

A G E N D A

JAMES CITY COUNTY BOARD OF SUPERVISORS

County Government Center Board Room

April 8, 2014

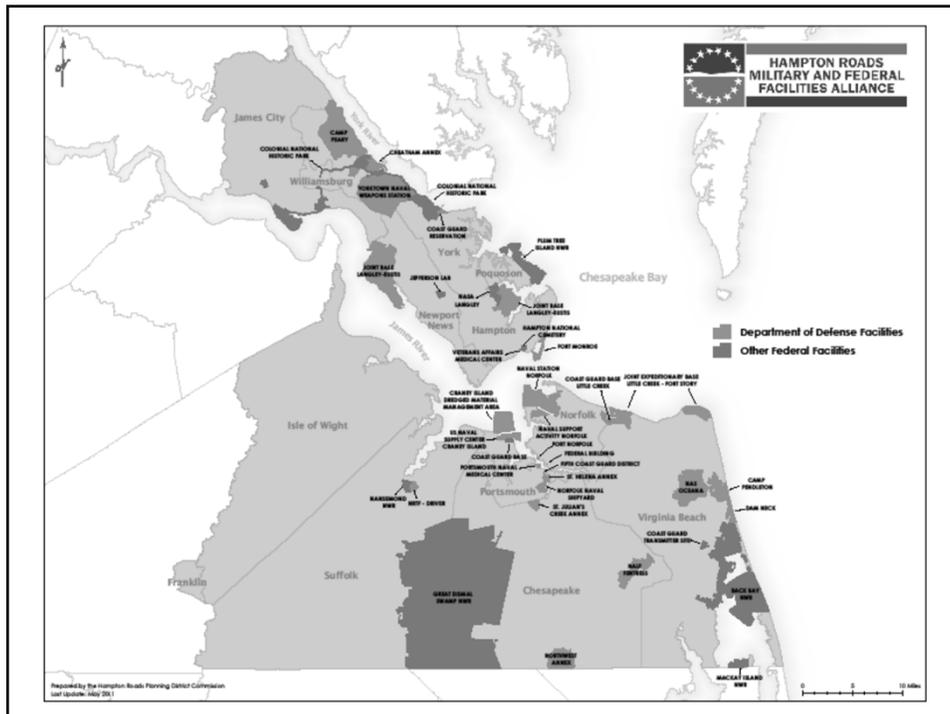
7:00 P.M.

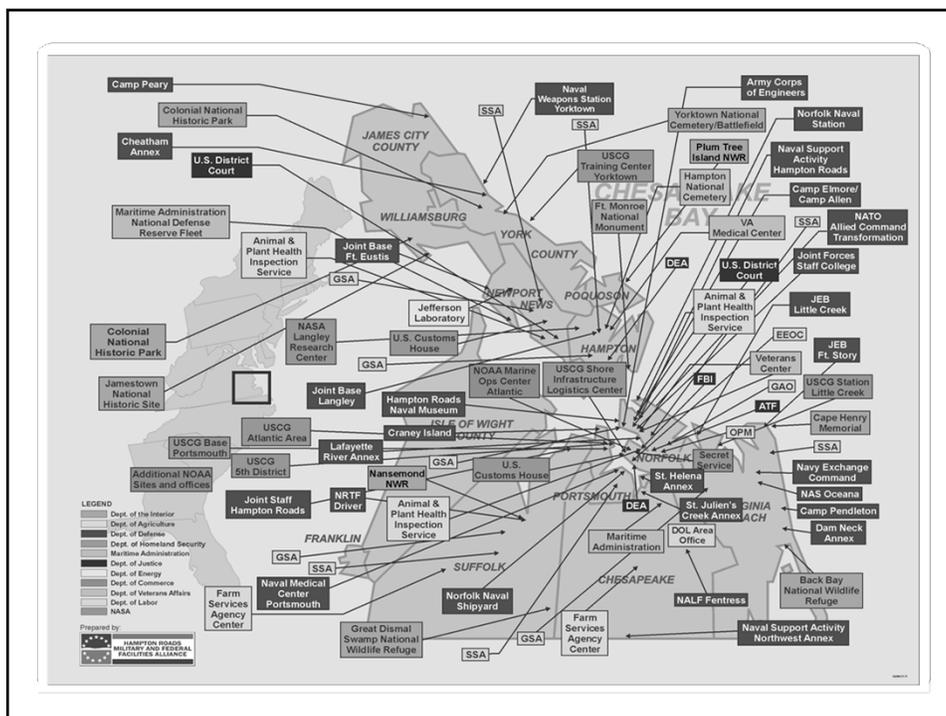
- A. CALL TO ORDER**
- B. ROLL CALL**
- C. MOMENT OF SILENCE**
- D. PLEDGE OF ALLEGIANCE** – Isabella Kennedy, a 2nd-grade student at Walsingham Academy and a resident of the Stonehouse District
- E. PRESENTATIONS**
 - 1. Community Services Coalition
 - 2. Hampton Roads Federal Facilities Alliance (HRMFFA) – **pg. 1**
- F. PUBLIC COMMENT**
- G. BOARD REQUESTS AND DIRECTIVES**
- H. CONSENT CALENDAR**
 - 1. Minutes –
 - a. February 27, 2014, Continuation of Meeting – **pg. 7**
 - b. March 11, 2014, Joint Work Session with WJCC School Board – **pg. 13**
 - c. March 11, 2014, Regular Meeting – **pg. 19**
 - 2. Adoption of Joint Work Session Minutes from 2013 – **pg. 25**
 - 3. Contingency Transfer – Fire/EMS Overtime – \$150,000 – **pg. 31**
 - 4. Resolution of Appreciation – Volunteer Week – **pg. 35**
- I. PUBLIC HEARINGS**
- J. BOARD CONSIDERATION**
- K. PUBLIC COMMENT**
- L. REPORTS OF THE COUNTY ADMINISTRATOR**
- M. BOARD REQUESTS AND DIRECTIVES**
- N. CLOSED SESSION**
 - 1. Consideration of a Personnel Matter, the Appointment of Individuals to County Boards and/or Commissions Pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
 - a. Parks and Recreation Advisory Committee
 - b. Historical Commission
 - c. Peninsula Alcohol Safety Action Program (PASAP) Policy Board – Staff Member
 - d. Colonial Community Criminal Justice Board – Staff Member
 - e. Greater Peninsula Workforce Development Consortium – Board Member
 - f. Community Services Coalition Board of Directors – Board Member
 - 2. Consideration of the Acquisition/Disposition of a Parcel/Parcels of Property for Public Use Pursuant to Section 2.2-3711(A)(3) of the Code of Virginia
- O. ADJOURNMENT** – until 7 p.m. April 22, 2014, for the Regular Meeting

How to think about the next 5-10 years of the Federal presence in Hampton Roads



Craig Quigley
Rear Admiral, U.S. Navy (Ret.)
Executive Director





BACKGROUND

- History of HRMFFA
- Views/predictions are mine alone
- Sequester/BRAC?
- Trend lines
 - Shift to the Pacific (maybe)
 - Smaller force (Army and Marine Corps)
 - Navy and Air Force dominant?

NAVY

- 2/3 of all regional Federal spending!
- Aircraft carriers
- Oceana → now and F-35
- Special Ops
- Riverine
- Ships → number & type
- BRAC?
- Long-term → less hardware, less people

AIR FORCE

- BRAC?
- LOTS of investment in Langley!
- Encroachment being addressed
- What can we attract?

ARMY

- BRAC? Force drawdown? Vulnerable?
- Various tenant commands
- More or less stable...for now

NASA LANGLEY

- Work in all areas, but 1/2 in aeronautics
- Budget pressure
- Mid-Atlantic Aviation Partnership

COAST GUARD

- Largest operational presence anywhere
- Struggling with modernization
- Budget pressure!

OTHER

- Fort Monroe
- Ship repair & modernization
- Ship building
- Unmanned systems
- USMC stable
- Hampton VA Medical Center/DoD hospitals

SEQUESTER

- Budget Hawks vs Defense Hawks
- Politically painless (sort of)
- Law unless it's replaced!
- How will this be felt in FY2016 and out?
 - Civil servant furloughs/RIFs
 - Real property maintenance
 - Spend more in the long run
 - DoD – less training; DoI – closures?

NOW WHAT?

- Play to Hampton Roads attributes
- Growth areas:
 - Cyber
 - Unmanned systems
 - Special Ops
- Play offense & defense if BRAC
- Challenges
 - Busier port
 - Wind energy?
 - Oil & gas drilling

BOTTOM LINE

Defense sector will shrink,
but we'll still be standing!

QUESTIONS?

AT A CONTIUED MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 27TH DAY OF FEBRUARY 2014, AT 3:00 P.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 (Absent)
Kevin Onizuk, Jamestown District
John J. McGlennon, Roberts District

M. Douglas Powell, Acting County Administrator
Leo P. Rogers, County Attorney
James A. Peterson, II, Acting Director of Human Resources

C. BOARD DISCUSSIONS

1. Discussion with Search Firm Consultant – Mr. Thomas Andrews, Senior Vice President, Colin Baezinger & Associates

Mr. Andrews stated that he would be meeting with Board members and compiling a recruiting profile within the next week that would be the basis for advertising the position of County Administrator.

Ms. Jones stated that she would like to see a candidate who is there to serve the citizens. She stated that she also wanted to see someone who would be fiscally responsible as far as maintaining the County's current bond rating.

Mr. McGlennon stated that he feels the citizens are looking for a County Administrator that has the ability to balance growth within the County while still maintaining the services that draws new residents to the County in terms of Parks and Recreation, Schools, Library, and Community Services.

Mr. Onizuk stated that he would like to see a County Administrator who is capable of communicating with citizens and keeping them informed. He stated that citizens are concerned with keeping the historic nature of the area while also having growth at the same time. He stated that this is a major issue for current and future citizens in so much as the balance between being able to have growth and still maintain the historical nature of the County.

Ms. Jones stated that another issue would be growth as far as tax base and attracting businesses to James City County.

Mr. Hipple stated that he would like to see a strong leader as the next County Administrator. He stated that he would like to see someone who could market the diversity of the County to visitors and future residents.

Mr. Onizuk stated that it would be a good to have someone with some level of experience with tourism since a good deal of revenue in the County is driven by tourism.

Mr. Andrews stated that it was coming across that someone with a strong economic development background would be preferred. The Board members agreed with his statement.

Ms. Jones stated that someone who would be able to make sure that the citizens were served in an efficient manner by County staff is important.

Mr. McGlennon stated that someone who could give direction to future business expansion, as much of the business development in the past has been retail based.

Ms. Jones stated that the new County Administrator would also be considering the update to the Comprehensive Plan.

Mr. Onizuk stated that he would like to see a change in the perception that James City County is against business growth and more welcoming to new business and business relocation.

Mr. Andrews asked about residential development in the County.

Ms. Jones stated that knowledge of the areas of the County that are currently experiencing growth and the shifts in housing development would be helpful.

Mr. Hipple stated there have been shifts in the last 20 years in the types and methods of development in the County.

Ms. Jones discussed the demographics of the area with the mix of large number of retirement communities in the area and then a large number of younger families.

Mr. Onizuk stated that someone who can work well with all the Board of Supervisors members as individuals and as a group will be important.

Mr. Andrews asked about infrastructure improvements that would be needed in terms of schools and utilities.

Mr. McGlennon stated that a new middle school is being discussed along with the possibility of a new elementary school by the end of the decade.

Mr. Powell stated that most of the year there is an adequate capacity of water and that there are agreements in place with Newport News Waterworks if that capacity is needed.

Mr. McGlennon stated that he would like to see a candidate who is versed in the dynamics of local government in the Commonwealth of Virginia. He discussed the different regional entities that exist that the County Administrator has interaction with or serves on.

Mr. Hipple stated that the County Administrator is the public face of the County.

Mr. Onizuk stated that he would like to see a County Administrator who is out in the community and working with the other localities to move the County forward while the Assistant County Administrator is actually the one running day-to-day operations of the County.

Mr. McGlennon stated that he feels there needs to be a balance between being out in the public and also running day-to-day operations that are both the responsibility of the County Administrator.

Mr. Andrews asked if there was an existing job description for the County Administrator.

Mr. Peterson responded that there is not.

Mr. Andrews stated that based on what he had heard it sounded that the Board members were looking for someone with 10 to 15 years of experience. He stated that he would work with Mr. Peterson on a salary range.

Mr. Powell stated that he would like Mr. Andrews to have contact with the Executive Leadership Team as well.

Mr. Onizuk asked about the public vetting of the top candidates to the position and asked if that would be a problem.

Mr. Andrews stated that some states do require public vetting and it would not be a problem. He made the suggestion of doing a citizens panel.

D. ADJOURNMENT – until 4 p.m. on March 11, 2014, for the Joint Meeting with Williamsburg City Council and the Williamsburg-James City County School Board.

Mr. McGlennon 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 4:32 p.m., Ms. Jones adjourned the Board.

M. Douglas Powell
Clerk to the Board

AT A JOINT WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, THE CITY COUNCIL OF THE CITY OF WILLIAMSBURG, VIRGINIA, AND THE WILLIAMSBURG-JAMES CITY COUNTY SCHOOL BOARD, HELD ON THE 11TH DAY OF MARCH 2014, AT 4:00 P.M. IN THE CAFETERIA IN THE SCHOOL BOARD AND CENTRAL OFFICE, 117 IRONBOUND ROAD, WILLIAMSBURG, VIRGINIA.

A. HOST WELCOME

B. CALL TO ORDER

Chairman Jones called the James City County Board of Supervisors to order. 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

Vice Mayor Freiling called the Williamsburg City Council to order. Roll Call:

Clyde Haulman, Mayor (Absent)
Paul Freiling, Vice Mayor
Scott Foster
Doug Pons
Judy Knudson

Jackson C. Tuttle, City Manager

Ms. Ruth Larson called the Williamsburg-James City County School Board to order. Roll Call:

Heather Cordasco
Elise Emanuel
Joseph Fuentes
Jim Kelly
Ruth Larson
James Nickols
Dr. Oscar Prater (Absent)

Dr. Steven Constantino, Superintendent
Janet Cerza, Clerk to the Board

C. FY2015 OPERATING BUDGET

Ms. Terry Stone, Chief Financial Officer for WJCC, presented the proposed WJCC FY2015 Operating Budget. Participants were each given a folder containing budget information. *See Attachments*

There was discussion on how the proposed sixteen additional teachers would be used; how the \$300,000 for alternative education enhancement would be used (a pilot to better meet the needs of students that are not successful in traditional school days through blended learning models); and, the proposed increase in staffing (see Superintendent's Proposed FY2015 Budget for breakdown).

D. FY2015 CIP/MIDDLE SCHOOL AND CENTRAL OFFICE DISCUSSION

There was discussion on the acreage needed for a middle school site (State recommends 30 acres. The James Blair site is 25 acres, including Cooley Field. A new building could be positioned on the property). Discussion followed on possible expansion of the high schools (two of the high schools can be expanded). Ms. Jones noted that the main floor of Warhill High School was designed larger than usual to accommodate future expansion. Mr. Kennedy stated 2001 studies that were done said Lafayette High School could be expanded.

The group discussed options to expand the current three middle schools (kitchens and other areas would have to be enlarged to accommodate the larger number of students). Dr. Constantino noted that hallways cannot be enlarged and a 21st century learning facility with adaptable learning space was recommended by the committee. All three middle schools are expandable. Ms. Jones stated that constituents have told her that if current schools can be expanded, it's more affordable and what goes on inside the building is more important than what the building looks like. Dr. Constantino noted that the effectiveness of the teacher is the most important thing, and they should consider in what environment teachers will thrive.

Ms. Cordasco noted that a geothermal system was used at Hornsby Middle School – it cannot be expanded. Also, the City is planning an adjustment to the road alignment in front of James Blair, which will decrease the land in front of the building. School buses need to be replaced – there is a cost for everything and the big picture (or the decision) is one we will have to live with for years.

There was discussion on either retrofitting James Blair or razing the current structure and building new.

More discussion followed on why expanding the existing school buildings would not fit into 21st century visions. The SOLs suggest mastery and moving on when ready – need to have flexibility to change student groupings based on what they have mastered. STEM education requires flexible learning space. Ms. Larson noted that a complete change is needed – not just adding on. The School Division is at a crossroads and needs to know what you are thinking and how we should proceed.

Mr. Kennedy asked about the 113 developable acres in the Stonehouse area, which would require expansion of the PSA. Previously the thought was that schools should be comparable (Within financial reason, strive for equity throughout the division. Terms of equity also evolve). Discussion followed on costs to expand the infrastructure of existing schools. One size no longer fits all; there are different programs at the schools. Kids are going to New Horizons for programs (auto shop).

Mrs. Cordasco noted that a new special education facility is being built at Butler Farm campus. The building currently being used is located on Woodside Lane it will be retrofitted for 21st century career ready classes (this is closer to Williamsburg.) Williamsburg-James City County (WJCC) has a strategic plan and is following it. This year paper usage, stipends and overtime were reviewed for new efficiencies. Technology for online learning and stormwater are issues they have no control over.

Dr. Constantino clarified for Mr. Hipple that school designs need flexible learning places for kids that are different. In addition to regular classrooms there need to be accommodations for personalized learning and the ability to regroup kids. Students don't learn the same way on the same day. Hallways are currently being used for regrouping. The decision needs to be for the next 20-40 years and include how we get there. Partnering opportunities with businesses and on-time graduation were discussed.

Ms. Larson said they (the School Board) need to get an idea on how to proceed with the central office needs. Mr. Kennedy stated that the JCC Planning Commission felt misled about whether the central office would be put in the Capital Improvement Plan (CIP) this year (CIP info is requested in August/September and all the information was not available at that time).

Dr. Constantino stated that the School Liaison Committee knew that this decision rested on whether James Blair was used as a middle school. The interest of the County was to find land as opposed to lease. A year has already been lost for completion of the fourth middle school (now 2018).

Ms. Jones felt the communication between the schools and the County needed to be improved. They should take advantage of the School Liaison Committee meetings and make sure everyone is on the same page. She suggested that the three groups agree on a date for next year's joint meeting and put it on their organizational calendars. The joint meeting should be in early February, before the superintendent's proposed budget comes out.

Ms. Larson stated strongly that they never wanted to mislead anyone, but if the central office is not at James Blair it needs a place to go. Serious accusations have been made in the paper about how they (central office) operate. They need a place to conduct business and have professional development.

Mr. Freiling stated the School Board needs to justify why these buildings are needed. The School Board is not interested in a fancy building, but the educational experience in the schools. They (School Division) need the same type meeting room that's in the LEC. Need to provide educational training experiences for citizens to be here. People are concerned about the closing of a City building.

Mr. Pons noted that both options require central office to be moved first. Leasing is not in our best interest.

Mr. McGlennon noted that this discussion has been happening for a long time. There are many considerations. We've all known we have these needs and the need to address them and provide direction to the School Board and administrators on what to plan for in their budgets. They must make hard decisions in a short time frame. Recognize the need for a new facility and determine where it's to be placed. If at James Blair site, central office needs to be relocated first. Direction needs to be given within weeks, not months.

Mr. Fuentes said if they go with Option B, the architect needs to design the final project and work backwards so the facility can be expanded. Ms. Larson noted that expanding a school won't just happen over the summer – students will need a place to go and there will be additional operating expenses to consider.

Mr. Onizuk said citizens generally understand and are supportive of the middle school. They are concerned about a central office facility and the costs. There is unused office space (in the County), have creative options been explored – like a lease purchase, new construction or retrofitting?

Ms. Larson said a great deal of time has been spent looking for existing space to meet our needs. Discussion followed on the amount of space needed for central office, specifically the multipurpose meeting space for professional development and School Board work sessions. Mr. Kennedy suggested looking at vacant shopping centers or hotels. Dr. Constantino responded that this was done, but the emphasis changed in January 2013 when they were asked to look at jointly owned property or the pad site next to it.

Ms. Knudson stated they were asking the people running central office to work in offices that may not be as nice as the one we work in. These are the people who are creating the atmosphere and making learning a good thing. The central question is: Do they need an office and what do they need?

Mr. Pons said the best administrators and teachers are needed for a premier system. Renovating shopping centers will not meet these needs and are not appropriate.

Mr. Nickols described the multipurpose room needs. Mrs. Cordasco noted that confidential things like student discipline hearings and special education could not be conducted in close quarters.

Mr. Kennedy related questions he is being asked by constituents. James City County will have to fund 90% of this building. The discussion has been going on for some time. What space options are available – the high-end medical building, the new Stryker Building? He was unsure of the January 2013 references. The middle school is doable, but the problem is central office.

Ms. Larson responded that if the citizens have questions about central office needs, they should call and we (School Board members) will put them in touch with central office staff. WJCC has been up front and transparent on their website and at their meetings. They have tried to find space that would work. Dr. Constantino has been in constant contact with the county and city administrators and has passed along information to the board after these meetings.

Discussion followed on the amount of space needed for central office (40,000 square feet) now and in the future. Ms. Jones asked if it would be an issue if the Board (of Supervisors) members wanted more time to study the options. They want to make the best decision for the students, community and fiscally. They will communicate back in the next two weeks. Dr. Constantino said the School Board could adopt a budget with a placeholder (must be adopted before April 1). Ms. Jones told the BOS to get their questions to Dr. Constantino or John McDonald before their next meeting.

Mr. Onizuk said he would feel comfortable with more information on central office options. He wasn't suggesting inadequate facilities. He wanted to look at other options available in the community or a lease/purchase option – creative solutions. Dr. Constantino said he would furnish whatever information they have.

Ms. Larson asked if there were other spaces they wanted the school division to look at beside James Blair or is there another land site? They will not look at leasing land in York County (suggested in paper). Mr. McGlennon noted that Option B means less site work and land costs. Ms. Jones said she supported repurposing James Blair facility. Regarding administrative office, they need to look long term also. Mr. Freiling said they were happy to work with the Board of Supervisors.

Ms. Larson thanked everyone for attending. She stated Dr. Constantino goes above and beyond with information and is very transparent. He works constantly with the County and City. This community has a premier school division that people want to live in.

E. ADJOURNMENT

Ms. Jones adjourned the Board of Supervisors at 6:07 p.m.

Ms. Larson adjourned the School Board at 6:07 p.m.

Mr. Freiling adjourned the City Council at 6:07 p.m.

These minutes were drafted by Ms. Janet Cerza, Clerk to the Board, WJCC School Board.

M. Douglas Powell
Clerk to the Board

031114jws-min

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 11TH DAY OF MARCH 2014, AT 7:00 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 Onizuk, Jamestown District
John J. McGlennon, Roberts District

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

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE – Savannah Simon, a 4th-grade student at J. Blaine Blayton Elementary School and a resident of the Stonehouse District.

E. PRESENTATION

1. 2014 Citizen Survey

Ms. Tammy Rosario, Principal Planner, addressed the Board giving a summary of the memorandum included in the Agenda Packet.

Mr. McGlennon made suggestions regarding the language of specific questions included in the draft survey.

Mr. Onizuk asked about the wording of some of the questions. He stated that some of the language seems confusing.

Mr. Hipple stated that the rural lands question seems to be asking what should the County do with someone's property. He stated that he understands that is not the intent, but that is how the question reads to him.

Ms. Rosario stated that was not the intent. She stated that staff would take the Board's comments and suggestions and reword the questions prior to the test sample.

Ms. Jones asked what the timeline is for the test sample and receiving the feedback.

Ms. Rosario stated that staff was hoping to start the test sample over the next week and then proceed to fielding. She stated that she could keep the Board apprised via email.

F. PUBLIC COMMENTS

1. Mr. John Pottle, 4233 Teakwood Drive, addressed the Board offering an invocation.
2. Ms. Peg Boarman, 17 Settler's Lane, addressed the Board regarding the 33rd Annual Spring Clean-up.
3. Mr. Chris Henderson, 101 Keystone, addressed the Board regarding the proffer lawsuit.
4. Mr. Joseph Swanenburg, 3026 The Pointe Drive, addressed the Board regarding comments made by Board members at the previous meeting.
5. Ms. Betty Walker, 101 Locust Place, addressed the Board regarding Federal regulations.
6. Mr. Jay Everson, 103 Branscome Boulevard, addressed the Board regarding Cool Counties.
7. Mr. Nate Walker, 101 Locust Place, addressed the Board regarding citizen comments during public meetings.
8. Mr. Keith Sadler, 9929 Mountain Berry Court, addressed the Board regarding the chicken-keeping ordinance.
9. Ms. Marjorie Ponziani, 4852 Bristol Circle, addressed the Board regarding private property rights.
10. Ms. Landra Skelly, 6572 Wiltshire Road, addressed the Board regarding the Comprehensive Plan.
11. Mr. Ed Oyer, 139 Indian Circle, addressed the Board regarding debris on Plantation Road.
12. Ms. Rosanne Reddin, 4700 President's Court, addressed the Board regarding the Citizen Survey.

G. BOARD REQUESTS AND DIRECTIVES

Mr. Kennedy stated that he had the opportunity to use the County's bulk trash pick-up service. He stated that it was very easy to arrange and was a great service. He stated that the Virginia Department of Transportation (VDOT) has patched two of the potholes near Olive Branch Church; however, he is concerned about the shoulder as you enter Route 199 east from Richmond Road. He requested that staff check-in with VDOT regarding the trash along the roadways in the County.

Mr. Onizuk stated that he has heard concern from citizens regarding the bus stop on Longhill Road near the 7-11 Convenience Store. He stated that the buses do not pull completely out of the line of traffic and it backs up traffic along Longhill Road. He requested that staff look in to this issue.

H. CONSENT CALENDAR

Mr. McGlennon made a motion to approve the Consent Calendar.

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

1. Minutes –
 - a. January 25, 2014, Budget Retreat
 - b. February 4, 2014, Work Session
 - c. February 11, 2014, Work Session
2. Dedication of Ivey Lane

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.

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

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:

Revenue:

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

OEMS-VPHIB Special Initiative Grant	<u>\$37,365</u>
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4. Grant Award – Walmart Neighborhood Market – \$1,000

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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I. PUBLIC HEARING - None**J. BOARD CONSIDERATION - None****K. PUBLIC COMMENTS**

1. Mr. Jay Everson, 103 Branscome Boulevard, addressed the Board regarding energy efficiency.
2. Mr. Ed Oyer, 139 Indian Circle, addressed the Board regarding his Ode to Civility.
3. Mr. Joseph Swanenburg, 3026 The Pointe Drive, addressed the Board regarding global warming.
4. Mr. Keith Sadler, 9929 Mountain Berry Court, addressed the Board regarding global warming.
5. Ms. Peg Boarman, 17 Settler's Lane, addressed the Board regarding the Spring Clean-up.
6. Mr. Chris Henderson, 101 Keystone, addressed the Board regarding updates on Capital Projects.
7. Ms. Betty Walker, 101 Locust Place, addressed the Board regarding of Federal regulations.
8. Ms. Marjorie Ponziani, 4852 Bristol Circle, addressed the Board regarding the Citizen Survey.

L. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Powell stated that he had nothing to report this evening.

Ms. Jones asked staff about the Citizen Participation Team (CPT) appointments.

Mr. Powell stated that the CPT was chosen and appointed by the Planning Commission.

Ms. Jones asked if the previous CPT was appointed by the Board.

Mr. Powell and Mr. Kennedy both stated yes.

Mr. McGlennon stated that the Board was notified of the names of the selections and asked for comments prior to the appointment being made by the Planning Commission.

M. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon stated that in response to the statement about energy efficiency at Hornsby Middle School, both Hornsby and J. Blaine Blayton Elementary School have geo-thermal heating, ventilation, and air conditioning (HVAC) and have been audited for energy efficiency. He stated that the County began auditing for energy consumption in 2007 and has seen significant energy savings.

Mr. Hipple stated that he would like to see regular updates on the Capital Projects. He also asked that when citizens ask questions, that they receive an answer within a week to 10 days.

Mr. Onizuk agreed with the updates on Capital Projects. He stated that perhaps quarterly updates would be good.

Mr. Kennedy stated he would like to see minutes or reports from committees of substance. He stated that the School Liaison Committee used to keep minutes as well as other committees and the County Administrator used to share those minutes with the Board. He stated that he is concerned about the issue with the roof on the Courthouse. He encouraged citizens to watch the video of the Joint Meeting with the School Board from this afternoon. He stated that the Board has requested to have a discussion at the next Board meeting and requested that staff and Mr. John McDonald, Director of Financial and Management Services, be available to answer any questions from the Board.

Mr. Powell stated that the meeting between City and County staff regarding the Courthouse roof took place today, so staff will be sending information to the Board in the next day or so. He stated that in regard to the School Liaison committee, it has not met this year, so the Board is not missing out on any information.

Ms. Jones stated that the Board met with the City Council and the School Board this afternoon. She stated that the Board requested time to ask questions and speak with staff regarding the different options proposed by the School Board. She stated that a discussion will be held at the next Board meeting to give guidance to the School Board.

N. ADJOURNMENT – until 4 p.m. on March 25, 2014, for the Work Session

Mr. McGlennon 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 8:30 p.m., Ms. Jones adjourned the Board.

M. Douglas Powell
Clerk to the Board

MEMORANDUM COVER

Subject: Adoption of Joint Work Session Minutes from 2013 Meeting with Williamsburg-James City County (WJCC) School Board

Action Requested: Shall the Board adopt the 2013 Joint Work Session Minutes from the meeting with the Williamsburg-James City County (WJCC) School Board?

Summary: It has come to staff's attention that the minutes (drafted by the Clerk of the WJCC School Board) from the 2013 Joint Work Session Meeting with the WJCC School Board were not adopted by the Board of Supervisors last year.

In an effort to maintain accurate records, staff recommends that the Board adopt the attached minutes.

Fiscal Impact: N/A

FMS Approval, if Applicable: Yes No

Acting Assistant County Administrator

Adam R. Kinsman 

Acting County Administrator

M. Douglas Powell 

Attachment:

1. 2013 Minutes from Joint Work Session with WJCC School Board

Agenda Item No.: H-2

Date: April 8, 2014

AT A JOINT WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, THE CITY COUNCIL OF THE CITY OF WILLIAMSBURG, VIRGINIA, AND THE WILLIAMSBURG-JAMES CITY COUNTY SCHOOL BOARD, HELD ON THE 13TH DAY OF MARCH 2013, AT 10:00 A.M. AT THE WILLIAMSBURG COMMUNITY BUILDING, 401 N. BOUNDARY STREET, WILLIAMSBURG, VIRGINIA.

A. HOST WELCOME

Williamsburg Mayor Clyde Haulman called the joint meeting to order at 10:02 a.m. in the Williamsburg Community Building, 401 N. Boundary Street, Williamsburg, VA.

B. CALL TO ORDER

Chairman McGlennon called the James City County Board of Supervisors to order. Roll:

John J. McGlennon, Chairman, Roberts District
 Mary K. Jones, Vice Chairman, Berkeley District
 James G. Kennedy, Stonehouse District (Absent)
 James O. Icenhour, Jr., Jamestown District
 M. Anderson Bradshaw, Powhatan District

Robert C. Middaugh, County Administrator

Mayor Haulman called the Williamsburg City Council to order. Roll:

Clyde Haulman, Mayor
 Scott Foster
 Paul Freiling
 Doug Pons
 Judy Knudson

Jackson C. Tuttle, City Manager

Ms. Ruth Larson called the Williamsburg-James City County (WJCC) School Board to order.
 R o l l :

Heather Cordasco
 Elise Emanuel
 Joseph Fuentes
 Jim Kelly
 Ruth Larson
 James Nickols
 Dr. Oscar Prater (Absent)

Dr. Steven Constantino, Superintendent
 Janet Cerza, Clerk to the Board

C. SCHOOL STRATEGIC PLAN IMPLEMENTATION UPDATE

Dr. Steven Constantino noted that education is different today. WJCC is reviewing what they are doing to move forward, determining where the successes are and what challenges remain.

A video featuring technology used in classrooms was shown. Ms. Pattie Bowen, Lead Technology Integration Specialist, gave a demonstration on the use of Quizdoms in the classroom. This use of technology engages the students directly in the lesson. The teacher is no longer tethered to a computer, but can move about the classroom and give assistance where needed.

Dr. Constantino gave a PowerPoint presentation (*see attachment*) detailing the Strategic Plan and where it takes WJCC in the next five years. Topics covered included: reviewing the five priorities of the Strategic Plan; continuous improvement with North Star for process improvement; Teacher Evaluation System and, School Improvement Planning through School Leadership Councils.

Data-Driven Decision Making is being used for the Strategic Management System, Student Information System, setting Department Performance Indicators and School Performance Indicators. Examples of dashboards that will be used to show what we are doing and what we need to do were discussed. Also, there are Program Evaluations being done in Special Education, Counseling Services, and Child Nutrition. Cost benefit analysis led to modifying the Adult Education Program. WJCC cannot afford to put monies into the program as we have in the past. Also, WJCC does not want to leave LPN students in the lurch. We have to continually ask ourselves where can we be better and more efficient in what we are doing.

Increased student enrollment will also mean more students receiving free and/or reduced lunch. The number of Students with Limited English Proficiency is also increasing. To ensure their success, the right program(s) must be in place.

In the past there were no diagnostic measurements of reading ability. There is now a baseline and data can be used to target students with problems. WJCC scores are above the state averages in the SOLs, but would like students to pass successfully at the advanced level.

Students are above the state and national averages in SATs. Recently, more students are opting to take the ACT test.

Stakeholder Focus on the core values of: Individualism, Integrity, Innovation, Accountability and Collaboration. WJCC must personalize student learning. Would like WJCC staff to mirror the diversity of the student body. Community, Parent, Staff, and Student surveys will be done along with other Engagement Initiatives.

Five-Year Outlook includes Individualized Learning: anytime, anywhere; 1:1 is the technology: student goal; STEM; and being Competitive Among Educational Options (Charter Schools). WJCC would like to embed engineering in elementary schools curriculum.

Mayor Haulman asked each table to interact and come up with one question to ask the superintendent. The following questions were posed:

What's happening with resources with the limited focus on core of K12? Those who age out become a problem for the community. The schools are preparing students for higher education. Those students not going on to college do not have the skills needed for employment, which is a concern of the governing bodies. Dr. Constantino responded that the high school GED program and regional jail program were never on the table –

just the adult education. WJCC's goal was to create an adult education program that operated on the money provided by the state. This new (proposed) program can take up to 140 participants and stay within the state grant funds. There are more than 140 that could benefit, but there must be community collaboration to expand the program.

How do we use critical thinking skills in technology? Dr. Constantino answered we teach children to take tests on a computer and use multi-step questions. Problem based learning provides critical thinking skills.

STEM vs. STEAM – what happened to STEAM? Dr. Constantino answered the money went away. WJCC still has a commitment to the arts, but engineering and technology must be increased.

Having kids career ready. Dr. Constantino responded that CTE has changed. WJCC is redesigning offerings and encouraging more students to attend New Horizons. Programs should be based on what the job market reflects.

How schools are constrained within district-wide system; and, how do you coordinate elementary with middle and high school strategies? Dr. Constantino answered that the building designs, centrally controlled guidance (with the alignment in the Strategic Plan); and, the performance targets the schools set, create vertical alignment.

Ms. Jones asked if they were headed towards a paperless school system. Children will not know how to write words. Dr. Constantino replied that WJCC is not a paperless school system. There are state requirements for writing and spelling.

D. MAJOR FACILITIES UPDATE

The creation/charge of the Middle School Committee is: Research, determine and advise on the future learning needs of middle school students; Review and confirm middle school enrollment projections and capacity needs; Review available research on the impact of school size on student academic performance and school climate; and, Review and advise on the future use of the James Blair facility. Dr. Constantino reviewed the work of the committee and timeline. *See Attachment*

It was noted that there is a place holder in the CIP for central office. Mr. Middaugh clarified there were two placeholders in the CIP – one for the design and site of central office and one for the fourth middle school.

E. 2014 BUDGET OVERVIEW

Dr. Scott Burckbuchler, CFO for WJCC, reviewed the FY2014 Budget. He noted that the localities are providing more funding each year – currently around 66 percent. The proposed operating budget totals \$115.9 million, which is a \$3.3 million increase or 2.9% increase from last year. *See Attachment*

Expenditures include a 3% salary increase and a .14% adjustment for VRS phase in. Employees will also have to contribute more towards their health insurance. There was discussion on the changes made to special education; increases to administrative expenses; costs for adult education; and, the portion of health insurance increase employees will pick up.

Mr. Fuentes suggested consideration be given to an increase in funding to New Horizons to assist the movement of the building trades classes closer to Williamsburg. Dr. Constantino responded that New Horizons has started their financial planning and there will be discussion on this during the next budget cycle.

Mrs. Cordasco stated Mr. Joe Johnson, Executive Director of New Horizons, has plans for special education facilities to be built so Woodside Lane campus can be redone for CTE courses. Mr. Haulman suggested this be an agenda item at the next (joint) meeting.

F. ADJOURNMENT

At 11:58 a.m. Mr. Pons made a motion for the City County to adjourn. Ms. Knudson seconded the motion, which carried 5-0.

Mr. Icenhour made a motion for the Board of Supervisors to adjourn until March 24, 2013 at 6 p.m. The motion carried 4-0 (Mr. Kennedy absent).

Ms. Emanuel made a motion for the School Board to adjourn, which carried 6-0.

These minutes were drafted by Ms. Janet Cerza, Clerk to the Board, WJCC School Board.

M. Douglas Powell
Clerk to the Board

031313jws_min

MEMORANDUM COVER

Subject: Contingency Transfer - Fire/EMS Overtime - \$150,000

Action Requested: Shall the Board approve the resolution that authorizes the transfer of funds from Contingency to the Fire Department to fund overtime?

Summary: In FY 2014, the Fire Department had a high number of personnel off the floor for extended periods of time. During one period, 11 of 96 personnel assigned to shifts were unavailable for duty.

Callback overtime was required nearly daily simply to maintain minimum staffing.

Staff recommends adoption of the attached resolution to transfer funds from Contingency to the Fire Department to fund overtime for the remainder of FY 2014.

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 *MP*

Attachments:

1. Memorandum
2. Resolution

Agenda Item No.: H-3

Date: April 8, 2014

MEMORANDUM

DATE: April 8, 2014
TO: The Board of Supervisors
FROM: William T. Luton, Fire Chief
SUBJECT: Contingency Transfer - Fire/EMS Overtime - \$150,000

The Fire Department incurs overtime on an ongoing basis to a) maintain minimum staffing levels for EMS and Fire apparatus; b) provide required and recommended training that cannot be provided while on duty; and c) meet the requirements of the Fair Labor Standards Act (FLSA) to pay nine hours overtime per pay cycle for firefighters working 168 hours (seven shifts) during that cycle.

The structural need for overtime has been recognized by the County, which funds overtime through the annual budget. However, overtime has exceeded the initial budget each year since FY 2009.

From FY 2009 to FY 2013, overtime overages were offset by other salary/benefit savings resulting from vacancies. The Fire Department was able to transfer sufficient amounts from Fire/EMS and Emergency Communications salary and benefit accounts to cover overtime needs.

In FY 2014, the Fire Department had a high number of personnel off the floor for extended periods of time. During one period, 11 of 96 personnel assigned to shifts were unavailable for duty. These included five recruits at the Tidewater Regional Fire Academy (TRFA), five personnel on extended light duty assignments due to injury or illness, and one person on military leave.

With this structural imbalance, callback overtime was required nearly daily simply to maintain minimum staffing of 27 per shift.

Staffing improved following TRFA graduation in January and the return of some injured personnel, but the Fire Department still has five personnel unavailable for duty as of March 24.

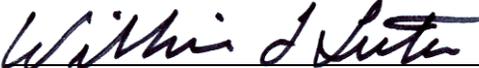
The Fire Department has taken the following steps to control overtime:

- a) Intermediate-level Emergency Medical Technician training for the five recruits has been postponed from FY 2014 to FY 2015 so that those recruits could be assigned to the floor in the short-term.
- b) Tightened internal procedures for overtime approval and tracking to mitigate.
- c) Fire and EMS training officers are presenting training at the fire stations wherever possible and experimenting with on-line options to reduce overtime hours incurred for training.

These steps have mitigated, but have not eliminated, the need for overtime. Total FY 2014 overtime spending is projected to reach \$820,000 against a \$543,572 adopted budget.

The Fire Department has identified and transferred \$125,000 in budget savings from salary and benefit accounts within the Fire/EMS and Emergency Communications budgets to fund overtime, leaving a projected gap of \$151,428. These savings result from vacancies and unused temporary hours.

Staff recommends the transfer of \$150,000 from Contingency to the Fire Department to fund overtime for the remainder of FY 2014.


William T. Luton

WTL/nb
OT-transfer-mem

Attachment

RESOLUTION**CONTINGENCY TRANSFER - FIRE/EMS OVERTIME - \$150,000**

WHEREAS, the County's adopted FY 2014 budget includes \$543,572 to fund overtime for Fire/EMS personnel; and

WHEREAS, the number of personnel unavailable for duty for extended periods due to injury, illness, or training in the Tidewater Regional Fire Academy decreased the number of available qualified personnel below minimum staffing for much of the fall, requiring greater than expected overtime on a daily basis; and

WHEREAS, the Fire Department has postponed Intermediate-level Emergency Medical Technician training until FY 2015 to place recruits into service more quickly and tightened internal procedures for overtime approval and tracking to mitigate overtime; and

WHEREAS, the Fire Department has identified and transferred \$125,000 in budget savings from other line items within the Fire/EMS and Emergency Communications budgets to fund overtime; and

WHEREAS, overtime remains an ongoing requirement to meet staffing, training, and Fair Labor Standards Act requirements; and

WHEREAS, overtime costs incurred by Fire/EMS personnel are still projected to exceed available funding for FY 2014.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, authorizes the transfer of \$150,000 from Contingency to the Fire Department to fund overtime.

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 8th day of April, 2014.

OT-transfer-res

MEMORANDUM COVER

Subject: Resolution of Appreciation – James City County Volunteer Appreciation Week – April 6-13, 2014

Action Requested: Shall the Board approve the resolution designating April 6-13, 2014, as Volunteer Appreciation Week?

Summary: The attached resolution highlights the importance of volunteers and expresses appreciation for the time and resources they have donated to James City County.

Staff recommends adoption of the attached resolution that designates April 6-13, 2014, as Volunteer Appreciation Week.

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

Agenda Item No.: H-4

Date: April 8, 2014

M E M O R A N D U M

DATE: April 8, 2014

TO: The Board of Supervisors

FROM: Vicki A. Sprigg, Volunteer and Resource Coordinator

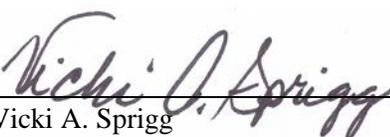
SUBJECT: Resolution of Appreciation – James City County Volunteer Appreciation Week – April 6-13, 2014

As we approach National Volunteer Appreciation Week to be held April 6-13, 2014, we ask you to honor James City County's volunteers who tirelessly share their time and talents in partnership with citizens. Your support can challenge and encourage the people you represent to commit to sustained and future volunteer service.

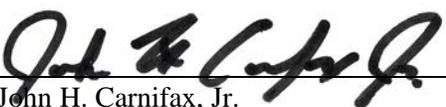
National Volunteer Appreciation Week is about celebrating ordinary people doing extraordinary things to improve communities across the nation. This one week highlights the enormous contributions that volunteers make every day. The theme, Celebrating Service, honors individuals who take action and solve significant problems.

During 2013 more than 3,150 people from all walks of life volunteered their time and talents throughout the County as special project interns; special park projects completed by scouts; sports' league coaches and their board members; Stormwater Program Advisory Committee, members on various Boards and Commissions; Public Safety volunteers (Police, Fire, and CERT); Jamestown Beach Park shoreline restoration; community special events, i.e. Harvest Festival, Easter Egg Hunts, Family Fun Fest, Family Fun Night, Santa Calling, Breakfast with Santa; RecConnect Program (Before and After School); Teens Toward Success; Youth Advisory Council, and Pledge Leaders at regular Board of Supervisors monthly meetings. Volunteers across all County Departments contributed more than 89,529 hours of service which represents an added value of \$2,050,214.

Staff recommends adoption of the attached resolution, designating April 6-13, 2014, as Volunteer Appreciation Week.


Vicki A. Sprigg

CONCUR:


John H. Carnifax, Jr.

VAS/nb
VolAppWk2014-mem

Attachment

RESOLUTION**RESOLUTION OF APPRECIATION – JAMES CITY COUNTY****VOLUNTEER APPRECIATION WEEK – APRIL 6-13, 2014**

WHEREAS, this year's 41st Annual National Volunteer Week celebrates ordinary people doing extraordinary things to improve communities across the nation; and

WHEREAS, the theme, Celebrating Service, honors individuals who have taken action and solved significant problems in their own communities; and

WHEREAS, volunteers of all ages worked in partnership with James City County staff contributing more than 89,529 hours, valued at \$2,050,214; and

WHEREAS, while volunteers demonstrate their generosity and dedication every day of the year, it is fitting to recognize their commitment to service during the week that has been set aside.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby designates the week of April 6-13, 2014, as Volunteer Appreciation Week and calls its significance to all of our citizens.

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 8th day of April, 2014.

VolAppWk2014-res