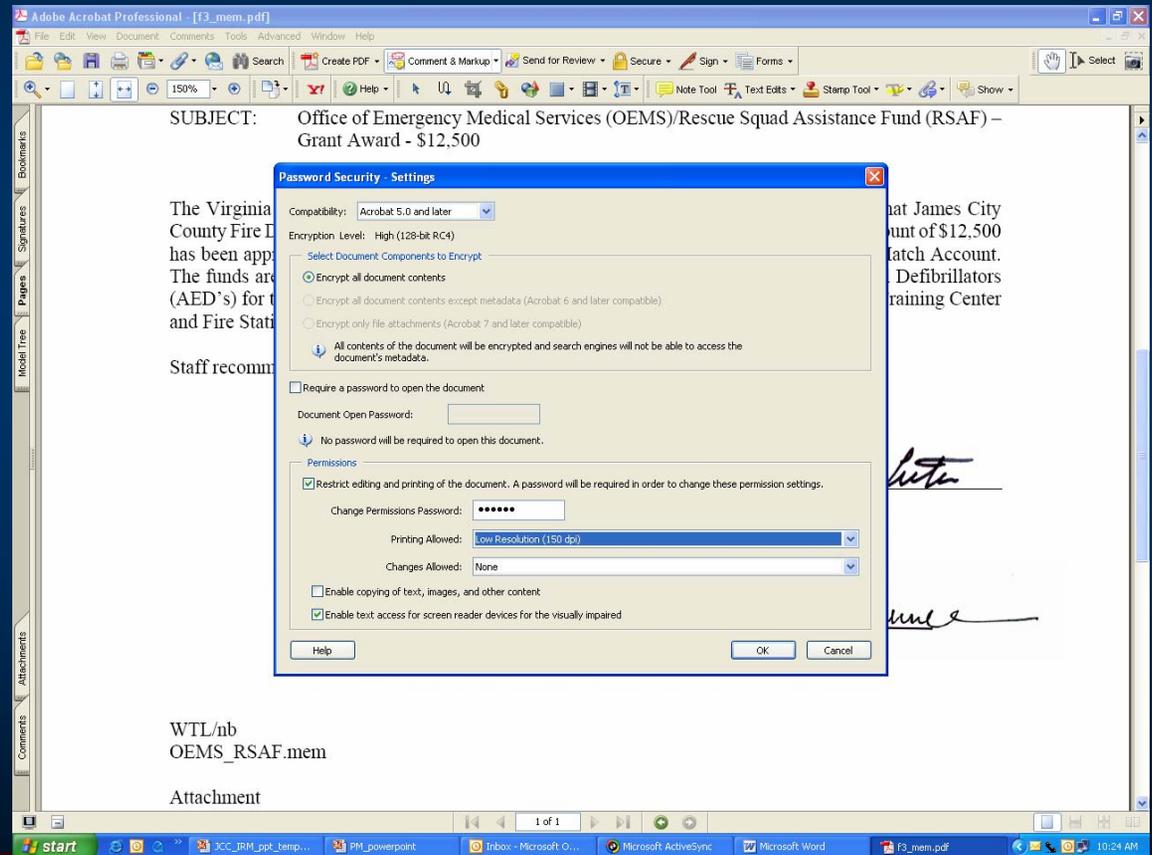
Saved on January 18, 2007 12:09 PM, (GMT-05:00) Eastern Time (US & Canada) Created by Microsoft Outlook

Local intranet



Collaboration Projects

- Internet/Intranet
- Communications
- Records Management
- Information Technology



– Collaboration: Image Library

Home Documents and Lists Create Site Settings Help Up to Comm

 JCC Image Library Home Modify She

Documents

Pictures

James City County 2007 Logo

Lists

Events

Project Issues

Lists/Public Information Group

Discussions

General Discussion

Surveys

Public Information Group

- ⊕ Communications
- ⊕ County Administration
- ⊕ Development Management
- ⊕ Economic Development
- ⊕ Fire Department
- ⊕ Information Resources Management
- ⊕ Neighborhood Connections
- ⊕ Parks & Recreation
- ⊕ Police Department
- ⊕ Service Authority
- ⊕ Social Services
- ⊕ Solid Waste
- ⊕ Voter Registration

This site is sharing of pictures and use by the JCC Public Information Group.

Announcements

Icon	Title	Body	Modified
	Fall Food Drive	the Employee Connection Committee is collecting non-perishable food in various office locations from Nov 1 to Nov 15.	11/20/2006 3
	Coming soon	Release of Communications Web Portal	9/25/2006 13

■ Add new announcement



Explore James City County's People, Places and Events in pictures.

This repository of digital images is for use by County Employees for **Official County Business only.**

For information, contact **Ruth Richey** in Communications.

Documents and Lists

This page shows all the picture libraries in this Web site. Click the name of the picture library to view its contents. To create a new picture library, click Create Picture Library.

Picture Libraries	Description	Items	Last Modified
 Anniversary Garden	planting of flowers for next year's anniversary garden.	1	4 months ago
 Celebration of Business	2006 award winners	1	29 hours ago
 Corolla	Whalehead in Corolla, North Carolina	8	4 months ago
 Day of Caring 2002		3	4 months ago
 Day of Caring 2003	United Way Williamsburg Day of Caring	9	4 months ago
 Day of Caring 2004		32	3 months ago
 E-mails 2006		3	3 months ago
 Flowers	Images of house plants	1	11 days ago
 Hand-drawings	Artful images created by painting hands	7	4 months ago
 Hurricane Floyd		41	3 months ago
 James City County 2007 Logo	James City County Home of America's 400th Anniversary Logos	3	11 days ago
 Mountain Creek Park	Nature Scenes of JCC	17	4 months ago

Links

URL

Corolla

Picture Libraries

■ Add new link

Events

2/26/2007 1:30 PM	PIG Meeting
3/26/2007 1:30 PM	PIG Meeting
4/23/2007 1:30 PM	PIG Meeting
5/13/2007 12:00 AM	Jamestown 4 Celebration
5/28/2007 1:30 PM	PIG Meeting
6/25/2007 1:30 PM	PIG Meeting
7/23/2007 1:30 PM	PIG Meeting
8/27/2007 1:30 PM	PIG Meeting
9/24/2007 1:30 PM	PIG Meeting
10/22/2007 1:30 PM	PIG Meeting

(More Events...)

■ Add new event

Members

Alisa Fox

Angela Dicianno-Harper

Beth Davis

Brian Taber

Brigitte White

Brigitte White - Admin



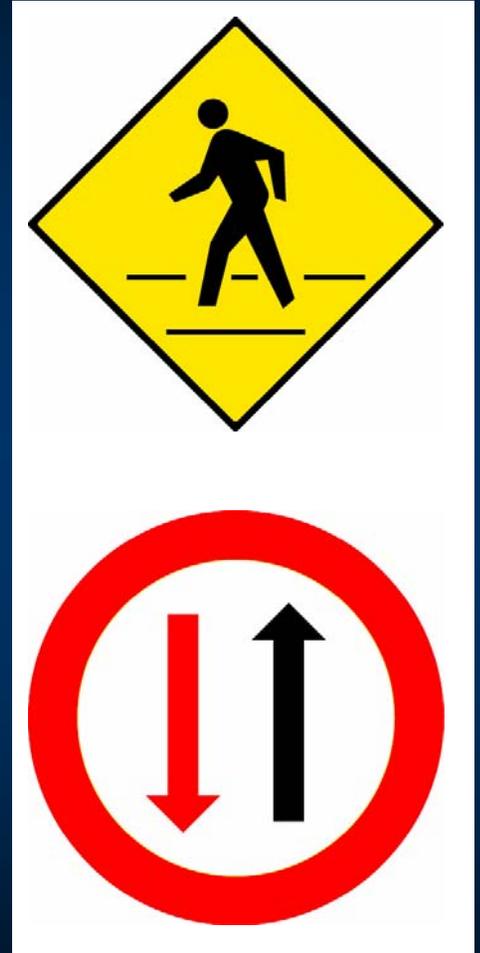


Web Services



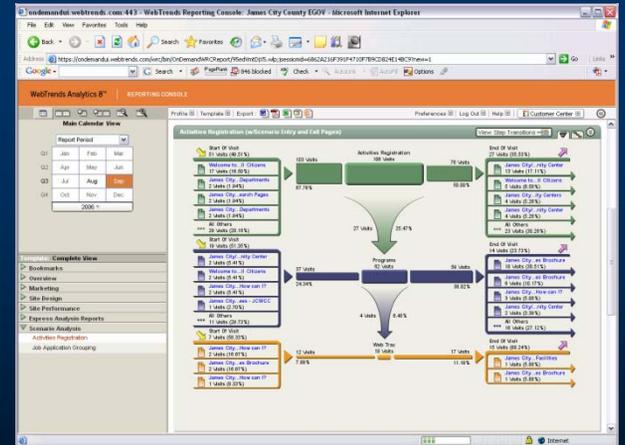
Internet Goals

- Design strategy: increased interaction, more online services
- Publishing policy: unified, relevant messaging in all external media – news, video, print
- Service strategy: rapid, accurate updates

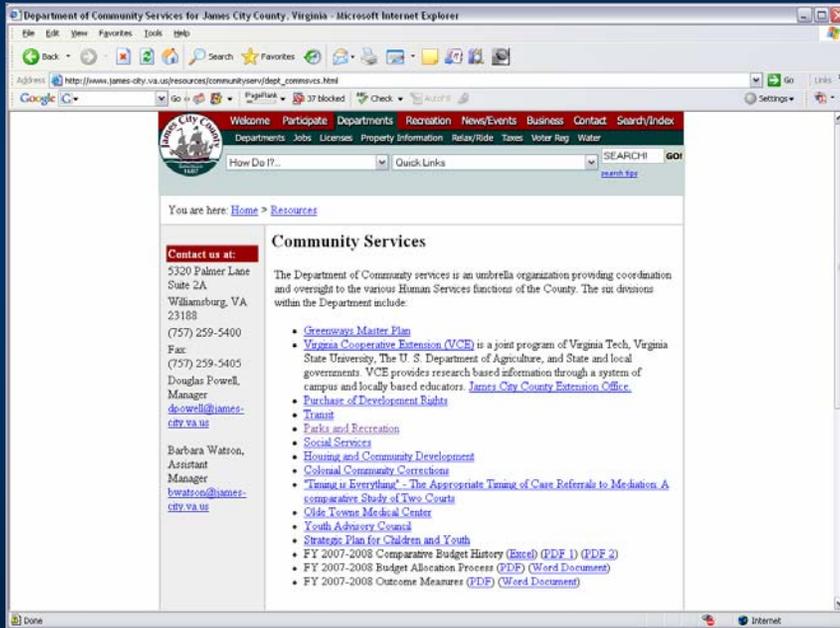


2006 Successes

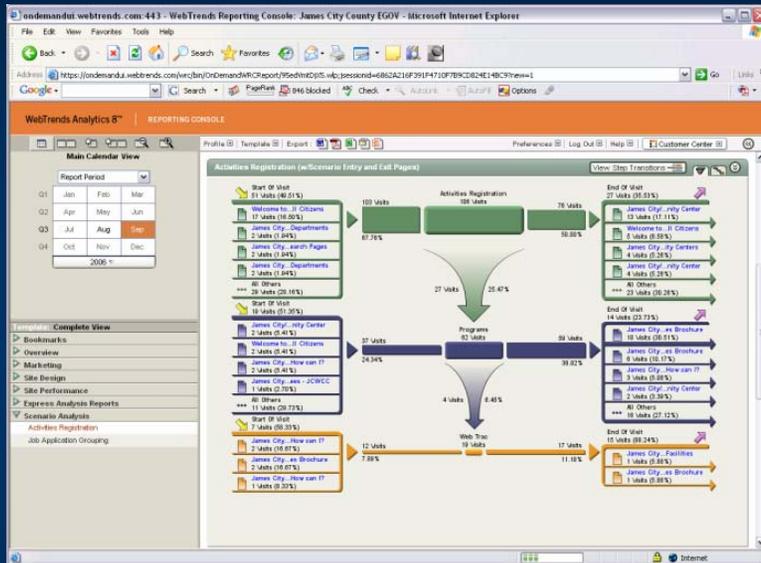
- Redesigned Web site based on user and citizen testing.
- Software implemented allowing multiple staff members to update web content simultaneously.
- Implemented analytics program that provides critical web site data to all County departments.



Internet Site Redesign



Site Traffic Improvements



- 12% increase in citizen traffic
- Reduced internal search engine usage



Shift to Web Applications

- Training for web development and use



Help
Need Help?
Got a Suggestion?

iNFO Center (INFORMATION CENTER)



2007 - Time for Training!

Location: Bldg F, Government Center

Learning is a treasure that will follow its owner everywhere. (Chinese proverb)

CLASSES

TRAINING SCHEDULE

FAQ (Frequently Asked Questions)

BUT CAN I... NEW!

TIPS and Myths

iNFO

JCC SUCCESS STORIES

NEW IDEAS & PRODUCTS

OTHER SERVICES

(Is the Info Center Busy?)

Staff Contact:
Cay Pittman

Welcome to the **i**nformation Center Intranet home page, designed to provide you with easy access to information to keep yourself up to date on the use of the PC tools that the JCC Information Technology group installs and supports as well as new products and ideas that might also be of help to you in your position.

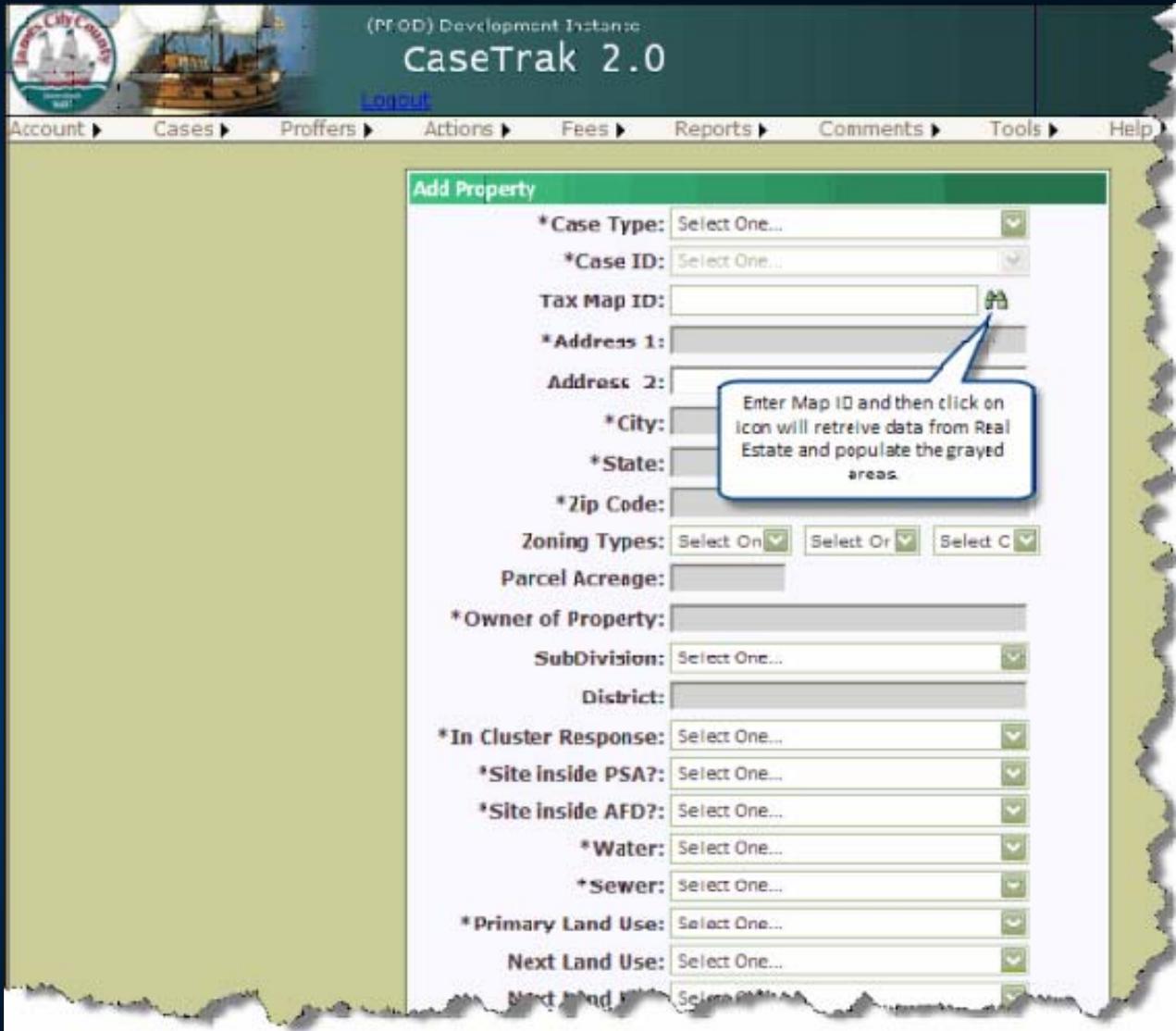
The **i**nformation Center, located at the Government Complex, Building F, offers formal training classes as well as special training around the County. The training includes the Microsoft Office Suite of programs as well as other software programs selected to help you accomplish your goals and to get your job done! A slower moving class is also taught in **ALL** topics for those employees who have worried about their typing, PC or software skills slowing down the rest of the class!

Your suggestions and comments are always welcomed. Please contact us about any of your additional training needs.

*How do we help you learn what you want to know.....
Because Life is One Big Lesson!*

Make 2007 the year to "get up to speed" with your PC and software skills. Contact the **i**nformation Center TODAY! (Why you might need training...can you move information?)

Web Services



(PROD) Development Instance
CaseTrak 2.0
[Logout](#)

Account ▶ Cases ▶ Proffers ▶ Actions ▶ Fees ▶ Reports ▶ Comments ▶ Tools ▶ Help ▶

Add Property

*Case Type: Select One...
*Case ID: Select One...
Tax Map ID: 
*Address 1:
Address 2:
*City:
*State:
*Zip Code:
Zoning Types: Select On Select Or Select C
Parcel Acreage:
*Owner of Property:
SubDivision: Select One...
District:
*In Cluster Response: Select One...
*Site inside PSA?: Select One...
*Site inside AFD?: Select One...
*Water: Select One...
*Sewer: Select One...
*Primary Land Use: Select One...
Next Land Use: Select One...
Next Land Use: Select One...

Enter Map ID and then click on icon will retrieve data from Real Estate and populate the grayed areas.

Web Services

Explore the portal with the Quick Start Guide - Windows Internet Explorer

http://irm/txtlstw.aspx?LstID=e1bd0070-7963-43d1-9847-aa78d41f5a10

Search Google

Explore the portal with the Quick Start Guide

James City County
James Town
1607

Help

Home News Office 2007 Sites Topics Training

Information Resources Management
News

All sources

Current Location

- Home
- News

Actions

- Add Link to listing

Explore the portal with the Quick Start Guide

The Quick Start Guide is the right place to begin your exploration of the portal and its features. It leads you through tasks to customize the appearance and structure of the portal site and helps you configure key services for search and user access. Click the links in the Portal Quick Start Guide to get started with your new portal site.

This Quick Start Guide leads you through key tasks in order to familiarize you with the portal and key services.

James City County Information Resources Management



Workflow



Workflow Management



Unified, enterprise-ready solution boosting organizational effectiveness

Information sharing

Content Management

Decision making

Convenient fillable forms for employees and citizens

James City County Forms Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search the Web Search Address http://www.jccec.gov/government/forms-center.html

Help | Driving Directions | ABC Index Search

Home of America's 40th Anniversary

James City County's Government

Working in Partnership with all Citizens to achieve a quality Community.

Welcome | Government | Residents | News/Events | Doing Business | Employment | Parks & Recreation

Contact us at:
101-C Mounts Bay Road
P.O. Box 8784

County Offices
Hours of Operation:
8:00 - 5:00 p.m.
Monday-Friday
Hours of Operation may vary in some areas

cadm@james-city.va.us
(757) 253-6728
Fax: (757) 253-6833

HowDoI?...

Helpful Links

- County Administrator
- County Departments
- Treasurer
- Board of Supervisors
- Construction Projects
- Commissioner of the Revenue
- County Attorney
- Economic Development
- Elected Officials
- Voter Registration
- Satellite Office
- Online Forms & Services

Online Forms

We have a number of our online forms listed alphabetically for your convenient use. If you need online services, go to our [service center](#)

- Business Forms**
Business licenses, tax forms, home occupation, multiple department forms...
- Code Compliance / Building Inspection Forms**
Building Permit application, checklists, agreements, multiple department forms...
- Colonial Community Criminal Justice Board Forms**
Citizen input form
- Commissioner of the Revenue Forms and Applications**
Land use assessment, Personal Property Exemption, Tax relief, multiple department forms...
- Communications Department Forms**
TV 48 Forms, Cox Cable complaint forms...
- Environmental Department Forms**
Exemption and control forms, multiple department forms...
- Human Resources Forms / Job Application**
Job Application
- JCSA Forms**
60 day exemption form
- Neighborhood Connections Forms**
Neighborhood application
- Planning Department Forms**
Zoning, site plans, special use, multiple department forms...
- Purchasing Department / Vendor Forms**
Vendor information form
- Real Estate Assessments Forms**
Change of address, appeal and abatement forms, multiple department forms...
- Recycling Forms**
Waste reduction form
- Voter Registration Forms / Ballots**
Ballots, registration forms, candidate filing, multiple department forms...



iNformation Center - Training

- Training to move **ALL** County employees to electronic processing



New Technologies and Training

- Office 2007 evaluation underway
- SharePoint software for collaborative work
- Training to use of multiple file formats:
Video, sound, images, in all software

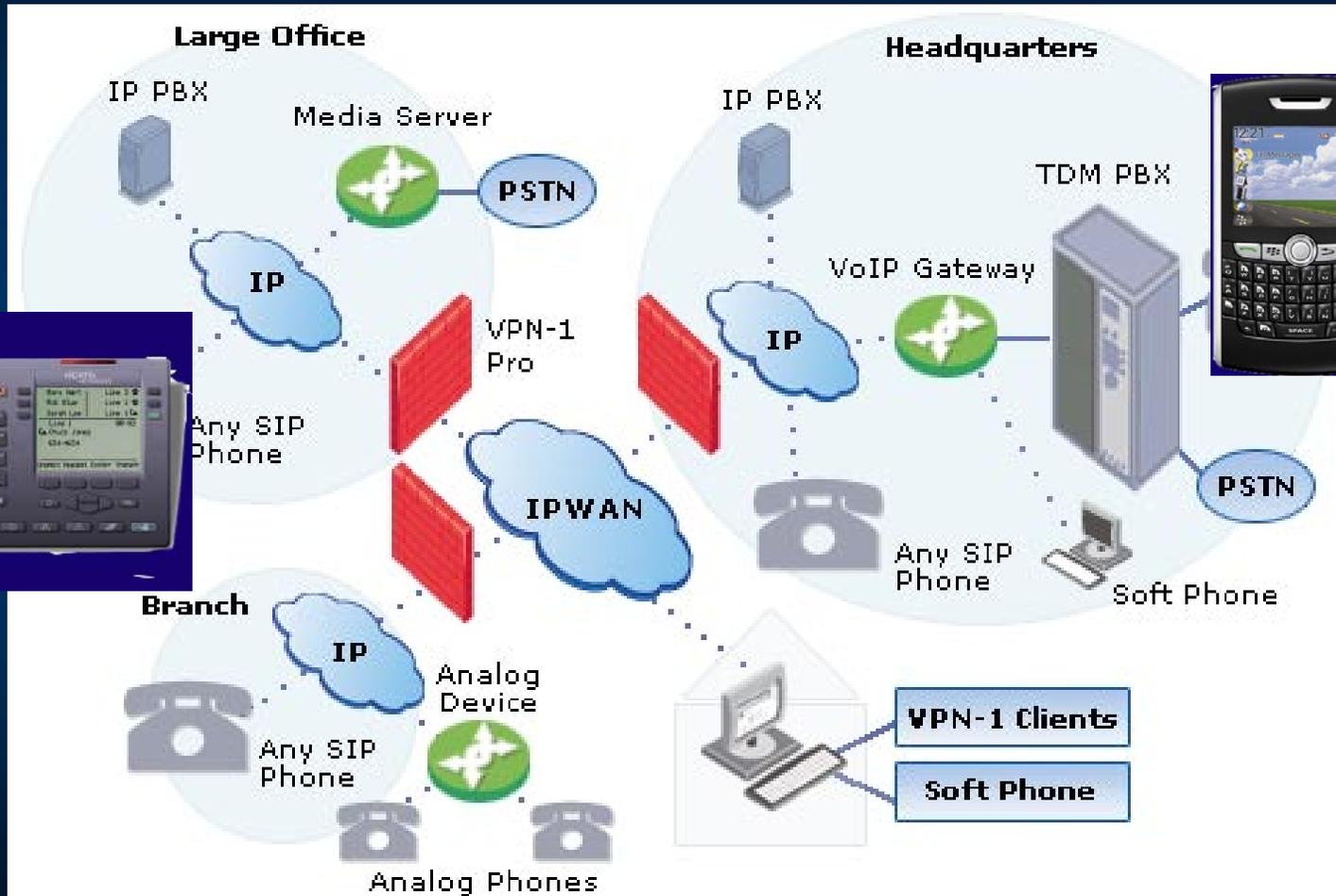


Technology Convergence



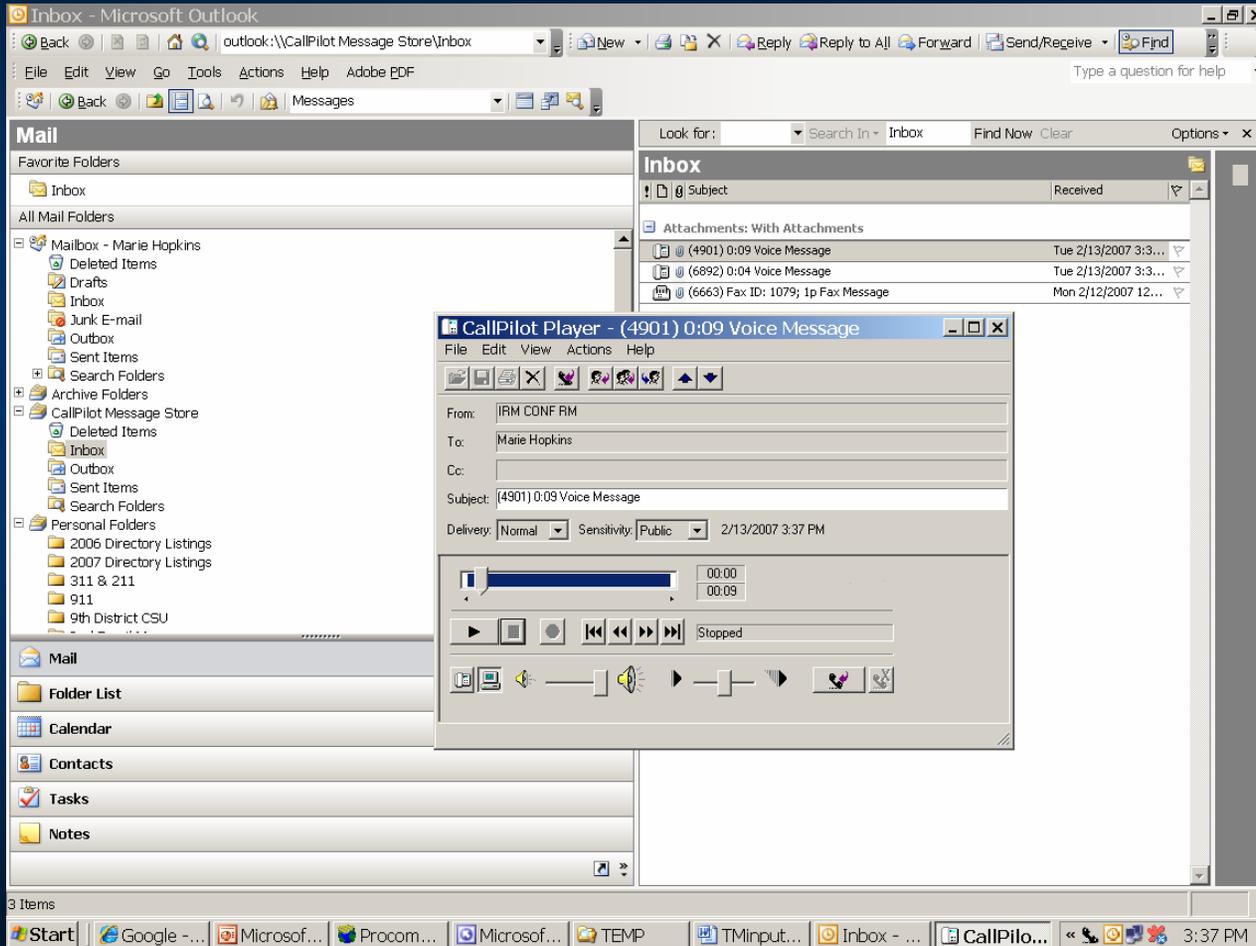
Convergence

- Voice added to the data (Internet Protocol) network



Convergence (cont'd.)

- Unified Messaging:



Wireless Services

- **Mobility**



Infrastructure Developments



Wireless Data Access

- **Secure Wi-Fi**

 - Employees only**

 - Delayed deployment due to security concerns**

- **Scheduled Winter/Spring 2007: Public Safety**

 - LEC**

 - ECC**

 - All Fire Stations**

- Internal Testing:**

 - 101- F Mounts Bay Rd.**

Shift to Web Services

- Collaboration and Knowledge Sharing

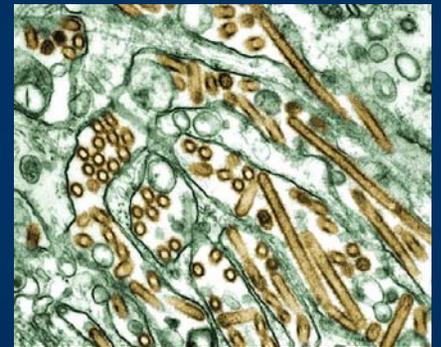


James City County Information Resources Management



Emergency Preparedness

- Telecommunications services respond to



Metropolitan Area Network

- M.A.N.

 - Fiber Ring “Diverse Path”

- Technology Shift

 - Ethernet vs. ATM

Shifting Technology Foundations

- How we expect the Internet's infrastructure to change
 - Telecommunications business model revolution
 - Impacts on JCC Government Operations
- Staffing and Succession Planning for the “Boomer Bust”
- Energy Issues: Their IRM operations and business impacts

James City County Information Resources Management

