

## MEMORANDUM COVER

**Subject:** 2014 Citizen Survey

**Action Requested:** Shall the Board of Supervisors endorse pre-testing and subsequently fielding the citizen survey?

**Summary:** At the February 4 work session, the Board of Supervisors reviewed the draft 2014 Citizen Survey ("January draft") and offered feedback for revisions prior to pre-testing. Since that time, Dr. Susan Willis of the Virginia Tech Center for Survey Research and staff have been working to incorporate that feedback into a revised 2014 Citizen Survey ("February revision") which accomplishes the following:

- shortens the survey length;
- increases linkages between public services/programs and costs;
- simplifies questions, improves clarity, and softens tone; and
- maintains comparability in order to retain the ability to benchmark to past years' data.

The February revision of the survey is attached for your reference as Attachment No. 1.

At this time, staff seeks Board endorsement to pre-test the survey questions to a small sample group and to make adjustments as recommended by Dr. Willis based on this information before fielding the survey to the larger sample group. Should the Board concur, Dr. Willis will conduct the pre-test the week of March 17 and subsequently field the final survey the following week. Results should be available approximately six weeks later in late April, prior to the public meetings to be held in May/June.

**Fiscal Impact:** None

**FMS Approval, if Applicable:** Yes  No

**Acting Assistant County Administrator**

Adam R. Kinsman 

**Acting County Administrator**

M. Douglas Powell 

**Attachments:**

1. Memorandum
2. 2014 Citizen Survey "February Revision"
3. List of Eliminated Questions

**PRESENTATION**

**Date:** March 11, 2014

## MEMORANDUM

DATE: March 11, 2014

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Principal Planner

SUBJECT: 2014 Citizen Survey

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At the February 4 work session, the Board of Supervisors reviewed the draft 2014 Citizen Survey (“January draft”) and offered feedback for revisions prior to pre-testing. Since that time, Dr. Susan Willis of the Virginia Tech Center for Survey Research and staff have been working to incorporate that feedback into a revised 2014 Citizen Survey (“February revision”) which accomplishes the following:

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The February revision of the survey is attached for your reference as Attachment No. 1.

With respect to shortening the survey, Dr. Willis and staff were able to eliminate 16 questions (net total) by revamping the tax-related questions and targeting open-ended and lower priority questions. The January draft had 69 questions (14 demographic, 55 topical) with six open-ended questions. The resulting February revision contains a total of 53 questions (13 demographic, 40 topical) of which four are open-ended questions. This change makes the February version shorter than the 2007 Citizen Survey, which contained 56 questions (11 demographic, 45 topical), including four open-ended questions. With these reductions, the resulting average survey interview time should be similar or lower than the 2007 survey’s time of 14 minutes. A list of eliminated questions is included as Attachment No. 2.

In response to the Board’s desire to increase linkages between public services/programs and costs, Dr. Willis and staff took a number of steps. First, the two series of questions related to specific types of tax or fee increases were replaced with more general questions. Second, each initiative in question 16 was paired with a new question asking respondents’ willingness to fund the initiative through revenue (e.g., a tax or fee increase). Finally, all questions of this type were clustered together within the survey.

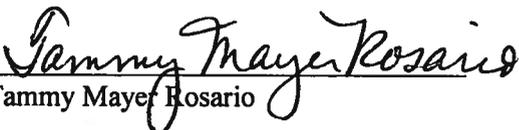
To improve the wording of questions, Dr. Willis and staff removed three new questions from the January draft which were seeking to understand citizens’ levels of agreement with opinions on land use issues. Two other questions in this section (questions 8d and 8e) were reverted back to language approved and used for the 2007 survey. Using the original language may offer a softer tone to respondents while also allowing the 2014 Citizen Survey to maintain comparability to past surveys on very important land use issues. This helps to ensure that trends can be identified over time. In addition, language was added to three questions about current amounts of development (questions 5, 6, and 7) to clarify that it refers to development that has been built or approved. The effectiveness of these changes, as well as the tone and clarity of the all questions in the survey, will be tested during the pre-test stage and further revisions can be made in response to any problems.

2014 Comprehensive Plan Citizen Survey

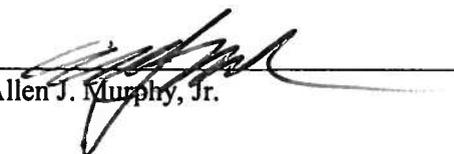
March 11, 2014

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\_\_\_\_\_  
Tammy Mayer Rosario

CONCUR:

  
\_\_\_\_\_  
Allen J. Murphy, Jr.

TMR/gb

2014CPSurvey-mem

Attachments:

1. 2014 Citizen Survey "February Revision"
2. List of Eliminated Questions

## James City County 2014 Citizen Survey – February Revision

[Key: Green=Retained from 2007 Survey, Blue=Revised from 2007, Yellow Highlight=Added to 2007]

### CALL RECORD

<b>Record Number</b>	<b>Priority</b>	<b>Callback Date/Time</b>
<b>Phone Number</b>	<b>Interviewer ID</b>	<b>Interviewer Message</b>
<b>FIPS</b>	<b>Number of Attempts</b>	<b>Current Begin Date/Time</b>
<b>Respondent Number</b>	<b>Last Contact</b>	<b>Current End Date/Time</b>
<b>Status</b>	<b>Last Disposition</b>	

### Final Call Disposition

Answering Machine	Complete	Hearing Barrier	No Answer
Automated Refusal Service	Computer/Fax Tone	Incomplete	Non-residential Number
Busy Signal	Disconnected/Changed	Language Barrier	Not James City County Citizen
Callback	Hard Refusal	No Eligible Adult	Soft Refusal
			Temporarily Disconnected

- A. Hello, my name is \_\_\_\_\_ and I'm calling from Virginia Tech on behalf of James City County. In order to help the County plan for the future we would like to get your opinion on some important local issues and programs. [IF NECESSARY: I need to speak with an adult in your household (AGE 18 OR OLDER). Would that be you?]

[GO TO Q1] YES 1  
NO 2

- B. May I speak with that person?

[REPEAT FIRST TWO SENTENCES OF A, GO TO Q1] YES 1  
NO 2

- C. When may I call back to speak with (him/her)?

\_\_\_\_\_

- D. Just so that I will know whom to ask for, what is (his/her) first name?

\_\_\_\_\_

- Q1. First, do you live in James City County?

YES [GO TO Q2] 1  
NO 2  
DK/RF 3

End1: I'm sorry, our study requires that we speak only with individuals living in James City County.  
Thank you very much for your time.

**Q2. How many years have you lived in James City County?**

- LESS THAN ONE YEAR 1
- 1-5 YEARS 2
- 6-10 YEARS [GO TO Q4] 3
- 11-20 YEARS [GO TO Q4] 4
- MORE THAN 20 YEARS/"ENTIRE LIFE" [GO TO Q4] 5
- DK/RF [GO TO Q4] 6

**Q3. Where did you live before you moved to James City County?**

TOWN/CITY \_\_\_\_\_  
STATE \_\_\_\_

**Q4. Please tell me how you would rate James City County on each community aspect I mention.**

a. How would you rate the parks and recreation facilities, programs and services?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
b. How about the parks and recreation facilities, programs, and services for youths?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
c. the parks and recreation facilities, programs, and services for seniors?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
d. the services provided by the James City County public library?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
e. the roads and highways?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
f. the housing opportunities for citizens?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
g. Efforts to protect and improve the natural environment including water quality, air quality, and environmentally sensitive areas?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
h. Overall, how would you rate the services provided by James City County?	EXCELLENT	GOOD	FAIR	POOR	DK/RF

**Q5. Would you say that the current amount of residential development either built or approved in James City County is too low, about right, or too high?**

TOO LOW 1  
 ABOUT RIGHT 2  
 TOO HIGH 3  
 DK/RF 4

**Q6. Would you say that the current amount of commercial development either built or approved in James City County is too low, about right, or too high?**

TOO LOW 1  
 ABOUT RIGHT 2  
 TOO HIGH 3  
 DK/RF 4

**Q7. Would you say that the current amount of industrial development either built or approved in James City County is too low, about right, or too high?**

TOO LOW 1  
 ABOUT RIGHT 2  
 TOO HIGH 3  
 DK/RF 4

**Q8. Now I'm going to ask your opinion about some land issues in the County. For each statement please indicate your level of agreement.**

- |    |   |                 |                 |                    |                       |       |
|----|---|-----------------|-----------------|--------------------|-----------------------|-------|
| a. | First, residential development of the land in James City County is happening too quickly. Do you...   | strongly agree, | somewhat agree, | somewhat disagree, | or strongly disagree? | DK/RF |
| b. | It is more important to preserve farmland in the County than it is to have more development.  | STRONGLY AGREE  | SOMEWHAT AGREE  | SOMEWHAT DISAGREE  | STRONGLY DISAGREE     | DK/RF |
| c. | It is important to have less development in the County even if it means you may pay more in taxes.  | STRONGLY AGREE  | SOMEWHAT AGREE  | SOMEWHAT DISAGREE  | STRONGLY DISAGREE     | DK/RF |
| d. | It is better to have more homes on smaller lots and set aside areas for open space in order to permanently preserve land and maintain the character of the community. | STRONGLY AGREE  | SOMEWHAT AGREE  | SOMEWHAT DISAGREE  | STRONGLY DISAGREE     | DK/RF |
| e. | It is better to have neighborhoods in which there is a mix of low, middle, and high income housing options.   | STRONGLY AGREE  | SOMEWHAT AGREE  | SOMEWHAT DISAGREE  | STRONGLY DISAGREE     | DK/RF |

- f. Developers who wish to build businesses or residences should be required to pay a fee to the County.
- |  |                   |                   |                      |                      |       |
|--|-------------------|-------------------|----------------------|----------------------|-------|
|  | STRONGLY<br>AGREE | SOMEWHAT<br>AGREE | SOMEWHAT<br>DISAGREE | STRONGLY<br>DISAGREE | DK/RF |
|--|-------------------|-------------------|----------------------|----------------------|-------|

**Q9. What specific rural activities and land uses, if any, should be encouraged within James City County's rural lands?**


**Q10. Now I'm going to ask about your feelings of safety in James City County.**

- a. Overall, how safe do you feel in James City County during daylight hours? Would you say very safe, somewhat safe, somewhat unsafe, or very unsafe?
- |  |           |                  |                    |                |       |
|--|-----------|------------------|--------------------|----------------|-------|
|  | VERY SAFE | SOMEWHAT<br>SAFE | SOMEWHAT<br>UNSAFE | VERY<br>UNSAFE | DK/RF |
|--|-----------|------------------|--------------------|----------------|-------|
- b. How about in James City County during the evening?
- |  |           |                  |                    |                |       |
|--|-----------|------------------|--------------------|----------------|-------|
|  | VERY SAFE | SOMEWHAT<br>SAFE | SOMEWHAT<br>UNSAFE | VERY<br>UNSAFE | DK/RF |
|--|-----------|------------------|--------------------|----------------|-------|

**Q11. How would you rate the public school buildings or facilities? Would you say they are excellent, good, fair, or poor?**

EXCELLENT 1  
GOOD 2  
FAIR 3  
POOR 4  
DK/RF 5

**Q12. How important do you think it is for the County to create more career and technical education opportunities for youths that would prepare them for the workforce rather than just for college? Would you say this is very important, somewhat important, somewhat unimportant, or not at all important?**

VERY IMPORTANT 1  
SOMEWHAT IMPORTANT 2  
SOMEWHAT UNIMPORTANT 3  
NOT AT ALL IMPORTANT 4  
DK/RF 5

**Q13. Do you think the County devotes too much, about the right amount, or not enough time and resources on spending money to support tourism in the community?**

TOO MUCH 1  
 ABOUT THE RIGHT AMOUNT 2  
 NOT ENOUGH 3  
 DK/RF 4

**Q14. How would you rate the value of County services provided in relation to the taxes paid? Would you say excellent, good, fair, or poor?**

EXCELLENT 1  
 GOOD 2  
 FAIR 3  
 POOR 4  
 DK/RF 5

**Q15. Do you think your taxes are too high for the current level of County services offered, about right for the current level of services, or not high enough in relation to the current level of services?**

TAXES TOO HIGH 1  
 TAXES ABOUT RIGHT 2  
 TAXES NOT ENOUGH 3  
 DK/RF 4

**Q16. Now I'm going to mention some cultural and recreation opportunities that could be financed by James City County with the use of your tax monies. Please tell me how important each is to you personally.**

- |    |   |                 |                     |                      |                          |       |
|----|---|-----------------|---------------------|----------------------|--------------------------|-------|
| a. | Bike and walking trails for all age groups? Would you say these are...                                      | very important? | somewhat important? | not very important?  | or not at all important? | DK/RF |
| b. | Would you be willing to pay more in taxes or fees to add bike and walking trails in the County?             | YES             | NO                  | DK/RF                |                          |       |
| c. | How important is development of an aquatic center for community recreation and competitive swimming events? | VERY IMPORTANT  | SOMEWHAT IMPORTANT  | SOMEWHAT UNIMPORTANT | NOT AT ALL IMPORTANT     | DK/RF |
| d. | Would you be willing to pay more in taxes or fees to build an aquatic center?                               | YES             | NO                  | DK/RF                |                          |       |
| e. | How important is public access to waterways for swimming and boating?                                       | VERY IMPORTANT  | SOMEWHAT IMPORTANT  | SOMEWHAT UNIMPORTANT | NOT AT ALL IMPORTANT     | DK/RF |

f.	Would you be willing to pay more in taxes or fees to add more public access to waterways for swimming and boating?	YES	NO	DK/RF		
g.	How important is development of a field house or a multi-use indoor sports facility for community recreation and competitive sporting events?	VERY IMPORTANT	SOMEWHAT IMPORTANT	SOMEWHAT UNIMPORTANT	NOT AT ALL IMPORTANT	DK/RF
h.	Would you be willing to pay more in taxes or fees to build a field house or multi-use indoor sports facility?	YES	NO	DK/RF		
i.	How important to you is the addition of community programs and facilities in the County in general?	VERY IMPORTANT	SOMEWHAT IMPORTANT	SOMEWHAT UNIMPORTANT	NOT AT ALL IMPORTANT	DK/RF
j.	Would you be willing to pay more in taxes or fees to add community programs and facilities in the County?	YES	NO	DK/RF		

**Q17. Would you say that you are very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied with the level of communication you receive from the County government regarding services and other community issues?**

- VERY SATISFIED 1
- SOMEWHAT SATISFIED 2
- SOMEWHAT DISSATISFIED 3
- VERY DISSATISFIED 4
- DK/RF 5

**Q18. How do you find out about County information?**

- CHOOSE ALL THAT APPLY
- The County website? 1
- The County online newsletter? 2
- TV48? 3
- Social media? 4
- An outside newspaper? 5
- An outside online news source? 6
- DK/RF 7

**Q19. How would you rate the usability and quality of information on the County's Internet site?  
Would you say it is excellent, good, fair, or poor?**

EXCELLENT 1  
GOOD 2  
FAIR 3  
POOR 4  
DK/RF 5

**Q20. Finally, just a few questions about you. In what year were you born?**

19 \_\_  
DK/RF 1999

**Q21. Counting yourself, how many adults, age 18 or older, are currently living in your home? Do not count any college students living away at school.**

\_\_\_\_\_  
DK/RF 99

**Q22. How many individuals under the age of 18 are currently living in your home?**

\_\_\_\_\_  
DK/RF 99

**Q23. Do you own or do you rent your current home?**

OWN OR BUYING 1  
RENT 2  
OTHER 3  
DK/RF 4

**Q24. Are you currently employed for pay?**

YES 1  
NO [GO TO Q26] 2  
DK/RF [GO TO Q26] 3

**Q25. Is your place of employment within James City County?**

YES 1  
NO 2  
DK/RF 3

**GO TO Q27**

**Q26. Are you currently retired?**

YES 1  
NO 2  
DK/RF 3

**Q27. I'm going to read several income brackets to you. Please stop me when I get to the bracket that includes your best estimate of your total household income before taxes last year. This includes income from any investments you may have...**

- less than \$25,000? 1
- \$25,000 and less than \$40,000? 2
- \$40,000 and less than \$60,000? 3
- \$60,000 and less than \$100,000? 4
- \$100,000 and less than \$125,000? 5
- \$125,000 and less than \$150,000? 6
- or \$150,000 or more? 7
- DK/RF 8

**Q28. Finally, what would you most like to see change in the County in the future?**

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**Q29. What do you like best about living in the County?**

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**Q30. How important is it to have places in the County where people can live, work and play in close proximity? Would you say this is very important, somewhat important, somewhat unimportant, or not at all important?**

- VERY IMPORTANT 1
- SOMEWHAT IMPORTANT 2
- SOMEWHAT UNIMPORTANT 3
- NOT AT ALL IMPORTANT 4
- DK/RF 5

**Q31. Do you consider yourself to be White, African American or Black, Asian, Hispanic or Latino, or a member of some other group?**

- WHITE 1
- AFRICAN AMERICAN (BLACK) 2
- ASIAN 3
- HISPANIC (LATINO) 4
- (SPECIFY: \_\_\_\_\_) OTHER 5
- DK/RF 6

**Q32. GENDER**

**IF YOU CAN'T TELL THE GENDER OF THE RESPONDENT, ASK:** "Just one more question: our survey requires that I ask if you are male or female."

MALE 1  
FEMALE 2

**Those are all of my questions. Thank you for your help with our study. Have a nice day/evening.**

**INTERVIEWER IF ASKED:** "This study is being conducted with support from James City County and the results will help the County plan for the future. If you have any questions about the purpose of the study, you can call a County representative at XXX-XXX-XXXX. Thank you again for your help with our study."

**LIST OF ELIMINATED QUESTIONS**  
**2014 Citizen Survey – February Revision**

Q8. What, if any, industries or businesses would you most like to see in James City County or have the County invest in and focus on in future years?

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Q9. What, if any, recreation and cultural opportunities would you most like to see in James City County or have the County invest in and focus on in future years?

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Q10. Now I'm going to ask your opinion about some land issues in the County. For each statement please indicate your level of agreement.

b. More land needs to be developed for commercial uses in the County.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
c. More land needs to be developed for industrial uses in the County.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
d. More land needs to be developed for residential uses in the County.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF

Q13. Do you think that in the future the County should spend more, about the same, or less for youth-specific community programs and facilities?

MORE 1  
 ABOUT THE SAME 2  
 LESS 3  
 DK/RF 4

Q14. Do you think that in the future the County should spend more, about the same, or less for senior-specific community programs and facilities?

MORE 1  
 ABOUT THE SAME 2  
 LESS 3  
 DK/RF 4

Q17. The County spends approximately half of its budget on public schools. Would you say that in relation to your opinion about County spending on other things, that the County spends too much, about the right amount or not enough on public schools?

TOO MUCH 1  
 ABOUT THE RIGHT AMOUNT 2  
 NOT ENOUGH 3  
 DK/RF 4

- Q19. Do you think the County devotes too much, about the right amount or not enough time and resources on historic preservation in the community (such as historic highway markers, building preservation, archaeology, educational brochures and programs and interpretive signage at public facilities)?

TOO MUCH 1  
 ABOUT THE RIGHT AMOUNT 2  
 NOT ENOUGH 3  
 DK/RF 4

- Q22. In order to maintain current services and facilities for the citizens of James City County, how much do you agree with each of the following ways of funding these services if it was necessary to raise revenues?

a.	First, increasing the meals tax in the County. Do you...	strongly agree,	somewhat agree,	somewhat disagree,	or strongly disagree?	DK/RF
b.	increasing the real estate tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
c.	increasing the hotel and motel room tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
d.	increasing the sales tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
e.	increasing user fees for public parks and recreation centers?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
f.	Reducing current services?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF

- Q23. In order to expand current services and facilities for the citizens of James City County, how much do you agree with each of the following ways of funding these services if it was necessary to raise revenues?

a.	First, increasing the meals tax in the County. Do you...	strongly agree,	somewhat agree,	somewhat disagree,	or strongly disagree?	DK/RF
b.	increasing the real estate tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
c.	increasing the hotel and motel room tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF

d.	increasing the sales tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
e.	increasing user fees for public parks and recreation centers?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF

Q34. Is your place of employment within James City County? (Was a repeat of Q32.)

YES 1  
NO 2  
DK/RF 3

**AT A BUDGET RETREAT OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 25TH DAY OF JANUARY 2014, AT 8:30 A.M. IN THE COUNTY GOVERNMENT CENTER WORK SESSION ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.**

**A. CALL TO ORDER**

**B. ROLL CALL**

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

M. Douglas Powell, Acting County Administrator

**C. PRESENTATION BY COUNTY'S FINANCIAL ADVISOR – Davenport**

Ms. Jones introduced Mr. Courtney Rogers, Senior Vice President, Davenport & Company, LLC.

Mr. Rogers addressed the Board giving a presentation on the County's overall financial position. Mr. Rogers stated that interest rates are still very attractive. While they have risen within the past year, they are still very good and there is a margin to refinance some of the outstanding 2005 and 2006 bonds. He stated that this will be discussed with staff and brought back to the Board in the future. Mr. Rogers continued that the bonds that were issued in 2005 have a ten year call date and cannot be paid off early.

Mr. Rogers continued to examine conservative budgeting. He showed a balance sheet containing the last six years of expenditures versus revenues. He stated that revenues have started to rebound after the 2008 financial crisis. He also stated that expenditures did decrease after the 2008 financial crisis; however, expenditures have risen with those funds being addressed to capital investment projects.

Mr. Rogers then addressed the overall credit rating of the County. He explained the details of how Moody's has updated their rating information when it comes to General Obligation bonds. He continued to explain that the County, in 2013, had a higher than projected revenue stream and less expenditures than projected. He explained that this is something that the bond raters look at and is positive for the County.

Mr. Rogers continued to address the actual rating of the County stating that the County has an AAA bond rating with both Standard & Poor's and Fitch. The County currently has a rating of AA1 with Moody's which is just below the top rating of AAA. He stated that the last time the County was reviewed for their bond rating by Moody's was in 2012 with a positive outlook meaning that the likelihood of the County's bond rating being raised or staying the same within two years was high.

Mr. Rogers addressed the strengths and weaknesses of the County as they are viewed by Moody's and the changes that Moody's has very recently implemented for their bond rating criteria.

Mr. Rogers then addressed the property tax rate of the County in comparison with the other counties within the Commonwealth that have an AAA bond rating. He stated that the current property tax rate is below average of the other AAA bond rated counties. He stated as well that the County is competitive in their tax rate in comparison to neighboring jurisdictions.

Mr. Rogers then addressed the Unassigned General Fund balances. He stated that the balance of the Unassigned General Fund has risen since 2011.

Mr. Rogers then discussed the total value of property in the County. He stated that because the 2008 economic crisis did not affect the overall total value of property in the County that the County was able to leave the property tax rates the same throughout the recovery from the 2008 financial crisis.

Mr. Rogers then addressed the County's current debt. He stated that three quarters of the current debt is in the form of bonds that were taken out in 2005 and 2006 for schools. He then showed that the remainder of the County's debt was used for capital improvement projects such as the E911 project.

Mr. Rogers then stated that the County's current debt will be paid in full within 20 years and that 70 percent of the County's current debt will be paid off within 10 years. He also stated that the amount that will be paid out by the County for debt service will drop by about \$4 million in three years.

Mr. Rogers demonstrated the ratio between debt service and revenue and that the County is well within the rate set by the Board of Supervisors. Mr. Rogers showed that the ratio is also comparable to the other counties with an AAA bond rating.

The final area that Mr. Rogers addressed in his presentation was the ratio between debt and personal income. He stated that the rate has dropped significantly since portions of the principle debt have been paid down.

Mr. Jones asked for questions from the Board members.

Mr. McGlennon asked about the refinancing of debt.

Mr. Rogers stated that 23 million dollars from the 2005 bonds would be available to be refinanced.

Mr. Rose stated that the population of the County is one of the issues considered by Moody's Rating Agency when giving the County an AAA bond rating is. He stated that Moody's likes to see a population of 100,000 before giving an AAA bond rating.

Mr. Jones asks about the Hampton Roads Transportation Organization being granted bond authority and would the affect the County's bond rating in any way.

Mr. Rogers states that he does not believe that the Hampton Roads Transportation Organization receiving bond authority would affect the County in as much as the credit rating of the County's bonds.

## **D. OUTSIDE ORGANIZATIONS PRESENTATIONS**

### **1. Local Banking Industry Representative**

Mr. Marshall Warner, Executive Vice President, Chesapeake Bank, addressed the Board giving a presentation on the Local Banking Industry in the community. He stated that throughout Williamsburg, there are 14 commercial banks, five credit unions, and several mortgage companies, which is a good thing for the citizens of our community. He stated that the local banks are well positioned and have plenty of money to lend. He stated that on the business side, loan demand is moderate. He stated that most of the commercial growth and development in New Town over the last six years was financed through local banks. He stated that the biggest issue for local banks is the federal regulations imposed on them by the Dodd-Frank Wall Street Reform and Consumer Protection Act (commonly referred to as Dodd-Frank). He stated that the local banks are treated the same as national banks, like J.P. Morgan Chase or CitiCorp, in regards to these federal regulations. He stated that these federal regulations only hurt the consumer. He stated that the local banks are trying to find ways to make things work for the local consumer as best they can.

Ms. Jones asked if any of the Board members had questions for Mr. Warner.

Mr. Kennedy stated that one of things he hears quite often is that banks have money to lend, but that they just cannot lend it. He asked if Mr. Warner thought those regulations might loosen up anytime soon, or if there is anything that the County can do.

Mr. Warner stated that it is not his intention to hide behind the regulations, but they are required to see proven cash flows, 20-30% down payments on projects, so it has been rather restrictive from a regulatory perspective. He stated that the local bankers try to do everything they can. He stated that the local banks are required to show the ability to repay the loans to the examiners.

Mr. Onizuk stated that he sees the same issues in his business. An underwriter can no longer say that a deal looks good, he must prove in writing that the deal is good and can be repaid.

Mr. Warner stated that unfortunately this is all part of the Dodd-Frank Regulations which came from Washington. He stated that most citizens have not paid much attention to the impacts these regulations have on the local consumer, and they only hurt the consumer. He stated that the local bankers know the community, know the borrowers, know the value of the property, and that is helping in some way, and they are doing their best to overcome the regulatory restrictions.

Mr. Hipple asked how the future looks for the community and how strong the community is.

Mr. Warner stated the future is not as good for the small businessman, the entrepreneur, as it is for the Fortune 500 Company. He stated that he is optimistic on the economy.

Mr. McGlennon asked if there have been any improvements or declines in the various business sectors.

Mr. Warner stated that the retail industry is doing well and is supported by their corporations. He stated that some hotels are struggling, but that depends on to whom you talk. He stated that timeshares are doing very well. Some restaurants are struggling and some are doing quite well. The construction industry was hit the hardest during the recession, but those companies that have survived are doing quite well.

Mr. Onizuk stated that it was mentioned earlier that more small businesses are self-funding now due to the regulations on lending. He asked how that is affecting the growth of small businesses, and is it affecting the small business community, here, as a whole.

Mr. Warner stated that self-funding slows their business growth. He stated that everyone is more cautious, which is not necessarily bad.

Ms. Jones thanked Mr. Warner for joining the Board for the discussion this morning.

Mr. Warner requested to stay with the Board for the presentation by the Local Real Estate Industry Representative.

The Board nodded their agreement.

## 2. Local Real Estate Industry Representative

Mr. Andrew Nelson, President, Williamsburg Area Association of Realtors, addressed the Board giving a presentation on the local real estate industry in the community. He stated that the real estate market is cautiously optimistic. There has been a steady increase in home sales over the last three years, especially in the condo/townhome market. He stated that new construction has begun to come back into the community.

Mr. McGlennon asked how much of the rise in the condo/townhome segment of the market is part of the new construction increase?

Mr. Nelson stated that Kingsmill is quite strong, Braemar Creek, and Villages of Norge, as well as resale of condo/townhomes. He stated that there seems to be a trend to downsize from the single-family detached style home back down to the more manageable condo/townhome style home.

Mr. Nelson stated that the price point stage of the market is starting to rise again as well. He stated that from the real estate aspect, contracts are being written at certain price points, but once the appraisal comes back, those contracts have to be scaled back. He stated that the appraisers are working off historical data, rather than looking at a rising market. He stated that this is holding back the market somewhat.

Mr. McGlennon stated that the papers reported several weeks ago that the Hampton Roads region saw a slight decline in home prices recently, but his understanding is that those figures did not include Williamsburg.

Mr. Nelson agreed. Williamsburg has been consistently higher in that regard due to a large number of retirees coming down here from up north, as well as an increase in military personnel choosing to move here and commute farther down the Peninsula.

Mr. Nelson showed figures that indicate that the number of days on the market for homes is dropping which is indicative of a rising housing market.

Mr. Onizuk asked from the Association's point of view, what would be a healthy number of days on the market.

Mr. Nelson stated if the County got down to a 90-day market with around a six-month supply on the market, that it would be a good balance. He stated if it got down much more below that, then we would return to the days of multiple offers, which is not as stable. He stated that in this area, if property is priced right and

marketed right, it will sell. He stated that as we heard from the bankers, Dodd-Frank impacts the mortgage lending as well, and no one sure what impact that will have on the market in the coming year. He stated that it is a cautious market.

Mr. Nelson stated that when looking at the number of listings statistics, those numbers have remained relatively flat over the last three years which has actually helped to get rid of the excess inventory. He stated that the price points have remained relatively flat as well. He stated that most of the activity is occurring in the price ranges up to the \$500,000 point. The higher priced properties are still somewhat problematic.

Mr. Onizuk stated that the lower range home prices seem to have a longer time on the market as well. He stated that affordable housing is a consistent problem in our community, so what would be the reason that the lower priced homes are staying on the market for longer periods of time. He asked if these lower priced homes are distressed.

Mr. Nelson stated that because of the current state of the market, and because of historically low interest rates, people on lower incomes have actually been able to afford property in the next higher price point range. In regard to distressed homes, he stated that this area has not seen those types of issues like other parts of the State and throughout the country. He stated that the first-time home buyers are still struggling because of coming up with the amount of money regulations require for the down payment. He stated that as the bankers mentioned, the regulations are tying the hands of the lenders which makes it difficult for the lower income and first-time home buyer to get qualified for lending. It should be also noted that the homes in the sub-\$200,000 range are not necessarily turn-key ready, and many people do not want to have to deal with a home that is not turn-key ready.

Mr. Warner asked Mr. Nelson if he might speak to the issue of qualification that was brought up.

Mr. Nelson nodded his agreement.

Mr. Warner stated that Freddie-Mac and Fannie-Mae are the two governmental agencies that provide the 15- and 30-year fixed rate mortgages. Those mortgages are not held in the portfolio of the bank, it is serviced by the bank, but it is sold on the secondary market. These new regulations have gotten tougher to get people qualified for these mortgages because they require more money down, good credit history, and low debt to income ratio which cannot be more than 43% now. On the other side, the small local banks still do mortgages on their own portfolios, because they believe it is a good credit risk, and are willing to do so.

Mr. Nelson agreed that the local real estate industry encourages the relationship with the local banks.

Mr. Nelson stated that there are roughly 420 lots still available in the community for single-family homes. He stated most of those are located in Ford's Colony, Kingsmill, and Stonehouse. He stated that in terms of integrating affordable housing, there needs to be a more firm policy of integrating different types of homes on what is still available.

Mr. Kennedy stated that in discussions with other realtors, he has heard that the large-scale builders are coming into housing communities and buying most of the lots. He stated that these large-scale builders can build homes bigger, for less cost, which is driving down the value of the existing homes in the neighborhoods. He stated that home values have risen, but they have not come back to where they were before and so people are stuck being upside down on their homes.

Mr. Nelson stated that the large-scale builders have the buying power and are moving into the community. They already own approximately 80% of the buildable lots that have already been approved through the County.

Mr. Kennedy stated that the other important issue is service-sector housing. He stated that there are a lot of people that work here in the community, but cannot afford to live here. He stated that he doesn't believe that single-family homes are the answer, but apartments are in dire need in the community. He asked if the realtors are seeing this as well.

Mr. Nelson stated yes. He stated that it is something that needs to be looked at from a planning stage. He stated that there is an opportunity for the local bankers, the custom builders, and the real estate industry to sit down and work together.

Mr. Powell stated that in regard to Mr. Kennedy's question of the large-scale builders affecting resale values of current homeowners, staff has looked in to five different neighborhoods and has been unable to conclude that that is the case.

Mr. Onizuk asked why the County is anticipating a decrease in assessment values, when the market shows increase in home prices.

Mr. Powell stated that staff can address that question more fully, but there is a lag between the rise in the housing market and the County's property assessments.

Ms. Jones thanked Mr. Nelson for joining the Board's discussions today and for the information provided.

Ms. Jones recessed the Board for a 5 minute break at 10:08 a.m.

Ms. Jones reconvened the Board at 10:15 a.m.

### 3. Local Chamber and Tourism Alliance Representative

Mr. Bob Singley, President, Greater Williamsburg Chamber and Tourism Alliance, Ms. Karen Riordian, President and CEO, and Mr. Bob Harris, Vice President of Tourism, joined the Board and gave a presentation on the local business and tourism industry in the community.

Mr. Singley stated that in a survey of Chamber member businesses, the top three concerns included economic growth, transportation, and tourism. The survey did indicate more optimism for increases in revenues for the coming year. He clarified though that an increase in revenue does not necessarily correlate to an increase in profits. He stated that many industries, especially restaurants and retail, are subject to inflation that cannot be passed on to the consumer. He stated that local businesses do anticipate higher operating costs due to the higher costs of health benefits for employees and higher costs for raw materials. He echoed the statements of Mr. Warner, stating most small businesses intend to use cash flow to self-fund capital expenditures instead of seeking out financing. He stated that some small business owners also do not have the records and financial statements to meet the regulations required to receive bank financing. He stated that there is reserve optimism within the members of the Chamber for the coming year.

Mr. Singley stated that in response to some of the questions posed earlier regarding work-force and multi-family housing, that there are development projects in the works for the area. He stated that several

multi-family dwelling developments will be coming online over the next year or two which equates to roughly 1,000 units available at the market rate.

Mr. Singley stated that in regards to retail operations in the area that the Williamsburg area is overbuilt in retail in comparison to per-capita and there is beginning to be a move toward consolidating retailers. He stated that James City County is benefitting from this consolidation. He stated that many retailers that were in the Williamsburg Marketplace off Mooretown Road are moving or have already moved into Settlers Market off Monticello Avenue. He stated that retailers that were slated to go into the Marquis Marketplace have chosen to go to Settlers Market instead. He stated that ground zero for retail operations in this area is Monticello Avenue and Route 199. He stated that the Marquis Marketplace does have Sam's Club coming in as the area's first wholesale club store. He stated that Costco has looked at coming into the area for several years now; he believes that will eventually happen in the western end of the County. He stated that Prime Outlets has been a substantial success for this area and is consistently in the top sales per square foot in the country.

Mr. Singley stated that the hotel industry peaked at roughly 10,800 units in the late 1990s, and currently there are roughly 8,500 units in the area. He stated that the timeshare industry is growing exponentially. He stated that 61% of the available rooms in James City County are timeshares and 39% are hotels. He stated that timeshares are continuing to grow in this marketplace.

Mr. Singley stated that the commercial market is strong, but there will be centers that have been out positioned, like Williamsburg Crossing, as traffic patterns have changed and residential developments have been built.

Ms. Jones asked if any members had any questions.

Mr. Kennedy stated that the Chamber and Tourism Alliance is scheduled for a Work Session with the Board in March to discuss tourism, so he will reserve his questions until then. Mr. Kennedy did ask if membership in the Alliance is increasing or decreasing.

Mr. Singley stated that membership numbers are increasing. He stated that it has been stagnant over the last few years, but it has begun to increase again as the economy has begun to recover.

Mr. McGlennon asked for indications on the effect of outlet shopping centers being built in Ashland, Virginia, outside of Richmond, and also one was just announced to be built in the Norfolk area.

Mr. Singley stated that in his opinion there will be some competition with the outlet center being built in Ashland. He stated that a lot of people drive down from Richmond to shop at the Prime Outlets, and they would no longer need to make that drive. As for the tourists that visit this area, when it rains they are either going to the movie theater in New Town or going to Prime Outlets to shop. The competition in Richmond and Norfolk will depend on the type of tenants that those centers are able to bring in and what synergy they are able to create. He stated that Prime Outlets has the perfect mix of tenants that will be hard to replicate.

Ms. Jones thanked the representatives of the Alliance for their presentation and stated that the Board looks forward to meeting with them in March to discuss tourism in the area.

#### 4. Local Williamsburg Hotel/Motel Association Representative

Mr. Ron Kirkland, Executive Director, Williamsburg Hotel/Motel Association, addressed the Board giving a presentation on the local hotel/motel industry in the community. He stated that hotels are able to thrive, invest in capital projects, hire more staff, when their occupancy levels are 58% or above. He stated that

based on the statistics for 2013, only one hotel in the greater Williamsburg area is operating over 50% occupancy. He stated that six hotels are operating under 40% occupancy, and the fact that they are even still in business is a testament to the people running them. He stated that historically, hotels have had high occupancy levels in June, July, and August, but over the last few years those numbers have fallen. He stated that the most important thing for the hotels is to reestablish the core summer travel season. He stated that for the hotels in James City County to remain solvent, they need to get back to operating at 50% occupancy. He stated that a consistent effort needs to be made to reestablish overnight stays during the summer months. Statistically, across the country, travel is up during the summer months, but it has been declining in James City County.

Ms. Jones asked if any Board members had any questions.

Mr. Hipple asked if the timeshares are affecting the occupancy levels of the area hotels.

Mr. Kirkland stated yes. When timeshares have vacancies or delinquencies, they turn to the rental market to rent out those units/suites by the night to recoup some of their losses. He stated that if the timeshares were selling more of their inventory, then they would not be renting them which would keep them from competing with the hotels for renting a room for an overnight stay. He stated that the transient guest in a hotel is out eating in the restaurants, shopping in the outlet mall, and visiting attractions. People who stay in timeshares are cooking in their units, swimming in the pool, and not actively spending as many dollars in the area. He stated that there is lodging available for every price point, but the area is not getting the lower and middle income bracket visitors.

It was stated that the attractions, Jamestown, Colonial Williamsburg, and Busch Gardens are not bringing in the tourists like they did years ago. It is a downhill spiral from there. When ticket sales at the attractions are down, that affects the timeshares and how they do business, which in turn affects the hotels in the area. The other thing to consider as well is that 55% of the hotels in James City County are big box hotels which have conference space, and if the occupancy levels are that low, then conferences are not being brought into the area as well. Conference space and ability is the one area where timeshares cannot compete with hotels, they just do not have the facilities.

Mr. Onizuk stated that suites and timeshares are becoming a trend because they are more attractive to families. He asked how does the Board help to reach the target, middle income traveler and the conferences and bring them back into James City County.

Mr. Kirkland stated that the destination marketing tools in this area are WADMC and the Chamber and Tourism Alliance. He stated that at some point the destination marketing is going to have to reach beyond the regional/state traveler, the ones that have already been here and do not see the point in returning. There needs to be a focus on the middle-income traveler as well. He stated that in regard to conferences, perhaps the EDA could promote the County with their corporate clients. He stated that another possibility is sports marketing and bringing in sports tournaments.

Ms. Jones stated that the summer months are seeing sports tournaments and sports tourism here in the area, and those travelers are bringing their families and staying in the community. She agreed that there should be a refocused effort on bringing in business or educational conferences as the area has a lot to offer even outside of the conference facilities.

Mr. McGlennon stated that in promoting sports tourism, the County has been insisting that the organizers list James City County lodging as the preferred lodging area for the events. He stated that in regard to conferences, it is important to recognize that the business conference industry dramatically declined as a result of the economy. He stated that some of the conference facilities in the area are beginning to reinvest in

their conference facilities which would suggest that they believe the business conference industry is going to come back. He also stated that some of the hotel properties have not invested in their properties, and one must recognize that the hotel must be an attractive place for people to want to stay.

Mr. Kennedy stated that the Chamber and Alliance will be having a Work Session with the Board in March to specifically discuss tourism, perhaps the Hotel Association and Restaurant Association should be involved as well. He stated that he shares the concern about fair representation with the marketing dollars. He stated that we are looking at a fragmented market, where you can go online and find five or six different websites which are basically the same, there is no consolidation of information. He stated that hotels and restaurants are dealing with economic hardships, and banks are not loaning money to hotels and restaurants for capital investments. He questioned if the Board wants or should involve the EDA and any bonding authority to help with the upgrade of properties. We as a governmental body has limitations on what we can do, and limited dollars, but the questions need to be raised as to how to better utilize those dollars and what the expectations are.

Ms. Jones stated that she agrees with Mr. Kennedy that the Hotel Association should join in the discussion with the Chamber and Alliance at the Work Session. She stated that they have raised some very interesting questions, and this will allow the Board time to communicate those questions back to the Chamber and Alliance for discussion at the Work Session.

Ms. Jones thanked Mr. Kirkland for joining the Board for the discussion today and for the information provided.

#### **E. COUNTY FINANCIAL UPDATE**

Ms. Sue Mellen, Assistant Director of Financial and Management Services, addressed the Board giving a presentation on the County's current financial state. She stated that the County did have more revenue than expenses in 2013. The County also received funds returned from the Williamsburg-James City County Schools that were not used.

Ms. Mellen then showed where the County is expected to increase its revenue this year such as sales tax, property tax from new development, and rooms tax.

Mr. McGlennon asked if the increase in sales tax is in relation to Amazon starting to collect sales tax on James City County residents. Ms. Mellen confirmed this information but states it is only an estimate at this time because the taxes are just starting.

Ms. Mellen then continued on to show that Financial and Management Services is anticipating a 2 percent decrease in property value assessment in the Fiscal Year 2015.

Ms. Mellen continued on to show some of the different revenue streams that the County receives from personal property tax, recordation tax, and building permit revenue, and lodging taxes.

Mr. McGlennon asked if the increase in lodging taxes has anything to do with the timeshare industry.

Ms. Mellen confirmed that in fact it does more than likely have to with the timeshare industry.

Mr. Kennedy asked about Business, Professional, and Occupational License (BPOL) revenue and if there is no change due to lack of growth or lack of collection.

Ms. Mellen stated that the information that Mr. Kennedy is requesting would have to come from the Commissioner of the Revenue's office and that she would contact that office.

Ms. Jones asked what the County's population is currently.

Ms. Mellen states that current population is 68,800.

## **F. SPENDING PRIORITIES**

### **1. Schools**

Mr. John McDonald, Director of Financial and Management Services, addressed the Board giving a presentation on the budget outlook of the Williamsburg-James City County Schools (WJCC). He stated that the school board budget is based on five factors only two of those come from the County, operating budget and the capital improvement budget. The amount for capital improvement has been reduced greatly this year due to a reduction in improvements that were needed last year. He stated that based on the distribution of funds from State and local funds the City of Williamsburg and James City County residents pay about the same amount per child; however, the County is the major source of funding for the WJCC Schools. He stated that state funds only account for money in the operating budget not in the capital budget. He stated that the BOS has no line item authority over the School Board's budget as defined by State Code.

Mr. McDonald stated that there are about 11,000 students in the school system currently. That is an increase of about 200 students from the County this year and the projections are for about 200 additional students per year.

Mr. McDonald that in the FY 2015 budget it is anticipated that the school system will have to pay additional 2million dollars toward the teachers' VRS contributions. Mr. McDonald showed a projected budget for FY 2015 but stated to expect an increase in a funding request for FY 2015.

Ms. Jones asked what the figure is that is spent per student in the County.

Mr. McDonald stated that \$11,519 is spent per student in the County.

Ms. Jones then asked about the comparison of cost per student from WJCC Schools and York County School Division.

Mr. McDonald stated that the cost per student is less in York County but that it is based on the salaries of the teachers and the fact that the WJCC Schools run a pre-kindergarten program as well.

Mr. Kennedy asked about the funding of a new middle school in the coming years.

Mr. McDonald stated that at this time the WJCC Schools are still several years out from a new school. That no sight has been selected or design planned at this point. The WJCC Schools also stated that the new middle school would need to accommodate 950 students where James Blair is only capable of accommodating 600 students.

Mr. Kennedy then asked about the debt service to build and open a new middle school.

Mr. McDonald stated that he did not have those figures with him that the present 2005 bond debt service was combined between opening new schools and improvements not broken down for specific items.

Mr. Kennedy asked about the City of Williamsburg's share of the WJCC School Board budget growing on pace with their increased enrolment and need for new facilities.

Mr. McDonald stated that the portion of the WJCC Schools budget paid by the city has been growing for the last four or five years.

Mr. Kennedy asked if the figure that he had been informed of \$44 million for the new middle school was accurate.

Mr. McDonald stated that the estimate is \$35 to \$40 million.

Mr. Kennedy asked about a new elementary school.

Mr. McDonald stated that there is discussion about a new elementary school in the west of the County or incremental increases to existing schools.

Mr. Kennedy asked about Stonehouse donating land for a new elementary school.

Mr. McDonald said he wasn't certain of that information that it would be brought up at a future meeting with the school board. He also stated that in the next five-year plan that there would be a plan to add a fourth high school as well.

Ms. Jones asked about expanding the middle schools.

Mr. McDonald said that it isn't just a matter of student capacity but also core services such as cafeteria space.

Mr. Hipple stated that he would like to see combined sites of elementary, middle, and high Schools on one single piece of land.

Mr. Kennedy stated that he feels that the County should start looking at acquiring land early for the future use of schools.

Ms. Jones stated that there needs to be discussion about future school sites in accordance with the current comprehensive plan.

Mr. Kennedy stated that we need a projection of when the new school, or schools, needs to be available to be online and what they will do to current maximum debt capacity.

Mr. McDonald stated that the middle school is the more immediate need.

Mr. Hipple asked about opening James Blair again.

Ms. Jones stated that there would be new requirements for the school.

Mr. McGlennon stated that it would cost about the same amount to renovate James Blair with technology upgrades and size expansions as to build a new middle school.

Ms. Jones then stated that she thinks this is a conversation that needs to be continued with the school board.

## 2. Stormwater

Ms. Fran Geissler, Director of Stormwater Division, and Mr. John Horne, Director of General Services, addressed the Board giving a presentation on the current issues facing the Stormwater Division. Ms. Geissler stated that there are new requirements for Total Maximum Daily Load (TMDL) of stormwater runoff into community streams. Because of the new requirements Stormwater Division is requesting to hire an additional part-time employee. She stated that there are new training requirements for County personnel for stormwater runoff. She also spoke about the new requirements under the MS4 permit for stormwater. She stated that upgrades are needed at the County's ten fueling sites as well as the counties convenience centers by the end of June 2017. She also spoke about the new plan that the State has required that the County develop by June 2015.

Mr. Powell stated that a figure has not be assigned to the cost that will be required to come into compliance with the new requirements but it will be cost several million dollars and requests some guidance from the board as far as how this is going to be funded whether through general fund or other avenues.

Mr. Hipple stated that he would like to see a plan to partner with other water conservation groups to complete the requirements.

Ms. Jones stated that she would like to see stormwater funded through general fund sources rather than generating new fees. She continued to ask about pending legislating regarding stormwater.

Ms. Geissler stated that pending legislation does not apply to MS4 permit holders.

Mr. Onizuk stated that no matter where specifically the money for this project comes from that it still ultimately comes from citizens and he would like to see it funded from within the general fund and not from a new revenue creation activity.

Mr. McGlennon stated that if a fee were created it would push the cost of the new stormwater requirements onto those businesses and individuals who create stormwater runoff and away from the entirety of the County.

Mr. Kennedy stated that if a stormwater fee was created it would not be a tax and would apply to tax exempt organizations in the County as well. He stated that he would like to see the funds provided from general fund sources but there are a lot of issues that are going to require funding from the general fund and that the Boards needs to look at what programs are essential and required of the County.

Ms. Jones stated that she did not want to see new fees that citizens already have enough financial burdens on them without additional fees from the County.

Mr. Onizuk said he supports the idea from Mr. Hipple of exploring the options of working together with other localities to develop stormwater plans and resources together that may generate cost savings for everyone involved.

### 3. Capital Improvement Projects

Mr. John McDonald, Director of Financial and Management Services, addressed the Board giving a presentation on the current capital improvement projects. He stated that the current five-year capital improvement plan is currently exceeds \$74 million for the next five years. That this includes the building of a new middle school, stormwater requirements, a new General Services operations building, and improvements to Jamestown High School.

Mr. McDonald stated that the current plan for FY 2015 is for the improvement and maintenances for existing projects as well as for the new stormwater requirements

Mr. Onizuk asked what is needed at Jamestown Beach.

Mr. McDonald stated that there are infrastructure requirements such as electrical, water and sewer.

Mr. Hipple stated that he would like to see a consolidation of County facilities into fewer sites.

Mr. Kennedy stated he would like to see what the costs are for stormwater, VRS payments, debt service, etc. yearly so that the board has an idea of what the Board has to work with out of the General Fund.

### 4. Tax Rate Advertisement

Mr. Doug Powell, Acting County Administrator, addressed the Board regarding the current tax rate in the County. He explained that the Board has the option of tax rate advertising. He stated the Board can lower the advertised rate but not raise it without re-advertising.

Ms. Jones asked that the current budget be based on the current tax rate.

Mr. Hipple asked what a one cent change in the tax rate would cost the average tax payer.

Mr. McDonald explained that on a 300,000 dollar home the cost would be approximately 30 dollars.

Mr. Kennedy stated that he would like to see what cost savings could be done as well as other revenue streams for the County. He also would like to see if there are other public private ventures available.

## **G. BOARD DISCUSSION/GUIDANCE**

Mr. Powell stated that no decisions have to be made today, but staff wanted to give the Board the opportunity to direct staff on tax rate advertising. He stated that if there is any other guidance that the Board has in regards to other matters on the agenda, please let him know.

Ms. Mellen stated that the tax rate advertising requirements are a little different than the budget advertising requirements. Tax rate advertising must go out 30 days ahead of time, and must be separate from the budget public hearing.

Ms. Jones stated that she would prefer that the Board keep the current tax rate.

Mr. Onizuk asked if the Board can advertise for an increase in the rate, but not necessarily make the change to the tax rate. He asked what staff recommends.

Ms. Mellen stated that it depends on what the Board wants to do in regard to the tax rate. She stated that advertising would give the Board more flexibility. She stated that this coming Friday is the deadline for departmental budget requests, so staff will have more of an idea of what is needed. She stated that staff could advertise for a higher rate, but the Board could still direct staff to develop the budget based on the current tax rate. She stated that it would allow staff to show what the increased rate would pay for in the current budget.

Mr. Powell stated that staff can come back to the Board after the departmental budgets have come in and give the Board a better idea of the requirements of the budget before deciding on whether or not to advertise a tax rate increase.

Ms. Jones reiterated that she would like the budget worked around the existing tax rate.

Mr. Hipple clarified that by adding one cent to the tax rate that it would equate to adding \$1 million to the coffers.

Mr. McDonald stated correct.

Mr. Powell stated that as tax assessments are going down, taxpayers would actually probably break even if the rate was increased by one cent.

Mr. Kennedy reiterated his desire to see the County look in to what possible public-private ventures are available, perhaps at Jamestown Beach. He stated that he would like to see things broken down into what is an absolute need now, what are future needs, and what are some possible things the County wants to do. He stated that the Board needs to stay cognizant of the changes to healthcare and VRS as well.

Ms. Jones stated that she is interested to see what changes will come to the healthcare component for employees based on the Affordable Care Act. She stated that she has also asked for a list of all the memberships that the County is a part of and paying dues for, so that the Board is aware of them as well as the public. Ms. Jones asked when the Board would be meeting with the schools.

Mr. Powell stated that the meeting with the schools is between the release of the school budget proposal but prior to the adoption of the school budget by the School Board.

Ms. Jones stated there are three Budget Work Sessions scheduled and the Board can always add one more if necessary.

#### **H. ADJOURNMENT** – 4 p.m. on January 28, 2014, for the Work Session

Mr. Hipple made a motion to adjourn.

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

At 1:31 p.m., Ms. Jones adjourned the Board.

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M. Douglas Powell  
Clerk to the Board

012514bosret-min

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

**A. CALL TO ORDER**

**B. ROLL CALL**

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

M. Douglas Powell, Acting County Administrator  
Leo P. Rogers, County Attorney

**C. BOARD DISCUSSIONS**

1. Hybrid Sewer Plan

Ms. Stephanie Luton, Assistant General Manager of the James City Service Authority (JCSA), addressed the Board and introduced Mr. Danny Poe, Chief Engineer for Wastewater for the JCSA. She addressed the Board giving a presentation on the Hybrid Plan, as a result of the Consent Order, and the Memorandum of Agreement (MOA) that was included in the Agenda Packet.

Mr. McGlennon asked where the money comes from for the Hampton Roads Sanitation District (HRSD) Regional Facility to operate.

Ms. Luton stated that it would be through the rates paid to HRSD.

Mr. McGlennon asked how that rate is sent currently, if it was set on a locality by locality basis or if the rate is uniform across the region.

Ms. Luton stated that it is a uniform rate across the region based on consumption, meaning how much wastewater is being treated.

Mr. McGlennon asked how this plan will affect the rates of the consumers.

Ms. Luton stated that in terms of the billing, most of the rate increases will show in the HRSD portion of the consumer's bill. She stated that the JCSA would still need to meet its maintenance responsibilities, but staff anticipates that the JCSA portion of the consumer's bill will remain fairly steady.

Mr. McGlennon clarified that in order to meet the requirements of the Consent Order, consumer's rates will increase, but not like they would if the JCSA did not participate in the Hybrid Plan being proposed.

Ms. Luton stated correct.

Mr. Onizuk asked if this proposal would affect Stormwater and water quality issues as well, or is this just sewer.

Ms. Luton stated that this is just sewer.

Ms. Jones asked if there is an end date to the MOA. She stated that she believes the Hybrid Plan is a much better option than the original regional plan proposed. She stated that she is concerned that our rate payers are not protected against increases because of issues in other localities.

Mr. McGlennon stated that his understanding is that by participating in the Hybrid Plan, the JCSA is protected from the Consent Order and the burden to comply. He stated that the trade-off is that projects that the JCSA would have had to do to be in compliance will not necessarily be a high priority because they do not affect the regional basin as much.

Mr. Poe stated that HRSD will be able to look at basins on a regional basis and determine which projects would have the most effect on reducing wastewater to meet the threshold limits. He also stated that the MOA specifically states that the HRSD will be working with the JCSA to determine which will be done here locally.

Mr. Kennedy stated the HRSD's rates seem to escalate on an annual basis and asked what the comparison is between their rate increases and those of the JCSA.

Ms. Luton stated that she is not certain of the exact percentage rate increases of HRSD verses JCSA, but they have risen quicker and at a higher rate than the JCSA. She stated that she would be happy to calculate that information and provide it to Mr. Kennedy.

Mr. Kennedy asked who sets the rate increases.

Ms. Luton stated that the HRSD Board sets the rates.

Mr. Kennedy asked what they use as criteria to determine those rate increases.

Mr. Poe stated that on the wastewater treatment side, there are very strict regulations on pollutants, so when HRSD has to go in and repair a treatment facility, those repairs are very costly. He stated that those costs probably drive most of the rate increases.

Ms. Luton stated that in addition to the information on the percentage of rate increases, she would also provide Mr. Kennedy information on the criteria for the rate increases and what, if any, appeals process the localities have.

Ms. Jones asked when the expectation is that the Board will take action on this MOA.

Ms. Luton stated that if Board members have any other questions, staff will supply those as quickly as possible. The hope is that the Board will take action on the MOA at the February 25, 2014, JCSA Board of Directors Meeting.

Mr. Hipple clarified that if one locality does not agree to the MOA, then the whole plan does not work.

Ms. Luton stated correct.

Mr. Hipple asked if there is any estimate on how much of rate increase consumers can expect to see.

Ms. Luton stated that because the Hybrid Plan is so new, there has not been any information available on what possible rate increases might be. Ms. Luton stated that she could contact the Director of the HRSD and see if they have run any forecasts on what increases might be and then provide any information she receives to the Board. She stated that there is the expectation that eventually the rate increases will level off.

Mr. McGlennon stated that he still has a question about who owns the pipe.

Mr. Poe stated that the JCSA will still own the pipes, that HRSD contractors would come in and do any work or repairs that needed to be done and then turn the control of the pipe back over to the JCSA.

Mr. Onizuk asked if any locality can exit the MOA and the Hybrid Plan, and what happens then.

Mr. Rogers stated that there is no exiting once you enter into the MOA.

Mr. Onizuk stated that he would be interested in knowing the expected costs of entering into the Hybrid Plan verses not entering into the Hybrid Plan per household in James City County.

Ms. Jones asked if there were any other questions, seeing and hearing none, she thanked Ms. Luton for her presentation.

At 4:43 p.m., Ms. Jones recessed the Board for a brief break.

At 4:46 p.m., Ms. Jones reconvened the Board.

## 2. Methodology and Timeline for the Review of the 2009 Comprehensive Plan

Ms. Jones recognized Mr. Al Woods, Chair of the Planning Commission, and Mr. Rich Krapf, Vice-Chair of the Planning Commission, and thanked them for joining the Board's discussion.

Ms. Tammy Rosario, Principal Planner, addressed the Board stating that Mr. Woods would begin the discussion this afternoon.

Mr. Woods stated that State Code requires that the Comprehensive Plan be reviewed and updated every five years. He stated that the this review will be of limited scope, focusing mostly on land use, transportation, and economic development while leaving intact the principles, policies, and major developments from the prior Comprehensive Plan. He stated that it is the plan to continue the tradition of broad public outreach and broad representation. He stated that the Planning Commission is pleased to present the Board with a methodology and timeline for the review of the 2009 Comprehensive Plan. He stated that unless the Board has any questions for him or Mr. Krapf, he will turn over the discussion to Ms. Rosario.

Ms. Rosario addressed the Board giving a presentation of the materials included in the Agenda Packet.

Ms. Rosario introduced Ms. Susan Willis, Director of Virginia Tech Center for Survey Research, who joined the meeting via phone.

Ms. Willis addressed the Board regarding the citizen survey proposed for the beginning stage of the Comprehensive Plan review.

Ms. Rosario stated that should the Board endorse the survey that was included in the Agenda Packet, then staff is prepared to move forward with the survey immediately.

Mr. Kennedy stated that he has concerns about the wording of the questions. He stated that he would like to see the questions be more definitive and not as speculative.

Mr. Onizuk stated that some of the questions are vague. He stated that some of the questions refer to parks and recreation and should the County spend more money on parks. He stated that the question does not ask "are you, the taxpayer, willing to spend more money on parks and recreation?" He stated that it really comes down to citizens want more services, but are they willing to pay for them and that link is not made in the questions.

Ms. Jones reiterated that the questions need to tie in to whether or not people are willing to pay more for the services that they would like to see in the County. She stated, for example, many people would like to see the County have an aquatic center; however, many people are not aware of the price tag that goes along with having an aquatic center. She also stated that some of these services could be provided by private industry not necessarily the government and that is a question that should be clarified. She stated that there is a good foundation for the community outreach portion and she does not believe that it needs to be really changed. She stated that the timeline is scheduled for 15 months, but she is not sure that it will necessarily take that long.

Mr. Kennedy stated that different revenue streams are mentioned in the survey, but there are other options that are not listed that could be expanded.

Mr. McGlennon stated that there is a value to asking general questions that are similar to ones asked five years ago to see how attitudes in the community have changed toward different programs and services. He stated that this type of survey is not designed to give a lot of information; however, some of the questions could be asked if citizens believe they pay too high, average, or too low property taxes, and questions of that nature to get a sense of the tax burden on the citizens. He stated that he is not a fan of open-ended questions, but if there are some that have worked well in the past then so be it.

Ms. Jones stated that she has some concern over the length of the survey as well.

Mr. Kennedy stated that he would like to see the business community included in this survey as well, and to see those numbers broken out separately.

Mr. Hipple stated that he found the survey to be rather long and would find it difficult to stay on the phone that long to answer all the questions. He stated that he agrees with the rest of the Board about including questions about whether or not citizens would be willing to see their property taxes go up one cent in order to pay for expanded services. He stated that the questions read like the County has money to spend, not correlating to the fact that increased services means increased costs. He stated that he also thought that some of the questions were somewhat leading.

Mr. Kennedy stated that some of the committees in the County should be talked to and included in the process.

Mr. Onizuk stated that at the end of the day, if citizens want more, then they need to pay more, and that needs to be clarified.

Mr. Kennedy stated that he would like to see some question on land use predictability. He stated that people want to know what to expect in the community in the years to come.

Ms. Rosario stated that perhaps some of these questions would lend themselves better to the open forum discussions with citizens.

Mr. Kennedy stated that those open forums are attended by interest groups and it does not matter which side of the aisle you sit on, not many get involved and those that do, are the same ones that we see at all meetings.

Ms. Rosario stated that staff intends to conduct open forum meetings in various parts of the County in attempt to reach different segments of the County population. She stated that the CPT will be engaging the business community.

Mr. McGlennon suggested reaching out to the homeowners associations as well.

Mr. Kennedy suggested reaching out to organizations that the County supports as well.

Ms. Rosario stated, in regards to the previous question from Ms. Jones, the CPT would be more strategic and the Planning Commission will take on more of the role that the Steering Committee had in the past. She asked if the Board would like to see revised questions.

Ms. Jones stated that she would like to see the revised questions prior to being sent out to the citizens.

Ms. Rosario asked if the Board was satisfied with the methodology and the timeline.

The Board affirmed.

Ms. Rosario stated then that the survey questions would be revised and brought back to the Board for approval.

Mr. Onizuk stated that he would like to see a web-based survey online as well, even if it is not scientifically accurate, it would be nice to see the responses from those as well.

Ms. Jones thanked all in attendance for their time and presentation.

At 5:46 p.m., Ms. Jones recessed the Board for a break.

At 5:56 p.m., Ms. Jones reconvened the Board.

#### **D. CLOSED SESSION**

1. Consideration of a public contract involving the expenditure of public funds to hire an executive search firm to search for a new County Administrator and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia.

Mr. McGlennon made a motion to go into Closed Session pursuant to the consideration listed on the Agenda.

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

At 5:58 p.m., the Board entered into Closed Session.

At 6:50 p.m., the Board reentered Open Session.

Mr. McGlennon made a motion to certify the Closed Session.

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

## **RESOLUTION**

### **CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) Section 2.2-3711(A)(29), consideration of a public contract involving the expenditure of public funds to hire an executive search firm to search for a new County Administrator and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Ms. Jones stated that the Board needs to schedule a meeting with specific executive search firm respondents. She stated that she would like to suggest that the Board schedule a meeting for four hours to interview the selected search firm candidates. She questioned the Board about its schedules in the attempt to determine a day that worked for everyone.

The consensus of the Board was to add a Work Session prior to the Regular Meeting on February 11, 2014, beginning at 3 p.m.

Mr. McGlennon made a motion to amend the calendar to add the Work Session on February 11, 2014, at 3 p.m.

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

**E. ADJOURNMENT** – 3 p.m. on February 11, 2014, for the Work Session

Mr. Hipple made a motion to adjourn.

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

At 7:02 p.m., Ms. Jones adjourned the Board.

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M. Douglas Powell  
Clerk to the Board

020414bosws-min

AT A WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 11TH DAY OF FEBRUARY 2014, AT 3:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

**A. CALL TO ORDER**

**B. ROLL CALL**

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

M. Douglas Powell, Acting County Administrator  
Leo P. Rogers, County Attorney

Ms. Jones stated that the purpose of the Work Session today is to interview potential executive search firm candidates. Mr. James Peterson, Acting Director of Human Resources, was also in attendance at the Board's desire.

**C. CLOSED SESSION**

Mr. Onizuk made a motion to go into Closed Session pursuant to the Code Section listed on the Agenda.

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

1. Consideration of a public contract involving the expenditure of public funds to hire an executive search firm to search for a new County Administrator, including interviews of bidders or offerors and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia.

a. Executive Search Service Interviews

At 4:35 p.m., Ms. Jones recessed the Board from the Closed Session regarding the executive search firm interviews.

At 4:36 p.m., Mr. Hipple made a motion to go into Closed Session for the purpose of making appointments.

2. Consideration of a Personnel Matter, the Appointment of Individuals to County Boards and/or Commissions Pursuant to Section 2.2-3711(A)(1) of the Code of Virginia .

- a. Board of Zoning Appeals
- b. Planning Commission
- c. Regional Issues Committee
- d. Purchase of Development Rights Committee
- e. Board of Equalization
- f. Agricultural and Forestal Districts Advisory Committee
- g. Colonial Group Home Commission
- h. Colonial Behavioral Health Board of Directors
- i. Virginia Peninsula Public Service Authority Board of Directors

At 5:07 p.m., the Board came out of Closed Session and Mr. McGlennon made a motion to certify the Closed Session for appointments to County Boards and/or Commissions.

## RESOLUTION

### CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) Section 2.2-3711(A)(1), to consider personnel matters, the appointment of individuals to County boards and/or commissions.

Mr. Hipple made a motion to appoint/recommend the following individuals: Mr. Stephan Rodgers recommended to the Circuit Court Judge for reappointment to the Board of Zoning Appeals; Mr. Rich Krapf appointed as Powhatan seat representative on the Planning Commission; Ms. Robin Bledsoe appointed as the Jamestown seat representative on the Planning Commission; Ms. Heather Cordasco appointed as the citizen representative to the Regional Issues Committee; Dr. Martin Mathes reappointed to the Purchase of Development Rights Committee; Mr. Christopher Rouzie, Mr. Michael Grimes, Ms. Vicki Nase, and Mr. Mike Siemerlein recommended to the Circuit Court Judge for reappointment to the Board of Equalization; Mr. William Taylor and Mr. William Harcum appointed to the Agricultural and Forestal Districts Advisory Committee; Mr. John Carnifax appointed to fill the balance of an unexpired term on the Colonial Group Home Commission; Mr. John McDonald appointed to fill the balance of an unexpired term on the Colonial Behavioral Health Board of Directors; County Administrator appointed as Member Representative and the Director of General Services appointed as Alternate Designee on the Virginia Peninsula Public Service Authority Board of Directors.

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

Mr. Kennedy made a motion to appoint Mr. John Wright as the At-Large representative to the Planning Commission.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. Onizuk, Ms. Jones, (4). Mr. McGlennon, NAY: (1).

Mr. Hipple made a motion to go back into to Closed Session to continue the executive search firm interviews.

The Board came out of Closed Session at 6:55 p.m., and Mr. McGlennon made a motion to certify the Closed Session.

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

## **RESOLUTION**

### **CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) Section 2.2-3711(A)(29), consideration of a public contract involving the expenditure of public funds to hire an executive search firm to search for a new County Administrator, including interviews of bidders or offerors and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

**D. ADJOURNMENT** – until Regular Meeting at 7 p.m.

Ms. Jones recessed the Board until the Regular Meeting beginning at 7 p.m.

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M. Douglas Powell  
Clerk to the Board

## MEMORANDUM COVER

**Subject:** Dedication of Ivey Lane

**Action Requested:** Shall the Board approve the resolution that dedicates the street and associated right-of-way for Ivey Lane to the Virginia Department of Transportation (VDOT)?

**Summary:** The following submittal contains the necessary documents for the street dedication process. Included are the Board memorandum, resolution, a location map of the proposed road, and the VDOT AM-4.3.

Staff recommends approval of the attached resolution.

**Fiscal Impact:** N/A

**FMS Approval, if Applicable:** Yes  No

**Acting Assistant County Administrator**

Adam R. Kinsman AK

**Acting County Administrator**

M. Douglas Powell DP

**Attachments:**

1. Memorandum
2. Resolution
3. Location Map
4. VDOT AM-4.3

**Agenda Item No.:** H-2

**Date:** March 11, 2014

## MEMORANDUM

DATE: March 11, 2014  
TO: The Board of Supervisors  
FROM: Scott J. Thomas, Director of Engineering and Resource Protection  
SUBJECT: Dedication of Ivey Lane

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Attached is a resolution requesting acceptance of a street into the State Secondary Highway System. The street proposed for acceptance is Ivey Lane from the intersection of Sycamore Landing Drive to the cul-de-sac which is a distance of .17 mile. This street has been inspected and approved by representatives of the Virginia Department of Transportation (VDOT) as meeting the minimum requirements for secondary roadways. The developer who initially started the dedication process for Ivey Lane never completed the process and James City County drew on the associated surety for the project to complete the process.

VDOT's Secondary Street Acceptance Requirements (SSAR), effective March 2009 outline processes on how streets are designed, constructed, and officially accepted for maintenance as part of the secondary system of State highways.

Upon the satisfactory completion of construction of streets, VDOT advises and coordinates with the local governing body of the street's readiness for acceptance through the use of VDOT's Form AM-4.3. As part of the initial acceptance process, the County Board of Supervisors must request, by resolution, that VDOT accept the street for maintenance as part of the secondary system of State highways. Administrative procedures outlined in the SSAR/24VAC30-92-70 list criteria for street acceptance and what information is required on the local resolution. Once the resolution is approved, the signed Form AM-4.3, along with the resolution, is returned to VDOT. VDOT then officially notifies the locality of the street's acceptance into the secondary system of State highways and the effective date of such action. This notification serves as the start of VDOT maintenance responsibility. Also, within 30 days of the local governing body's request (resolution), VDOT requires a Maintenance Surety to be posted by the developer to guarantee performance of the street for one year from the date of acceptance. In this instance the developer is James City County and the surety requirement is satisfied by language specified in the resolution.

Staff recommends adoption of the attached resolution.

  
Scott J. Thomas

CONCUR:

  
Allen J. Murphy, Jr.

SJT/nb  
IveyLnDed-mem

Attachments

**RESOLUTION**

**DEDICATION OF IVEY LANE**

WHEREAS, the street described on the attached AM-4.3 fully incorporated herein by reference, is shown on plats recorded in the Clerk’s Office of the Circuit Court of James City County; and

WHEREAS, the Residency Administrator for the Virginia Department of Transportation (VDOT) advised the Board that the street meets the requirements established by the Subdivision Street Requirements of VDOT; and

WHEREAS, the County and VDOT entered into an agreement on July 1, 1994, for comprehensive stormwater detention which applies to this request for addition.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby requests VDOT to add the street described in the attached Additions Form AM-4.3 to the secondary system of State highways, pursuant to § 33.1-229 of the Code of Virginia, and the Department’s Subdivision Street Requirements.

BE IT FURTHER RESOLVED, this Board guarantees the performance of the street requested herein to become part of the Secondary System of State Highways for a period of one year from the date of the acceptance of the referenced street by VDOT into the Secondary System of State Highways. This Board will completely reimburse all costs incurred by VDOT, up to \$8,000 to repair any faults in the workmanship or materials of the referenced street and related drainage facilities as determined exclusively by VDOT.

BE IT FURTHER RESOLVED, the Board guarantees a clear and unrestricted right-of-way, as described and any necessary easements for cuts, fills, and drainage.

BE IT FURTHER RESOLVED that a certified copy of this resolution will be forwarded to the Residency Administrator for VDOT.

\_\_\_\_\_  
 Mary K. Jones  
 Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
 M. Douglas Powell  
 Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
KENNEDY	_____	_____	_____
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of March, 2014.

9888

9730

5217

9716

9650

5232

9659

5209

9647

9635

5224

Ivey Ln

5216

9800

5200

5208

Sycamore Landing Rd

Croaker Landing Rd

9510

5526

9481

9415

9480



DEDICATION OF STREETS IN IVEY DELL

Legend

 Streets to be Dedicated  
1 inch = 500 feet



In the County of James City

By resolution of the governing body adopted March 11, 2014

*The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.*

A Copy Testee

Signed (County Official): \_\_\_\_\_

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## Report of Changes in the Secondary System of State Highways

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Project/Subdivision Ivey Dell

Type Change to the Secondary System of State Highways: Addition

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.1-229

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**Street Name and/or Route Number**

† Ivey Lane, State Route Number 1599

Old Route Number: 0

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 | From: Rt 607 (Sycamore Landing Rd)

To: Cul-de-sac, a distance of: 0.17 miles.

Recordation Reference: N/A

Right of Way width (feet) = 50 feet

## MEMORANDUM COVER

**Subject:** Grant Award - Office of Emergency Medical Services (OEMS) Virginia Pre-Hospital Information Bridge (VPHIB) Special Initiative Grant - \$37,365

**Action Requested:** Shall the Board approve the resolution that appropriates grant funds awarded from the Commonwealth of Virginia Department of Health, Office of Emergency Medical Services (OEMS)?

**Summary:** The James City County Fire Department has been awarded a Virginia Pre-Hospital Information Bridge (VPHIB) Special Initiative Grant in the amount of \$37,365 from the Commonwealth of Virginia Department of Health, Office of Emergency Medical Services (OEMS).

The funds are to be used for the purchase of 15 computers and vehicle chargers to be used to collect EMS data and submit it to the State's VPHIB system.

The Department will deploy the computers to first due ambulances, engines, and rescue apparatus; supervisory response vehicles; and some reserve ambulances.

Staff recommends adoption of the attached resolution to appropriate funds.

**Fiscal Impact:** The grant does not require a local match. However, the Department will use other funding to purchase mounting hardware where needed.

**FMS Approval, if Applicable:** Yes  No

**Acting Assistant County Administrator**

Adam R. Kinsman 

**Acting County Administrator**

M. Douglas Powell 

**Attachments:**

1. Memorandum
2. Resolution

**Agenda Item No.:** H-3

**Date:** March 11, 2014

## M E M O R A N D U M

DATE: March 11, 2014

TO: The Board of Supervisors

FROM: William T. Luton, Fire Chief

SUBJECT: Grant Award - Office of Emergency Medical Services (OEMS) Virginia Pre-Hospital Information Bridge (VPHIB) Special Initiative Grant - \$37,365

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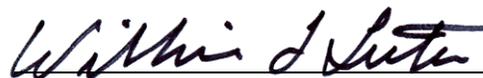
The James City County Fire Department (JCCFD) has been awarded a Virginia Pre-Hospital Information Bridge (VPHIB) Special Initiative Grant in the amount of \$37,365 from the Commonwealth of Virginia Department of Health, Office of Emergency Medical Services (OEMS).

The funds are to be used for the purchase of 15 computers and vehicle chargers to be used to collect EMS data and submit it to the State's VPHIB system. The computers will replace outdated hardware and enhance the Department's ability to complete Patient Care Reports (PCRs) while on scene at emergency incidents.

The Department will deploy the computers to first due ambulances, engines, and rescue apparatus, supervisory response vehicles, and some reserve ambulances.

This grant is 100 percent State funded. It does not require a local match; however, the Department will use other funding to purchase mounting hardware where needed.

Staff recommends adoption of the attached resolution to appropriate funds.

  
William T. Luton

WTL/nb  
GA-OEMS-mem

Attachment

**RESOLUTION**

GRANT AWARD - OFFICE OF EMERGENCY MEDICAL SERVICES (OEMS)

VIRGINIA PRE-HOSPITAL INFORMATION BRIDGE (VPHIB)

SPECIAL INITIATIVE GRANT - \$37,365

WHEREAS, the James City County Fire Department has been awarded a Virginia Pre-Hospital Information Bridge (VPHIB) Special Initiative Grant in the amount of \$37,365 from the Commonwealth of Virginia Department of Health, Office of Emergency Medical Services (OEMS); and

WHEREAS, the funds are to be used for the purchase computers and vehicle chargers to be used to collect EMS data and submit it to the state’s VPHIB system; and

WHEREAS, the grant does not require a local match.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and the following budget appropriation to the Special Projects/Grants fund:

<u>Revenue:</u>	
OEMS-VPHIB Special Initiative Grant	<u>\$37,365</u>
<u>Expenditure:</u>	
OEMS-VPHIB Special Initiative Grant	<u>\$37,365</u>

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Mary K. Jones  
Chairman, Board of Supervisors

ATTEST:		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
	KENNEDY	_____	_____	_____
	JONES	_____	_____	_____
	MCGLENNON	_____	_____	_____
	ONIZUK	_____	_____	_____
	HIPPLE	_____	_____	_____

---

M. Douglas Powell  
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of March, 2014.

## MEMORANDUM COVER

**Subject:** Grant Award - Walmart Neighborhood Market - \$1,000

**Action Requested:** Shall the Board approve the resolution that appropriates grant funds awarded from Walmart on behalf of the Walmart Neighborhood Market?

**Summary:** The James City County Fire Department (JCCFD) has been awarded a grant in the amount of \$1,000 from Walmart on behalf of the Walmart Neighborhood Market.

The funds are to be used to purchase equipment and supplies to enhance the Department's response to Multi-Casualty Incidents (MCI).

Staff recommends adoption of the attached resolution to appropriate funds.

**Fiscal Impact:** The grant does not require a local match.

**FMS Approval, if Applicable:** Yes  No

**Acting Assistant County Administrator**

Adam R. Kinsman AK

**Acting County Administrator**

M. Douglas Powell DP

**Attachments:**

1. Memorandum
2. Resolution

**Agenda Item No.:** H-4

**Date:** March 11, 2014

MEMORANDUM

DATE: March 11, 2014  
TO: The Board of Supervisors  
FROM: William T. Luton, Fire Chief  
SUBJECT: Grant Award – Walmart Neighborhood Market – \$1,000

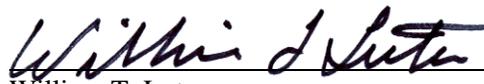
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The James City County Fire Department (JCCFD) has been awarded a grant in the amount of \$1,000 from Walmart on behalf of the Walmart Neighborhood Market.

The funds are to be used to purchase equipment and supplies to enhance the Department's response to Multi-Casualty Incidents (MCI).

The grant does not require a local match.

Staff recommends adoption of the attached resolution to appropriate funds.

  
William T. Luton

WTL/nb  
GA-WalmartNMkt-mem

Attachment

**RESOLUTION**

**GRANT AWARD - WALMART NEIGHBORHOOD MARKET - \$1,000**

WHEREAS, the James City County Fire Department has been awarded a grant in the amount of \$1,000 from Walmart on behalf of the Walmart Neighborhood Market; and

WHEREAS, the funds are to be used to purchase equipment and supplies to enhance the Department's response to Multi-Casualty Incidents (MCI); and

WHEREAS, the grant does not require a local match.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and the following budget appropriation to the Special Projects/Grants fund:

Revenue:

Walmart Multi-Casualty Incident Grant	<u>\$1,000</u>
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Expenditure:

Walmart Multi-Casualty Incident Grant	<u>\$1,000</u>
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Mary K. Jones  
Chairman, Board of Supervisors

ATTEST:

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M. Douglas Powell  
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
KENNEDY	—	—	—
JONES	—	—	—
MCGLENNON	—	—	—
ONIZUK	—	—	—
HIPPLE	—	—	—

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of March, 2014.

GA-WalmartNMkt-res