

**A G E N D A**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**December 11, 2018**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

**E. PUBLIC COMMENT**

**F. PRESENTATIONS**

1. Chairman's Award Presentation
2. Arts Commission Annual Report
3. VDOT Quarterly Update
4. Results of Employee Engagement Survey
5. Annual Report Video

**G. CONSENT CALENDAR**

1. Minutes Adoption
2. Grant Awards - State Homeland Security Program - \$70,560
3. Dedication of the Streets in Section 4 of the Windsor Ridge Subdivision
4. Grant Award - Virginia Department of Transportation - Transportation Alternatives Grant - Clara Byrd Baker Elementary School - Safe Routes to School - \$361,949
5. Grant Award - Virginia Department of Transportation Revenue Sharing Grant - Richmond Road Bicycle/Pedestrian Accommodations, Safety and Storm Drain Improvements - \$715,894
6. Grant Award - Virginia Department of Transportation Revenue Sharing Grant - Grove Roadway Improvements - \$545,000
7. Grant Award - Virginia Environmental Endowment James River Water Quality Improvement Fund - \$781,900

**H. PUBLIC HEARING(S)**

**I. BOARD CONSIDERATION(S)**

1. FY 2018 School Year-End Spending Plan Appropriation \$1,857,399
2. Approval of Guidelines for Discussion, Consideration, and Decision for Additional School Capacity/Growth

**J. BOARD REQUESTS AND DIRECTIVES**

**K. REPORTS OF THE COUNTY ADMINISTRATOR**

**L. 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
2. Appointment to Community Action Agency
3. Reappointments to the Historic Triangle Bicycle Advisory Committee
4. Consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, pertaining to Settler's Market and pursuant to Section 2.2-3711(A)(7) of the Code of Virginia

**M. ADJOURNMENT**

1. Adjourn until 4 p.m. on January 2, 2018 for the Organizational Meeting

**ITEM SUMMARY**

DATE: 12/11/2018  
TO: The Board of Supervisors  
FROM: Ruth M. Larson, Chair of the Board of Supervisors  
SUBJECT: Chairman's Award Presentation

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/19/2018 - 1:27 PM

**ITEM SUMMARY**

DATE: 10/23/2018  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Deputy Clerk  
SUBJECT: Arts Commission Annual Report

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**ATTACHMENTS:**

	Description	Type
☐	Presentation	Presentation

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 4:05 PM

# WILLIAMSBURG AREA ARTS COMMISSION

State of the Arts 2018

# The arts are good for us

- ▣ People are more likely to move to or do business in a town with a healthy arts community.
- ▣ How the Arts Impact Communities, Princeton University Center for Arts and Cultural Policy Studies, Joshua Guetzkow, 2002



# The arts are good for us

- The arts increase our social capital (sense of belonging) and can create an engine of civic renewal.
- The Arts and Social Capital, John F. Kennedy School of Government, Harvard University, 2005



# The arts are good for us

- ❑ The arts increase our opportunities for self-expression.
- ❑ The arts allow people to improve skills, creative abilities, self-confidence, and happiness.





# The arts are good for us

- The arts allow us to spend time with people we might not otherwise know.



# The arts are good for us

- ▣ Participating in the arts improves children's school performance and reduces delinquency.
- ▣ Americans for the Arts, Monographs, Using Logic Models in Arts Programs for At-risk Youth, Vol. 1, No. 6, June/July 1997.



# The arts are good for us

- ▣ The longer and more robust the arts in a community, the greater the chance that their positive effects multiply.
- ▣ How the Arts Impact Communities, Princeton University Center for Arts and Cultural Policy Studies, Joshua Guetzkow, 2002



# The arts are good for us

- As the arts continue to grow, the greater the sense of civic pride and appreciation of home.
- Why Is Art Crucial to Developing Civic Pride? UP Art Studio, TedXHouston, November 24, 2015
- Public Art Builds Civic Pride, Brand South Africa, 29 March 2016



# The arts are good for us

- Today, Williamsburg boasts
  - World-class interactive learning in our schools with VSO, Virginia Opera, and Young Audiences



# The arts are good for us

- Today, Williamsburg boasts
  - Our own opera
  - Our own symphony
  - Several museums and open air art and culture shows



# The arts are good for us

- Today, Williamsburg boasts
  - An annual film festival
  - Several choral groups
  - A writing group
  - Two theatre companies



# The arts are good for us

- WAAC funds
  - 32 arts organizations, some receiving the same or less funding than they did in 1991 when WAAC began





# The arts are good for us

- ▣ 2018-2019 FY
  - Funding increased by \$30,000 in 2016 for a total of \$150,000, thanks to City Council and the Board of Supervisors, with \$9K matching from the state



# The arts are good for us

- ▣ More funding will help arts organizations grow their services to our community.
  - Last year \$240,000 in funding was requested; \$159,000 granted.



# The arts are good for us

- Thank you, Board of Supervisors, for everything you've done for our local arts community.



**ITEM SUMMARY**

DATE: 12/11/2018  
TO: The Board of Supervisors  
FROM: Rossie Carroll, VDOT Williamsburg Residency Administrator  
SUBJECT: VDOT Quarterly Update

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**ATTACHMENTS:**

	Description	Type
☐	Report	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 4:03 PM

**Maintenance Accomplishments (Oct 1 to Nov 30)**

We started a new Work Order system VDOT Statewide Highway Maintenance Management System (HMMS) October 1<sup>st</sup>. We have completed 213 of 345 maintenance work orders in from Oct 1<sup>st</sup> to November 30<sup>th</sup> with 132 outstanding (62% complete).

Drainage	49
Roadway	72
Vegetation	11

Residency Direct Line 757-253-5138

VDOT's Customer Service Center **1-800-FOR-ROAD (1-800-367-7623)**

**A few highlights of the accomplishments are:**

Cut trees on Rte 199 and Rte 30

Asphalt repair on Jolly Pond Rd and Barnes Rd

Ditch cleaning on Croaker Rd and Barnes Rd

Patched pot holes throughout the County

Filled sinkholes in Stonehouse Subdivision

Cut vegetation on Rte 60 in Grove, Church St, 4-H Club Rd, and John Rolfe Ln

Removed storm debris from Michael throughout the County

County wide Mowing – Completed 4<sup>th</sup> VDOT mowing of primary and secondary routes.

**Current Projects**

**I-64 Widening Segment 2 (UPC 106665) Allan Myers**

The I-64 Segment 2 project includes reconstruction of the existing lanes and an additional 12' wide travel lane and median shoulder in each direction. Outside paved shoulders will be widened from 10' to 12' west of Exit 243 due to the higher truck volumes. Ramp acceleration and deceleration lanes on I-64 will be lengthened. Nine existing bridges in the corridor are being rehabilitated and widened. Steel beams for the 9 widened bridges have been set. Work continues on the bridge rehabilitation and new deck placement. All east bound and westbound traffic has been shifted to new inside lanes. The one noise wall included in the project is currently being installed in the eastbound direction. The work zone speed limit of 55 mph remains in effect. The project is on schedule for completion by May 24, 2019.

**I-64 Widening Segment 3 (UPC 106689) Shirley**

The I-64 Segment 3 project includes reconstruction of the existing lanes and an additional 12' wide travel lane and median shoulder in each direction. The outside paved shoulders will be widened from 10' to 12'. Ramp acceleration and deceleration lanes on I-64 will be lengthened. Two bridges over Colonial Parkway and two bridges over Lakeshead Drive will be rehabilitated and widened. The two 900' long Queens Lake bridges will be replaced. Shoulder strengthening to shift traffic to the outside lanes is complete. Traffic has been switched in the westbound direction and eastbound traffic switches are scheduled to begin on the night of December 3, 2018. Clearing and grubbing of the center median area is scheduled to begin on December 4, 2018. The contract construction completion date is September 24, 2021, with an early completion incentive date of June 26, 2021.

**ITTF Arterial Oper. Imprv: US 60, Rt 143 & Rt 199 (UPC 109232)**

Installation of Dynamic Message Signs, Closed Circuit Television video surveillance cameras, and broadband modems on Route 199 and Route 60 to create an alternative to the I-64 route between Exit 234 and Exit 242. Construction started July 2018 with completion in May 2019.

**Longhill Road Widening (UPC 100921)**

Longhill Road Project from Rte 199 to Olde Towne Rd. – Smart Scale project the Right of Way has been acquired and utility relocations have begun. Construction advertisement is scheduled for Spring 2019 with completion in Fall of 2021.

**Olde Towne Rd/Longhill Rd Turn Lane Improvements (UPC 108805) (Revenue Share FY 2017)**

Improve the signalized Intersection of Olde Towne Road at Longhill Road and add turn lanes with added capacity. Project will be advertised and coordinated with Longhill widening project. The Longhill Road Widening will include the intersection improvements. This project will extend the existing right turn lane and the adjacent sidewalk.

**Skiffs Creek Connector (UPC 100200)**

Construct 2 lane road connecting Rte 60 to Rte 143. Project is in PE with the Location Study ongoing. The project anticipates NEPA decision from FHWA in February of 2019. RW starts in Nov 2022 and CN in Mar 2025 for completion Jan 2028.

**News Road and Centerville Road (UPC 102944)**

Increase safety and capacity at intersection of Centerville Rd. and News Rd by constructing a right turn lane on News Road, right and left turn lanes on Centerville Road and adding a new traffic signal. RW has begun with CN start in Nov 2019 for completion now in 2020.

**Jamestown Ferry Boat (UPC 100947)**

Delivery of the new 70 vehicle ferry boat is currently projected for early spring of 2019. The Mississippi shipyard building the vessel discovered an issue with the propulsion system during dockside trials after its initial launch in August. VDOT requested modifications to the construction plan to minimize vibrations in the drive shaft of the propulsion system.

**Bridge Replacement Rte 601 over Diascund Creek, Fed ID 10516 (UPC 98823)**

Replace the bridge on Rte 601 with a one lane bridge. Currently in PE with RW start date of Nov. 2018 and a CN start of 2020.

**Croaker Road Four Lane Widening from Library to RT 60 (UPC 100920)**

Widen road for increased capacity from Rte 60 to RTE 1647 Point O Woods Rd. Currently in PE with RW start in Fall 2019 and CN start in 2021.

**Sidewalk and Bikeway on Rte 60 from Croaker to Old Church Rd (UPC 17633)**

Approximate 0.4 mile sidewalk and bike lane project to increase pedestrian and bikeway connectivity. Project is being coordinated with Croaker Road Widening. Currently the project is in Preliminary Engineering.

The four (4) James City County SMART SCALE projects for the 2018 application cycle are in the review and scoring process.

**Traffic Studies Completed**

Rte 1417 Running Cedar Way – Adjust Stop Sign closer to Rte 5 and add No Outlet signs  
Rte 658 Olde Town Rd – Renew pavement marking and add Stay in Lane signs  
Rte 30 Old Stage Rd – Install 55 mph speed limit sign after exit from I-64  
Rte 199 and Rte 60 / 143 – Add Yield arrow pavement marking and update signs  
Rte 60 Pocahontas Trail Bush Gardens medians – Change U-Turn location to median nearest the overpass  
Rte 199 & Mounts Bay Intersection Operations Analysis - Adjust signal phasing to lag EB & WB turning movements  
Rte 612 Longhill Rd – Install Flexible Delineators at the top of the ramp  
Rte 780 Midlands Rd – Install a 25 MPH sign  
Rte 60 and 612 intersections with Colonial Heritage – Renew existing crossover pavement markings, install YIELD signs, and install advance CROSS ROAD warning sign on Centerville Rd  
Route 615 Ironbound Rd @ Route 763 Watford Ln – Recommended for Flashing Yellow Arrow when funded

**Emergency Response**

Responded to Tropical Storm Michael removing downed trees in the roadway and clearing debris for two weeks throughout the County  
Completed Dry Runs for Snow Preparation in October

**ITEM SUMMARY**

DATE: 12/11/2018  
TO: The Board of Supervisors  
FROM: Stephanie Burton, Training and Development Coordinator  
SUBJECT: Results of Employee Engagement Survey

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**ATTACHMENTS:**

	Description	Type
☐	Presentation	Presentation

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 11:20 AM



# Employee Engagement Survey: Our Results

December 2018

Human Resources

# Why Employee Engagement?

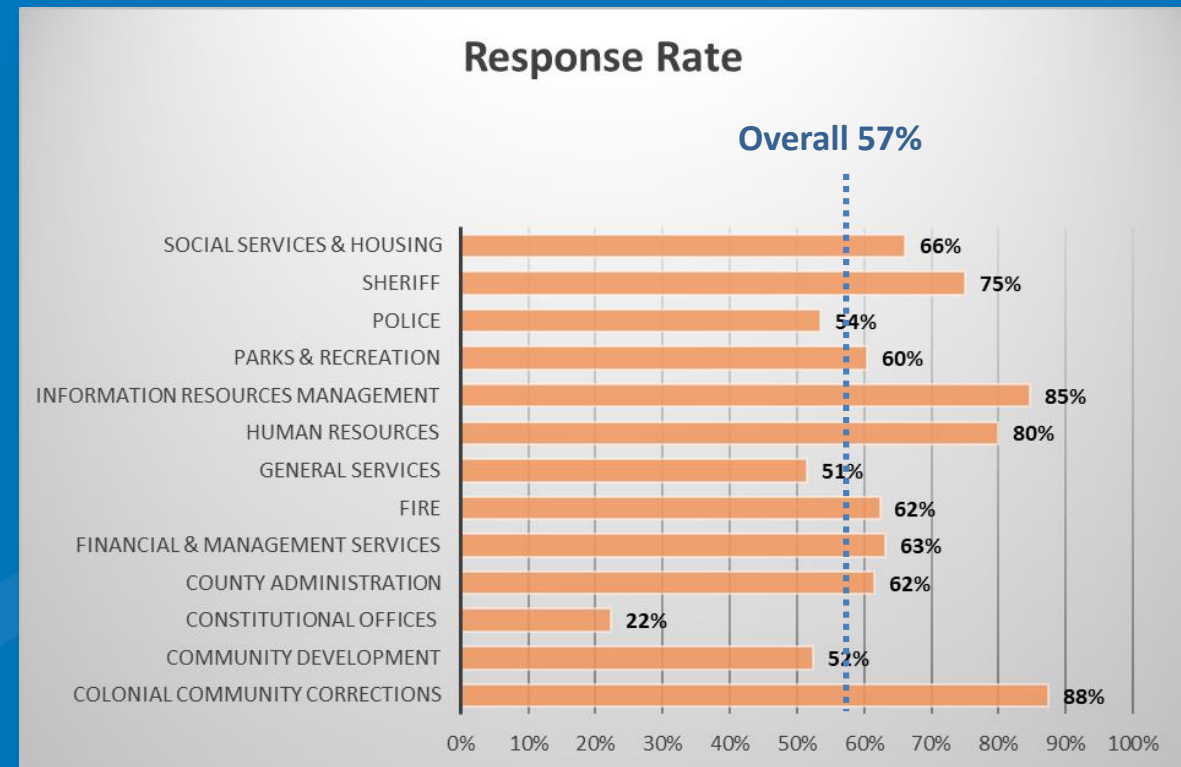


- Building a culture of engagement is a strategic priority
- Engaged employees:
  - Increase productivity
  - Improve morale
  - Reduce turnover
  - Attract top talent
  - Enhance customer service
  - Identify new programs & services



# Survey Results

- 75% overall employee job satisfaction – really positive!
  - Exceeding 65% target for FY 2019
- 57% overall response rate
  - Exceeding 30% target
  - 561 employees took survey



# Headlines



What are employees most positive about?

- Doing My Job Well Gives Me A Sense Of Personal Satisfaction (95%)
- How My Work Directly Contributes To The Overall Success Of This Organization (95%)
- Having A Good Understanding Of The Mission And Goals Of The Organization (94%)

What are employees most neutral about?

- Poor Performance Is Effectively Addressed Throughout This Organization\* (28%)
- Our Senior Managers Demonstrate Strong Leadership Skills (25%)
- Our Senior Management Leads by Example (25%)
- Senior Management Communicates Well With The Rest Of This Organization (25%)

What are employees most negative about?

- Poor Performance Is Effectively Addressed Throughout This Organization\* (33%)
- I Am Paid Fairly For The Work I Do (33%)
- People Are Held Accountable For The Quality Of Work They Produce (27%)
- Senior Management Communicates Well With The Rest Of This Organization (26%)

# Executing our Core Values



<b>CORE VALUES</b>	<b>% POSITIVE</b>
<b>Integrity</b> Earning confidence and respect by aligning our values, words and actions	<b>61%</b>
<b>Collaboration</b> Making better decisions by building partnerships and sharing knowledge resources.	<b>65%</b>
<b>Excellence</b> Providing outstanding customer service by striving to be the best in everything we do.	<b>87%</b>
<b>Stewardship</b> Improving our quality of life by safeguarding and enhancing the resources entrusted to us.	<b>74%</b>
<b>Civility</b> Seeking common ground as a starting point for dialogue about differences, listening past one's preconceptions, and teaching others to do the same.	<b>67%</b>

## Employee Engagement Drivers:

- Leadership (72%)
- Communication (71%)
- Organizational Culture (71%)
- Rewards, Recognition & Growth Opportunities (63%)
- Accountability (47%)
- Job Satisfaction (75%)

# What Employees would Do Differently if the Supervisor



Better Pay  
Lead by Example

Recognition

accountability

Communication

Organization

Be Fair

people

Listen

Professional Allocation Autonomy

Morale Diverse Better

workforce staff

Work Fair Take

Practices care pay Hiring

Build Uniforms

Better Benefits

Nepotism

Respect

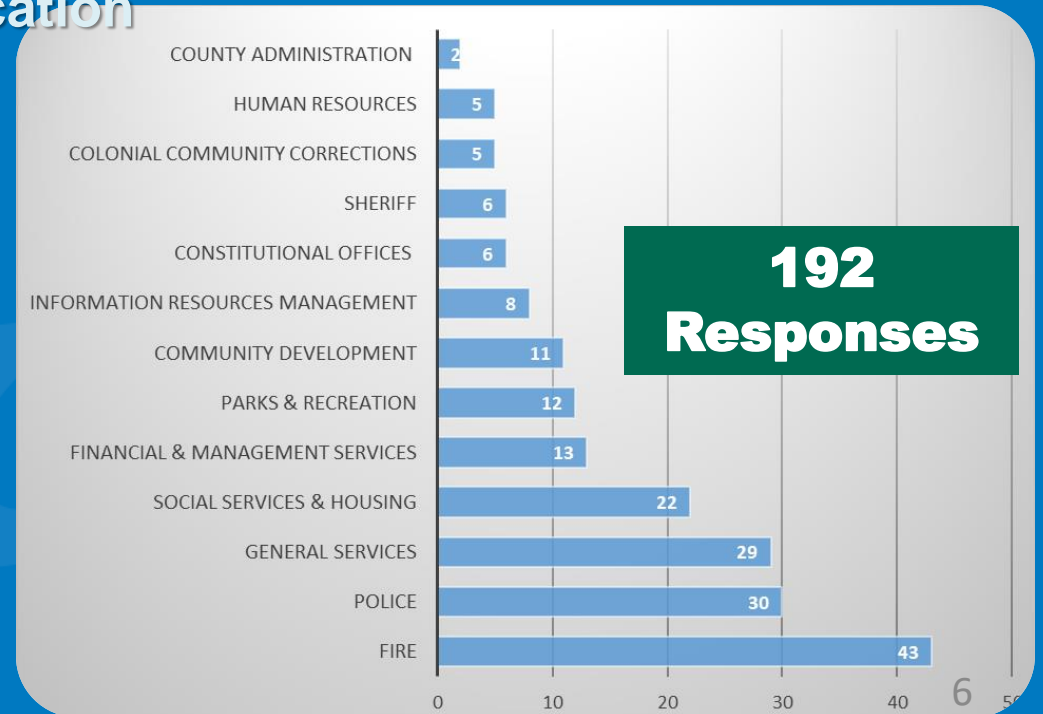
More

Pay Overtime

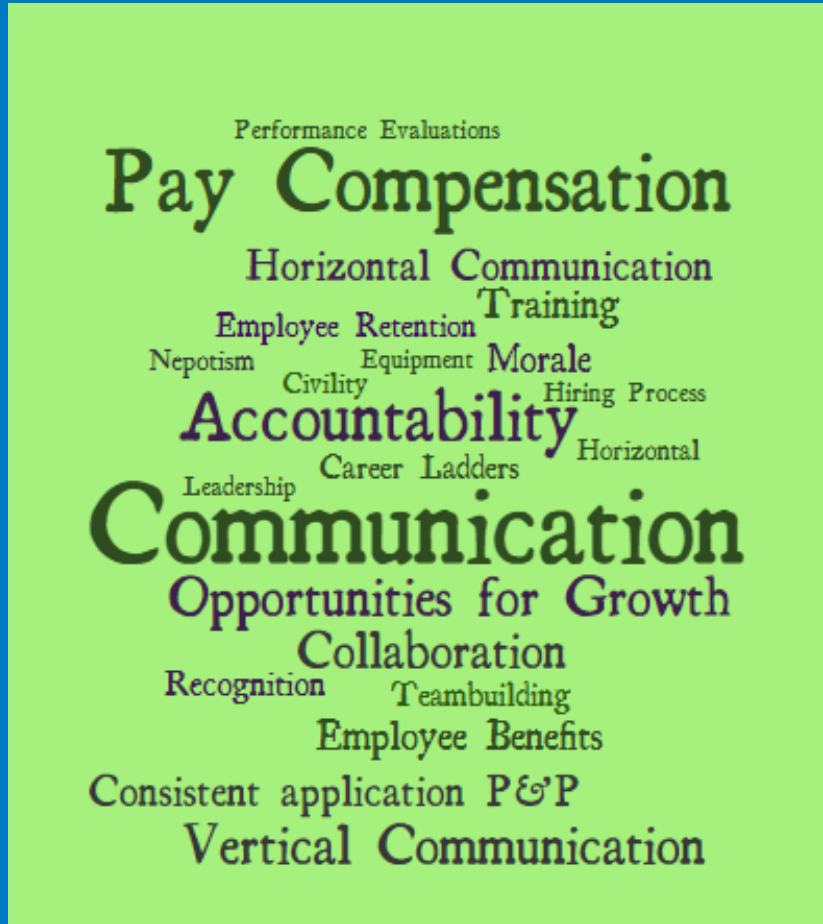
Training

employees

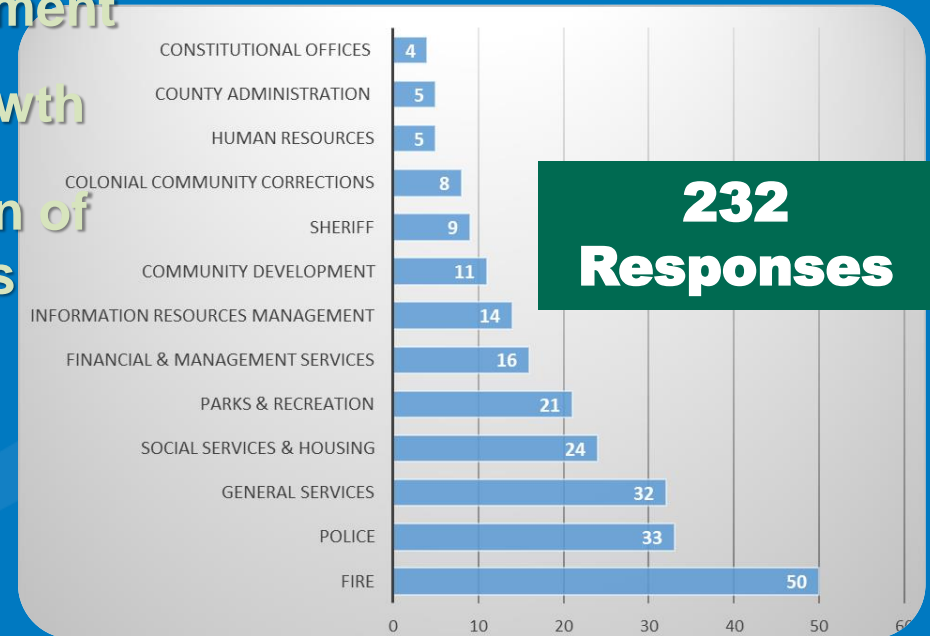
- Increase Pay & Improve Benefits
- Accountability
- Better Communication
- More Training
- More Autonomy



# Areas Employees said Need Improvement



- Communication /Information Sharing
- Pay & Benefits
- Performance Management
- Opportunities for Growth
- Consistent application of Policies & Procedures



# What's Next?



- Use to inform existing & future initiatives
  - Directors are meeting with managers, supervisors & staff
- Ongoing actions
  - HR to consolidate department level initiatives
  - Identify county wide initiatives
  - Identify mechanism to monitor & track progress
- Continue conversations throughout the year



# Questions

# Comments

**ITEM SUMMARY**

DATE: 12/11/2018  
TO: The Board of Supervisors  
FROM: Jason Purse, Assistant County Administrator  
SUBJECT: Annual Report Video

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 4:06 PM

**ITEM SUMMARY**

DATE: 12/11/2018  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Deputy Clerk  
SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
☐	111318 BOS Minutes	Minutes
☐	112718 BOS Work Session Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 4:14 PM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**November 13, 2018**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Cub Scout Pack 103, Den 8 led by Jeff Parker

**E. PUBLIC COMMENT**

1. Mr. Jay Everson, 103 Branscome Boulevard, addressed the Board in regard to spending surplus of the schools and Capital Improvements Program (CIP) expenditures.
2. Ms. Peg Boarman, 17 Settlers Lane, addressed the Board in regard to trash, litter and recycling in the County.

**F. PRESENTATIONS**

1. Colonial Soil & Water Conservation District Presentation

Mr. Robert Lund, Director of the Colonial Soil & Water Conservation District, gave an overview of the presentation available on its company website and included in the Agenda Packet. He introduced Mr. Ed Overton, a fellow Director and Mr. Jim Wallace, District Manager, who were both in the audience. He reviewed topics concerning the colonial district overview, agricultural programs, education programs, urban programs as well as challenges and future opportunities. He concluded his presentation and asked the Board for any questions.

As the Board had no questions, Ms. Larson thanked Mr. Lund for his thorough update.

2. Proclamation - National Native American Day

Ms. Larson and Ms. Sadler presented a Proclamation to Chief Anne Richardson of the Rappahannock Tribe, as a descendant of Chief Powhatan and Pocahontas, recognizing November 23 as National Native American Day.

The audience gave a standing ovation.

Ms. Sadler asked audience members who represented the other six tribes mentioned in the presentation to stand for recognition. She presented Chief Richardson with a bouquet of flowers and a James City County pin.

Chief Richardson expressed her gratitude for being welcomed and tribes honored. She blessed the land as well as the government of James City County.

#### **G. CONSENT CALENDAR**

A motion to Approve was made by John McGlennon, the motion result was Passed.

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

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

1. Minutes Adoption
2. Grant Award - Comprehensive Community Corrections Act Grant, Department of Criminal Justice Services - \$746
3. FY19 DEQ Litter Grant - \$13,889
4. Grant Award - Naloxone for Law Enforcement - \$2,025
5. Federal Grant Award - Bulletproof Vest Partnership - \$27,092
6. Acceptance of Funds - Virginia Forfeited Asset Sharing Program - \$1,995
7. Contract Awards - Annual Stormwater Construction and Repairs Services
8. Contract Awards - Annual Building Envelope Technical Support Services
9. Initiation of Consideration of Amendments to the Zoning and Subdivision Ordinances to Address Protections for the Public Water Supply and Areas of Public Health and Water Quality Sensitivity
10. Encroachment Agreements - Kings Way and Queens Path
11. Grant Award - Kinship Navigator Program - \$40,000
12. Resolution to Waive Building Permit Fees for Repairing Damage Caused by the Tropical Storm Michael and Tornado in James City County

#### **H. PUBLIC HEARING(S)**

1. Sale of County Property Located at 6213 Old Mooretown Road

A motion to Approve was made by John McGlennon, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, McGlennon, Sadler, Icenhour Jr, Larson  
Ms. Liz Parman, Assistant County Attorney, gave an overview of a memorandum and resolution included in the Agenda Packet.

Ms. Larson opened the Public Hearing.

As there were no registered speakers, Ms. Larson closed the Public Hearing.

2. Conveyance of County Property Located at 1653 Green Mount Parkway

A motion to Approve was made by Michael Hipple, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, McGlennon, Sadler, Icenhour Jr, Larson  
Ms. Parman gave an overview of a memorandum and resolution included in the Agenda Packet.

Ms. Larson opened the Public Hearing.

As there were no registered speakers, Ms. Larson closed the Public Hearing.

3. SUP-18-0024. Christ Community Church Multipurpose Building

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, McGlennon, Sadler, Icenhour Jr, Larson  
Mr. Alex Baruch, Senior Planner, gave an overview of a memorandum and resolution included in the Agenda Packet.

Mr. Danny Schmidt, Planning Commission Representative, stated several members of the Commission commented they were pleased at the thoroughness of the application. He further stated there were no speakers during the Public Hearing portion of the meeting and the Planning Commission voted unanimously for approval of this item. Ms. Larson opened the Public Hearing.

As there were no registered speakers, Ms. Larson closed the Public Hearing.

4. Proposed Amendment to County Charter

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

Mr. McGlennon noted he moved the motion for Approval if the General Assembly gave the County the ability to address serious problems regarding unsightly vehicular appearances.

Mr. Kinsman gave an overview of a memorandum and resolution included in the Agenda Packet.

Ms. Larson opened the Public Hearing.

As there were no registered speakers, Ms. Larson closed the Public Hearing.

5. SUP-18-0011. 750 Blow Flats Road Borrow Pit Renewal and SUP-18-0023. 700 Blow Flats Road Borrow Pit Renewal

Ms. Terry Costello, Deputy Zoning Administrator, gave an overview of the staff reports and resolutions included in the Agenda Packet.

Mr. Hipple inquired about the mining history of the parcels and the length of time for the renewals.

Ms. Costello replied that staff would like the opportunity to periodically review the impacts of activity, due to the Resource Protection Area, floodplain on the property and possible regulation change.

General discussion ensued regarding this topic.

Mr. McGlennon inquired about the type of inspections that had to occur through the Department of Mining.

Ms. Costello replied it performed yearly inspections and suggested the applicant address the question since he was more familiar with the process.

Mr. Icenhour remarked this had been on-going since 1992 and noted Ms. Costello had mentioned that ultimately the plan would be to redevelop when the operation was concluded. He inquired if the estimated lifespan could potentially go on another 50 or 60 years.

Ms. Costello replied the potential was there, but felt the applicant would have a better idea of an estimated time.

Mr. Schmidt stated the Commissioners had several curiosities about the oversight process at the borrow pit which carried over into discussions with the applicant. The applicant told the Commissioners that the Department of Mines, Minerals and Energy inspected the site every two years, as well as the County Zoning staff inspecting it on an annual basis. He stated the Commissioners discussed time limitations and decided to maintain the eight-year time limit by a vote of 7-4 with none against, subject to the conditions in the staff report.

Mr. Hipple inquired if the time limit was in regard to the future possibility of land being sold.

Mr. Schmidt replied yes and discussed the Commissions concerns.

General discussion ensued regarding this item.

Mr. McGlennon inquired about the applicant's cost of the Special Use Permit (SUP) process in a case of this nature.

Ms. Costello replied there was a cost for the original SUP as well as a cost of \$400 for each renewal.

Mr. McGlennon inquired about the annual revenues.

Ms. Larson opened the Public Hearing.

1. Mr. Julian Lipscomb, Jr., 3144 Hollow Oak Drive. Mr. Lipscomb an Environmental Manager at Branscome, Incorporated, briefly discussed permit compliance, inspections, revenues, redevelopment of property for industrial use, time restriction as well as a brief

history of the aforementioned pits.

Mr. McGlennon inquired if Mr. Lipscomb owned one of the two properties discussed in this item.

Mr. Lipscomb replied yes.

Mr. McGlennon inquired about the second property and asked Mr. Lipscomb approximately how long he would continue this type of an operation.

Mr. Lipscomb replied possibly another 15 to 20 years of mining.

Mr. Hipple inquired about the mining permit and possible scenarios regarding future mining permits. He inquired about similar SUPs in the County.

Mr. Paul Holt, Director of Community Development and Planning, joined the conversation.

General discussion ensued regarding this topic.

As there were no other registered speakers, Ms. Larson closed the Public Hearing.

Mr. Hipple made a motion to Amend Case No. SUP-18-0011 750 Blow Flats Borrow Pit Renewal to a 20-year period, the motion result was Failed.

AYES: 2 NAYS: 3 ABSTAIN: 0 ABSENT: 0

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

Mr. McGlennon noted he moved the motion as presented and entertained the motion to extend it to 10 years and briefly discussed his reasoning.

Mr. McGlennon made a motion to Amend Case No. SUP-18-0011 750 Blow Flats Borrow Pit Renewal to a 10-year period, the motion result was Passed.

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

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

Mr. McGlennon made a motion to Amend Case No. SUP-18-0023 700 Blow Flats Borrow Pit Renewal to a 10-year period, the motion result was Passed.

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

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

## **I. BOARD CONSIDERATION(S)**

1. Revisions to Chapter 5 of the James City County Personnel Policies and Procedures Manual

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

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

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

Mr. Patrick Teague, Human Resources Director, gave an overview of the memorandum and resolution included in the Agenda Packet.

2. Federal Grant Award - Department of Justice, Office on Violence Against Women - \$416,248

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

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



Ayes: Hipple, McGlennon, Sadler, Icenhour Jr, Larson  
Mr. Hal Diggs, Colonial Community Corrections Director, gave an overview of the memorandum and resolution included in the Agenda Packet.

Mr. McGlennon inquired about the dollar amount of this grant and asked if it covered the costs of the programming.

Mr. Diggs replied there had been some slight modifications and briefly discussed these changes.

3. Grant Award - Commonwealth Attorney - Victim's Witness Grant Program - \$183,260

A motion to Approve was made by Michael Hipple, the motion result was Passed.

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

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

Mr. Nathan Green, Commonwealth Attorney, gave an overview of the memorandum and resolution included in the Agenda Packet.

4. Contract Award - Amblers House Exterior Restoration Project - \$498,732

A motion to Approve was made by Michael Hipple, the motion result was Passed.

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

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

Mr. Shawn Gordon, Chief Civil Engineer, gave an overview of the memorandum and resolution included in the Agenda Packet.

Ms. Sadler inquired about the Amblers House asbestos situation.

Mr. Gordon replied that part of the floor needed replacement, the crawlspace needed encapsulation and the asbestos needed to be removed.

Ms. Sadler inquired about long-range goals for the Ambler House.

Mr. Gordon replied it was his understanding that Economic Development was working on a partnership for future events.

5. 2019 Legislative Agenda

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

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

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

Mr. Kinsman briefly refreshed the Board on the content of the proposed 2019 Legislative Agenda and gave an overview of the memorandum and resolution included in the Agenda Packet.

Ms. Larson expressed her appreciation to Mr. Kinsman and citizens for the work involved in developing the Legislative Agenda and noted it was a citizen-driven agenda. She mentioned that Board members had recently returned from the Virginia Association of Counties (VACo) Conference where its Legislative Agenda was discussed.

6. FY 2018 School Year-End Spending Plan Appropriation-\$1,857,399

Ms. Sharon Day, Assistant Director of Financial and Management Services, gave an overview of the memorandum and resolution included in the Agenda Packet. She stated the School Board held its meeting this evening with staff attending who would normally be in attendance at this meeting. She noted the Superintendent provided the following remarks:

- Of the 12 items being requested, four of those items are below the current \$50,000 CIP threshold. This would include items such as the Matthew Whaley Elementary School entrance, the Toano Middle School bleachers, a replacement maintenance truck and a parking lot extension at Central Office. Also, out of these 12 items, three items are not CIP related which include cafeteria table replacements, portable field lights and text book replacements.
- The Berkley Middle School well removal has been included in the CIP as requested since 2016 and is currently not funded until an out year; however, due to safety concerns the school division would like to move that date forward.

Mr. Hipple briefly discussed the annual excess school surplus. He noted funds from this year could possibly be saved to go toward next year's potential increase and lessen the financial impact during the upcoming year's budget season.

General discussion ensued on this topic.

Ms. Sadler suggested the process could be revised to include a list detailing items that might potentially be needed. She stated the list could be given to the Board of Supervisors in advance for the sake of transparency. She remarked that ideally she would like the schools to budget its money so there was no excess school surplus. She asked Mr. Stevens if he could find out how enrollment projections affect how hiring is done and why, before the Board has its joint meeting with the schools.

Mr. Icenhour stated it was not good business to operate at a deficit. He noted that a good stewardship of the money would usually wind up with some underspending. He further stated the magnitude of the underspending as a percentage of the total budget was approximately 2%; therefore, the focus was trying to figure out 98% of a budget that one cannot go over. He remarked there needed to be a better understanding of how personnel was budgeted. He further remarked that the School Liaison Committee was a good place to begin such a discussion and noted that the money given to schools was managed very responsibly.

Mr. Hipple stated he agreed the money was being managed very responsibly.

General discussion ensued regarding this item. Discussion included the importance of asking questions and having discussions, the importance of security at school entrances, snow removal equipment, well removal, textbook rotation, budget and clarity of future information needed in an effort to move forward.

Ms. Larson stated there were several choices in regard to this item:

- This item could be voted on this evening;
- Staff could take questions back and come to the next meeting for a vote; or
- Wait until after the joint meeting with the City of Williamsburg and the School Board, where discussion would be held regarding future CIP projects and enrollment.

Mr. Hipple stated he would like to wait until after the joint meeting. He emphasized the importance of seat belts in school buses and remarked future buses should be ordered that have seat belts for the students.

Mr. McGlennon stated he was in favor of holding off on this item. He further stated he would like to get the questions in writing.

Ms. Larson agreed with getting the questions in writing, get them to staff and have a

representative from the schools come to the December 13, 2018, Board of Supervisors meeting.

Mr. Hipple suggested Ms. Teresa Fellows, Board Secretary, compile the questions from each supervisor.

7. Colonial Group Home Commission - Revision to Joint Use of Powers

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

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

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

Mr. John Carnifax, Director of Parks and Recreation, introduced Mr. Chris McDonald, Citizen Representative, who gave an overview of a PowerPoint presentation. The slideshow focused on the following Colonial Group Home Commission topics:

- Services Offered
- Vision and Mission Statement
- Purpose
- Fiscal Year 2018 Recidivism and Outcome
- Value of a Community Youth Home
- Cost-to-Benefit
- The Bottom Line
- Founding Document Revision

Mr. Carnifax briefly discussed two funding formulas: 1) a population of the locality-based formula and 2) utilization of services-based formula. He stated the goal was to bring this organization into the same funding formula as other facilities.

General discussion ensued regarding this topic.

The Board expressed its gratitude for the work this organization does for the community.

**J. BOARD REQUESTS AND DIRECTIVES**

Ms. Larson stated that based on the recent annual review of the County Attorney and based on the positive outcome of that review she would like to entertain the motion to grant the County Attorney a 2% salary increase retroactively effective July 1, 2018, to be paid for out of contingency funds.

Mr. Hipple made a motion to grant the County Attorney a 2% salary increase retroactively effective July 1, 2018 to be paid out of contingency funds, the motion result was Passed.

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

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

Mr. Kinsman expressed his thanks to the Board.

Mr. McGlennon stated several Board members attended the annual VACo meeting and mentioned that on November 12 the Coalition of High Growth Communities met. He noted the great turnout from several localities across the state. He commented several localities continually struggle with how to deal with the rate of growth that James City County encounters and surmised the meeting was very spirited with good discussion.

Mr. Icenhour stated he attended the Colonial Group Home celebration. He also noted a contract had been signed for removal of the cobblestones in New Town and work should

begin in approximately a week and was estimated to take five to seven days to complete. He further stated several Board members attended the opening tour of Publix at Monticello Marketplace and welcomed the grocery store into the County. He noted he was privileged to attend the Volunteer Firefighters Banquet and thoroughly enjoyed the event.

Ms. Sadler stated she also attended the VACo conference and gained a tremendous amount of knowledge and looked forward to seeing some of the things that were discussed on the Legislative Agenda in Richmond. She asked Mr. Purse if he could check if there was an update from the Virginia Department of Transportation regarding Rochambeau Drive. She stated she had attended the Volunteer Firefighters Banquet and was privileged to swear in the new Volunteer Firefighters and EMTs.

Mr. Hipple stated he would be meeting with transportation on November 15 and would continue to “push transportation” for James City County in an effort to save as much as possible.

Ms. Larson commented that at the VACo conference several members of the General Assembly were in attendance and expressed thanks to her colleagues and Mr. Stevens for attending. She remarked there was a lot of discussion regarding unfunded mandates. She commented that the new Tenacity exhibit at Jamestown was incredible. She referenced preserving techniques of historic documents in the exhibit and the unique public viewing opportunity. She referenced the intersection of Route 5, Greensprings and Centerville Roads. She noted she was frequently approached by citizens about this intersection and had been approached about a citizens’ working group where discussion would focus on possible solutions for the intersection. She stated she was not aware if anything similar had been done in the past in the County. She briefly discussed some of the issues within the intersection and commented the road was not originally intended for the amount of daily traffic it received. She stated there was genuine concern how this area would be handled as County growth continued.

Mr. Stevens stated County staff and the Board are happy to listen to citizen concerns and ideas.

#### **K. REPORTS OF THE COUNTY ADMINISTRATOR**

Mr. Stevens conveyed the various County facilities that would be open or closed during the week of Thanksgiving. He stated the County would provide one round of leaf collection between December 3-19. He noted that specific details and the collection schedule were posted online or information could be obtained by calling General Services at 757-259-4080.

Ms. Larson addressed Ms. Renee Dallman, Public Information Officer and inquired about current podcasts.

Ms. Dallman stated the current podcast was the Workforce Housing Task Force series and noted Mr. Stevens had recently finished a County Administrator podcast that would be done on a monthly basis. She commented that Ms. Dianna Moorman, General Registrar, spoke on a podcast the week before the election. She stated podcasts were available on the County website, [jamescitycountyva.gov](http://jamescitycountyva.gov).

At approximately 6:58 p.m., Ms. Larson recessed the Board of Supervisors in order to conduct the James City Service Authority Board of Directors meeting.

At approximately 7:39 p.m., Ms. Larson reconvened the Board of Supervisors.

#### **L. 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 motion to Enter a Closed Session was made by Michael Hipple, the motion result was Passed.

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

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

At approximately 7:41 p.m., the Board entered Closed Session.

At approximately 7:47 p.m., the Board re-entered Open Session.

2. Certification of Closed Session

A motion to Certify the Closed Session was made by John McGlennon, the motion result was Passed.

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

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

3. Appointment to the Chesapeake Bay and Wetlands Boards

A motion to Appoint Mr. Robert Lukens, to fill the balance of a vacated term that expires on October 1, 2023, was made by John McGlennon, the motion result was Passed.

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

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

4. Appointment to the Williamsburg Area Arts Commission

A motion to Appoint Ms. Robin Phillips, to fill the balance of a vacated term that expires on June 30, 2020, was made by John McGlennon, the motion result was Passed.

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

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

## **M. ADJOURNMENT**

1. Adjourn until 4 p.m. on November 27, 2018 for the Work Session

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

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

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

At approximately 7:48 p.m., Ms. Larson adjourned the Board of Supervisors.

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**November 27, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

Ms. Larson noted Mr. Hipple was delayed and would arrive shortly.

**C. BOARD DISCUSSIONS**

1. Meeting with State Legislators

Ms. Larson thanked the Honorable Brenda Pogge, Virginia House of Delegates, the Honorable Michael Mullin, Virginia House of Delegates and the Honorable Montgomery Mason, Member of the Virginia Senate, to the meeting. She noted the PowerPoint presentation addressed the 2019 legislative program, which highlighted direct requests from the County as well as legislation supported by the County. She welcomed discussion on those items.

The highlighted legislation to be introduced on behalf of the County included these items:

1-1. AMEND THE JAMES CITY COUNTY CHARTER TO ADD § 7.5 TO ALLOW JAMES CITY COUNTY TO REGULATE INOPERATIVE MOTOR VEHICLES PURSUANT TO VIRGINIA CODE § 15.2-905 ON LOTS EQUAL TO OR LESS THAN TWO ACRES.

Ms. Larson noted there were a number of older non-homeowner association (HOA) neighborhoods in the County that have had issues with inoperative vehicles in plain sight. She cited expiration on inspection stickers and County regulations on valid inspection stickers and/or license plates. Ms. Larson noted two previous attempts to have the legislation changed to allow the County to address the inoperative vehicle issues had failed. She further noted the Board had requested the General Assembly amend the County's Charter to allow it to regulate inoperative motor vehicles under provisions within the Virginia Code. Ms. Larson noted there had been no opposition to this request at a Public Hearing.

Senator Mason noted the request passed in the Senate, but had concerns in the House.

The Honorable Tommy Norment, Member of the Virginia Senate, joined the meeting.

Delegate Pogge addressed the verbiage of the request, noting the clarification of the specific acreage answered previous concerns from citizens.

Ms. Larson expressed her appreciation of support from the House for this amendment.

Senator Mason asked if Delegate Pogge was in support of this change, citing prior vote casts and acreage/agricultural concerns.

Delegate Pogge noted “while not committing to supporting it, but I am not going to start any fires around it.”

Discussion ensued.

1-2. AMEND VIRGINIA CODE § 15.2-2242 TO ALLOW LOCALITIES THE OPTION OF INCREASED PROTECTION AGAINST DEVELOPERS WHO HAVE NOT MET ALL PREVIOUS LAND DEVELOPMENT OBLIGATIONS.

Ms. Larson cited this request as a surety to obtain financial obligations with regards to land development in the County. She noted the County had previously secured funding from various sources to complete residential developments when the original developer was unable or unwilling to do so. She highlighted the amendment would permit all localities the ability, not just those under the Urban County Executive form of government (ex. Fairfax County), to increase specific costs due to these land development issues. Ms. Larson noted Item Nos. 1-3 and 1-4 were inline with this amendment request. She cited the next two items in her presentation for discussion on all three amendment requests.

1-3. AMEND VIRGINIA CODE § 15.2-2241.A.5 TO ALLOW LOCALITIES TO PROHIBIT CERTAIN DEVELOPERS FROM RECORDING REMAINING SECTIONS OF A SUBDIVISION IF PREVIOUS LAND DEVELOPMENT OBLIGATIONS REMAIN UNMET.

1-4. AMEND VIRGINIA CODE § 15.2-2259 TO ALLOW THE PLANNING COMMISSION OR OTHER AGENT TO WITHHOLD ACTION ON A SUBDIVISION PLAT IF DEVELOPMENT OBLIGATIONS FOR PRIOR RECORDED SECTIONS REMAIN UNMET.

Delegate Mullin noted counties, cities and towns in the House had received requested locality changes in the proffer system over the past three years. He further noted a general consensus for adjustments may now be available.

Mr. Kinsman addressed this point, noting changes to the proffer system were on the Board’s Supportive Legislation and not the Direct Legislation and the direct impact fee. He noted this request applied to developments already “on the ground” and approved versus proffers for future development. Mr. Kinsman further noted the County’s cost of administrative time and outside engineering assistance.

Ms. Larson noted last year’s budget reflected the creation of a position for an outside engineer to address citizens’ questions and concerns on these projects to assist staff.

Discussion ensued.

Senator Norment asked what criteria would be applied in Item Nos. 1-3 and 1-4 to deny the developers those opportunities.

Discussion ensued.

Ms. Larson noted the next three requests stemmed from a series of dog attacks that occurred in the Colonial Heritage community and its residents' concerns.

1-5. AMEND VIRGINIA CODE §§ 3.2-6540 AND 3.2-6540.1 TO PERMIT COURTS TO ORDER RESTITUTION FOR EMOTIONAL DISTRESS IN ADDITION TO ACTUAL DAMAGES CAUSED BY DANGEROUS OR VICIOUS DOGS.

1-6. AMEND TITLE 3.2 OF THE VIRGINIA CODE TO PERMIT LOCALITIES TO REQUIRE THAT, WHILE THEY ARE OUTSIDE, ALL DOGS BE CONTAINED IN AN ENCLOSURE APPROPRIATE TO THEIR SIZE AND STRENGTH.

1-7. AMEND TITLE 3.2 OF THE VIRGINIA CODE TO PERMIT LOCALITIES TO IMPOSE CIVIL FINES UPON OWNERS OF DOGS WHO ALLOW THE DOGS TO ROAM IN PACKS OF TWO DOGS OR MORE WHILE OFF THE OWNER'S PROPERTY, EXEMPTING DOGS USED FOR LAWFUL HUNTING ACTIVITY.

Ms. Sadler added these requests stemmed from dog attacks in Colonial Heritage and that she and Mr. Kinsman had met with citizens there.

Senator Norment asked about Item No. 1-6 in conjunction with potential leash laws.

Mr. Kinsman noted this would be difficult to monitor and impose.

Discussion ensued.

Ms. Larson then introduced the following position/legislation that was supported by the County in the PowerPoint presentation:

2-1. IMPACT FEES

2-2. PROFFERS

2-3. UNDERGROUND ELECTRIC UTILITIES

2-4. HOUSE BILL 1615

2-5. INCREASED FUNDING FOR VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

2-6. STATE FUNDING FOR TOURISM

2-7. SUPPORT WIDENING OF I-64 TO 295

2-8. MAINTENANCE OF NEW AND EXISTING SECONDARY ROADS

2-9. APPLICATION OF TRANSIENT OCCUPANCY TAX TO TRAVEL COMPANIES AND INTERNET SALES

2-10. ENHANCE RAIL SERVICE ON THE PENINSULA AND TO RICHMOND

2-11. SUPPORT THOMAS NELSON COMMUNITY COLLEGE IN ITS EFFORTS TO BUILD THE ADVANCED INTEGRATED MANUFACTURING (AIM) CENTER IN



JAMES CITY COUNTY

2-12. SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT

2-13. TAX EQUITY BETWEEN CITIES AND COUNTIES

2-14. ALLOW ADVERTISEMENT OF REQUIRED PUBLIC NOTICES ON A LOCALITY'S WEBSITE AND THROUGH OTHER MEANS INSTEAD OF PUBLICATION IN A NEWSPAPER HAVING GENERAL CIRCULATION

2-15. STATE FUNDING FOR PUBLIC EDUCATION, PRE-K, K-12 AND HIGHER EDUCATION

2-16. ADEQUATE FUNDING FOR PUBLIC LIBRARIES

2-17. NO NEW STATE MANDATES AND ELIMINATE OR ADEQUATELY FUND EXISTING STATE MANDATES

2-18. LEGISLATIVE PROGRAMS OF THE VIRGINIA MUNICIPAL LEAGUE, THE VIRGINIA ASSOCIATION OF COUNTIES AND THE VIRGINIA COALITION OF HIGH GROWTH COMMUNITIES

2-19. JAMES CITY COUNTY SUPPORTS CONTINUED FUNDING OF THE STORMWATER LOCAL ASSISTANCE FUNDS ("SLAF")

2-20. STATE FUNDING FOR MANDATED SERVICES PROVIDED BY COMMUNITY SERVICES BOARDS

2-21. NONPARTISAN REDISTRICTING

Mr. McGlennon opened the discussion by addressing the impact fee and proffer legislation regarding the Coalition of High Growth Communities. He noted James City County was one of the fastest growing communities in the state. He further noted the Coalition was seeking to establish a set of principles to be considered in legislation. Mr. McGlennon stated the cost of fast growing communities with possibly a more equitable approach using an impact fee system. He noted a necessary change in the system, citing the 2016 legislative changes that were not working very well.

Ms. Sadler noted that at the recent Virginia Association of Counties retreat, every breakout session she attended circled around the proffer system and issues created from it as well as unfunded mandates.

Discussion ensued.

Senator Norment questioned Item No. 2-6 and referenced the "Tommy Tax." He discussed funding from the Virginia Tourism Corporation (VTC) for the advertisement of the Historic Triangle. Senator Norment noted recent funding through the bill and stated he would not seek additional funding from the VTC.

Ms. Larson asked about pursuit of more tourism funding for the state, not just the Historic Triangle.

Discussion ensued.

Senator Mason indicated Item No. 2-20 and noted the positive work from the Community

Services Boards. He addressed a new director and possible upcoming changes, but also emphasized monitoring the new administration and local responsibility on funding.

Discussion ensued.

Mr. McGlennon noted a neverending list of areas for funding. He further noted in reviewing and determining allocation, the Virginia Retirement System funding for teachers was an area where the contribution rate could be lower and allow flexibility.

Discussion ensued.

Ms. Larson thanked the representatives for their attendance and input. She also introduced Mr. Stevens as the new County Administrator to the group. She extended her appreciation to Mr. Kinsman and her fellow Board members for their assistance. Ms. Larson asked that the representatives consider picking up any of the pieces of legislation that were presented, as they are important to the County.

Senator Mason inquired if each Board member had unanimously endorsed the legislative package presented.

Ms. Larson responded affirmatively.

At approximately 4:47 p.m., Ms. Larson recessed the Board for a short break.

At approximately 4:52 p.m., Ms. Larson reconvened the Work Session.

## 2. Proposed Ordinance Revisions

Ms. Larson welcomed Mr. Heath Richardson, Planning Commission Chair, Mr. Jack Haldeman, Policy Committee Chair and Mr. Paul Holt, Director of Community Development and Planning to the meeting.

Mr. Richardson noted the session was to provide information to the Board as well as to gain guidance from the Board on various work programs. He referenced the May 22, 2018, work session where the Board of Supervisors had requested the Planning Commission consider limiting the number of residential dwelling units that could be transferred via master plan consistency determination.

Mr. Holt addressed the Board noting a framework, as used on two previous occasions, was provided to assist the Policy Committee in gaining a better understanding from the Board on the proposed direction and path.

### a. Potential Ordinance Amendments to Address Master Plan Consistency Determinations

Mr. Holt provided a summary of Section 24-23 of the Zoning Ordinance and possible revisions. He noted the options as presented in the PowerPoint presentation included:

Option 1. No Proposed Changes.

Option 2. Proposed Changes to the Ordinance for Master Plan Consistency Determinations.

Option 3. Special Considerations for Cluster Developments.

Mr. McGlennon asked what constituted “significant” change.

Discussion ensued.

Mr. McGlennon asked for a spreadsheet that showed what changes had been made over the past few years, with a specific breakdown showing an annual change up to a five-year period.

Mr. Holt listed numerous developments that had changes, but noted he would obtain the additional information for the Board.

Mr. Icenhour noted three specific incidents and community expectations. He referenced the number of homes in Ford's Colony and public hearings in response to administrative changes. He further expressed concern on details of the master plan and developmental changes.

At approximately 5:04 p.m., Mr. Hipple joined the meeting.

Discussion ensued.

b. Ordinance Amendments to Address Protections for the Public Water Supply and Areas of Public Health and Water Quality Sensitivity

Mr. Holt referenced the May 22, 2018, work session where the Board of Supervisors had also expressed interest in examining and discussing regulations to protect the drinking water supply and areas of public health and water quality sensitivity and on November 13, 2018, the Board adopted the corresponding initiating resolution.

Mr. Holt provided a summary of the Chesapeake Bay Preservation Ordinance and the Virginia Stormwater Management Program Ordinance. He noted the options as presented in the PowerPoint presentation included:

Option 1. Add a New Section in the Special Regulations Portion of the Zoning Ordinance.

Option 2. Create an Overlay District Within the Zoning Ordinance.

Option 3. Create a New Chapter of the County Code that Regulates the Use of and Development of Property Around Reservoirs/Public Water Supplies Within the County.

Mr. Icenhour asked about Option 2 if rezoning of all parcels in the Overlay District would be required.

Mr. Holt confirmed that point.

Mr. Icenhour noted he was not in favor of Option 2 based on the total rezoning. He asked what were the advantages of the remaining two options.

Mr. Holt noted at a high level that Option 1 in the Zoning Ordinance allowed items to be known at development as well as the process for how the Zoning Ordinance was enforced. He further noted that Option 3, which Newport News does, goes through the Engineering Division. Mr. Holt said some unknowns existed under Option 3.

Mr. McGlennon noted Option 2 was too cumbersome in identifying the overlay. He supported Option 1 and further noted the focus on the water supply.

Mr. Hipple emphasized the drinking water supply protection. He noted existing waterway protection already in place.

Discussion ensued.

The Board members favored Option 1 unanimously.

c. Other Upcoming and Needed Ordinance Amendments Due to General Assembly Actions.

Mr. Holt noted three amendments based on General Assembly actions that involved conceptual plan, Board of Zoning Appeals and changes for wireless communications facilities were highlighted in the PowerPoint presentation.

Mr. McGlennon asked if contact with other localities on these points had been made.

Discussion ensued.

Mr. Richardson thanked the Board for its input and welcomed additional comments and questions.

Mr. Hipple asked about missing proffers and if they could be incorporated into Ordinances.

Mr. Holt noted no. He further noted any cash or impact fee related items were no longer available.

The Board thanked Mr. Richardson, Mr. Holt and Mr. Halderman for the presentation.

### 3. Recycling Update

Ms. Grace Boone, Director of General Services, addressed the Board and introduced Mr. Steve Geissler, Executive Director of the Virginia Peninsula's Public Service Authority. Ms. Boone noted she and Mr. Geissler would provide an update to the Board on curbside recycling as well as options. She further noted approximate costs would be provided as contract proposals were still being reviewed. Ms. Boone highlighted recycling services in a PowerPoint presentation with anticipated cost, China's ban/restriction on the import of recycled materials, a review of acceptable curbside materials and program options due to cost increase.

Mr. Stevens noted that 70% of County residents participate in recycling.

Discussion ensued.

Mr. Geissler noted the timeframe.

Ms. Larson asked if true recycling was taking place.

Mr. Geissler noted recycling took place, but the profit margin had changed for the companies that collected and sold those materials.

Discussion ensued.

Mr. Stevens noted he and Ms. Boone could provide more information on the hybrid program.

Discussion ensued about the administrative costs, the general fund and manufacturing costs with glass recycling.

Ms. Boone noted Ms. Amy Jordan, Director of Economic Development, was reviewing glass recycling and manufacturing.

Discussion ensued.

The Board thanked Ms. Boone and Mr. Geissler.

#### **D. BOARD REQUESTS AND DIRECTIVES**

Mr. Icenour addressed the email from the V3 (Virginia Values Veterans) and thanked everyone. He noted it had gone to staff and expressed a desire to have someone trained on it. He also addressed tax payments from a concerned constituent and if a change had taken place.

Mr. Stevens noted a change had occurred in the past few years and resolution had taken place for the tax payments.

Ms. Larson noted a federal issue with the mail had been discussed with her from citizens. She further noted several neighborhoods had not received mail for extended times.

Mr. Stevens noted that could be addressed.

Mr. McGlennon said he and Mr. Stevens had gone to Jamestown Rediscovery. He noted he attended funeral services for Mr. Carlyle Ford, former County Commissioner of the Revenue. Mr. McGlennon extended condolences on behalf of the Board to the family.

Ms. Sadler extended condolences to Dr. Richardson's family. Dr. Richardson had served on the Board of Community Action Agency.

Ms. Larson followed up about citizens' groups and intersection issues. She noted Mr. Jared Antle, a former Lafayette High School student and current James Madison University student, had been injured in a hit-and-run accident. She further noted the community's support to Jared and his family and extended the Board's well wishes on his recovery.

Mr. Icenhour thanked everyone for his flowers.

Ms. Larson noted she and Mr. Icenhour had received some answers to questions regarding the School Liaison Committee and updated the Board on the Capital Improvements Plan.

#### **E. CLOSED SESSION**

None.

#### **F. ADJOURNMENT**

1. Adjourn until 8:30 a.m. on December 6, 2018, for the Joint Meeting with Williamsburg-James City County School Board and the Williamsburg City Council at the Stryker Building.

A motion to Adjourn was made by John McGlennon, the motion result was Passed.

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

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

At approximately 6:34 p.m., Ms. Larson adjourned the Board of Supervisors.

**ITEM SUMMARY**

**DATE:** 12/11/2018

**TO:** The Board of Supervisors

**FROM:** Ryan T. Ashe, Fire Chief

**SUBJECT:** Grant Awards - State Homeland Security Program - \$70,560

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Fire	Ashe, Ryan	Approved	11/14/2018 - 11:30 AM
Publication Management	Daniel, Martha	Approved	11/16/2018 - 2:31 PM
Legal Review	Kinsman, Adam	Approved	11/19/2018 - 8:36 AM
Board Secretary	Fellows, Teresa	Approved	11/19/2018 - 9:01 AM
Board Secretary	Purse, Jason	Approved	12/3/2018 - 10:36 AM
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 3:45 PM

## MEMORANDUM

DATE: December 11, 2018  
TO: The Board of Supervisors  
FROM: Ryan T. Ashe, Fire Chief  
SUBJECT: Grant Awards - State Homeland Security Program - \$70,560

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The James City County Fire Department's Emergency Management Division has been awarded three grants totaling \$70,560 from the Commonwealth of Virginia Department of Emergency Management (VDEM) State Homeland Security Program (SHSP).

The grants include a 2018 SHSP grant in the amount of \$35,000, a 2018 SHSP grant in the amount of \$20,010 and a 2018 SHSP grant in the amount of \$15,550. All three grants were awarded by VDEM using funds from the United States Department of Homeland Security Federal Emergency Management Agency.

The \$35,000 award is designated for the support of the regional Citizens Corps programs. These programs include the Citizens Emergency Response Team and the Community Animal Response Team. These teams are made up of citizens trained in various emergency management functions including mass search and rescue, mass care and sheltering, first aid and logistics. This award will support the training and equipment needs for both the James City County and the City of Williamsburg programs. Many of the training activities will be coordinated cooperatively between both jurisdictions.

The \$20,010 award is designated for the support of the regional Point of Distribution (POD) Plan for York County, James City County and the City of Williamsburg. A contractor will be tasked with developing a regional POD, host a VDEM/FEMA POD logistics training course to include a full scale exercise. This plan will also incorporate Hampton Roads Regional Catastrophic Commodities, Resources and Volunteer Management Annex draft.

The \$15,550 award is designated to support equipment needs for the County's sheltering program. New equipment purchased with grant funds will increase the efficiency of the shelter check-in process, as well as provide communication equipment to be used by hearing impaired shelter occupants.

These awards do not require a local match.

Staff recommends adoption of the attached resolution to appropriate funds.

RTA/md  
GA-SHSP2018-mem

Attachment

**RESOLUTION**

**GRANT AWARDS - STATE HOMELAND SECURITY PROGRAM - \$70,560**

WHEREAS, the James City County Fire Department’s Emergency Management Division has been awarded three grants totaling \$70,560 from the Commonwealth of Virginia Department of Emergency Management (VDEM); and

WHEREAS the grants include a 2018 State Homeland Security Program (SHSP) grant in the amount of \$35,000, a 2018 SHSP grant in the amount of \$20,010 and a 2018 SHSP grant in the amount of \$15,550 using funds from the United States Department of Homeland Security Federal Emergency Management Agency; and

WHEREAS, the funds will be used to purchase equipment for emergency shelters and to support cooperative Citizens Corps programs with James City County and the City of Williamsburg; and

WHEREAS, the SHSP grants do 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 these grants and the following appropriation to the Special Projects/Grants fund:

Revenues:

VDEM ID 7867 2018 SHSP Regional CERT Project	\$35,000
VDEM ID 7868 2018 SHSP Point of Distribution Plan	20,010
VDEM ID 7870 2018 SHSP Regional Preparedness	<u>15,550</u>
Total	<u>\$70,560</u>

Expenditures:

VDEM ID 7867 2018 SHSP Regional CERT Project	\$35,000
VDEM ID 7868 2018 SHSP Point of Distribution Plan	20,010
VDEM ID 7870 2018 SHSP Regional Preparedness	<u>15,550</u>
Total	<u>\$70,560</u>

\_\_\_\_\_  
Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	___	___	___
ICENHOUR	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___
LARSON	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of December, 2018.



**ITEM SUMMARY**

DATE: 12/11/2018

TO: The Board of Supervisors

FROM: Frances C. Geissler, Director of Stormwater and Resource Protection

SUBJECT: Dedication of the Streets in Section 4 of the Windsor Ridge Subdivision

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Map	Exhibit
☐	AM-4.3	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Engineering & Resource Protection	Geissler, Fran	Approved	11/21/2018 - 2:06 PM
Development Management	Holt, Paul	Approved	11/24/2018 - 8:46 AM
Publication Management	Burcham, Nan	Approved	11/26/2018 - 7:42 AM
Legal Review	Kinsman, Adam	Approved	11/26/2018 - 8:11 AM
Board Secretary	Fellows, Teresa	Approved	11/26/2018 - 8:45 AM
Board Secretary	Purse, Jason	Approved	12/3/2018 - 10:35 AM
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 3:44 PM

## MEMORANDUM

DATE: December 11, 2018

TO: The Board of Supervisors

FROM: Frances C. Geissler, Director of Stormwater and Resource Protection

SUBJECT: Dedication of the Streets in Section 4 of the Windsor Ridge Subdivision

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Attached is a resolution requesting acceptance of the streets in Section 4 in the Windsor Ridge subdivision which are proposed as public right-of-ways into the State Secondary Highway System. The streets proposed for acceptance are an extension of Ashington Way and an extension of Meadowcrest Trail and are shown in red on the attached map. The streets have been inspected and approved by representatives of the Virginia Department of Transportation (VDOT) as meeting the minimum requirements for secondary roadways.

VDOT's Secondary Street Acceptance Requirements (SSAR), effective March 2009 and updated December 2011, 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 lists criteria for street acceptance and what information is required on the local resolution. Once the resolution is approved, the signed Form AM-4.3 and the resolution are then 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. As part of the process, the County will hold an appropriate amount of subdivision or public improvement surety for the roadway, as required by local Ordinances, until the acceptance process is complete. 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.

Staff recommends the adoption of the attached resolution.

FCG/md  
WindsrRdgS4StDed-mem

Attachments

**RESOLUTION**

**DEDICATION OF THE STREETS IN SECTION 4 OF THE**

**WINDSOR RIDGE SUBDIVISION**

WHEREAS, the streets described on the attached Virginia Department of Transportation (VDOT) Form AM-4.3 for Section 4 in the Windsor Ridge subdivision, fully incorporated herein by reference, are shown on plats recorded in the office of the James City County Clerk of the Circuit Court; and

WHEREAS, the Residency Administrator for VDOT advised the Board that the streets meet the Secondary Street Acceptance Requirements (SSAR) 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 streets described in the attached VDOT Form AM-4.3 for Section 4 in the Windsor Ridge Subdivision to the secondary system of state highways, pursuant to §33.2-705 of the Code of Virginia and VDOT's SSAR.

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

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

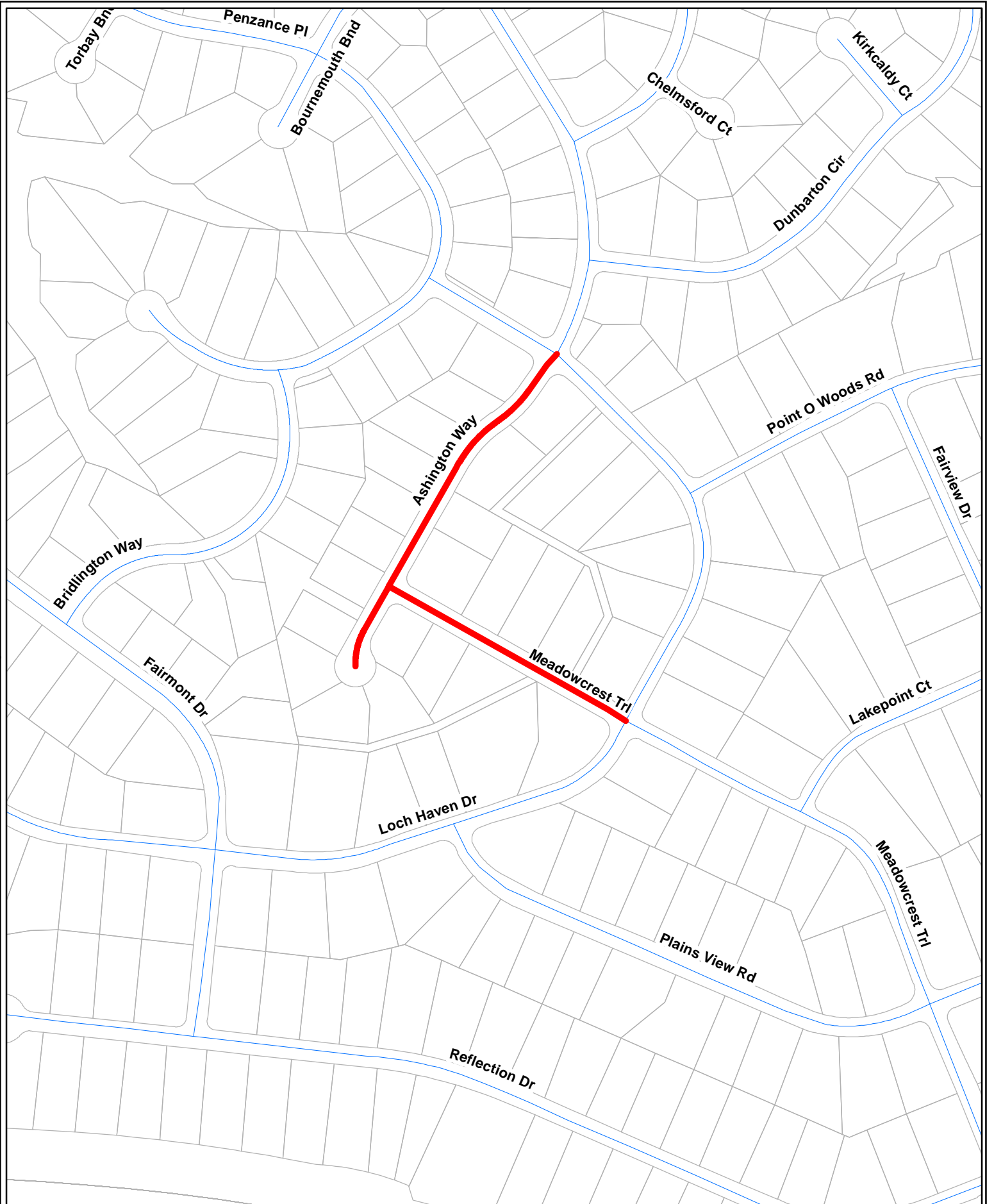
\_\_\_\_\_  
Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____


Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of December 2018.



# DEDICATION OF THE STREETS IN WINDSOR RIDGE SECTION 4



## Legend

 Streets to be Dedicated

1 inch = 296 feet



In the County of James City

By resolution of the governing body adopted December 11, 2018

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): \_\_\_\_\_

Report of Changes in the Secondary System of State Highways

Project/Subdivision Windsor Ridge Section 4

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: §33.2-705

Street Name and/or Route Number

Route 1070 (Ashington Way), State Route Number 1070

Old Route Number: 0

- From: Route 1642 (Meadowcrest Trail)

To: Cul de sac, a distance of: 0.05 miles.

Recordation Reference: Inst No. 150014737

Right of Way width (feet) = 50

Street Name and/or Route Number

Route 1070 (Ashington Way), State Route Number 1070

Old Route Number: 0

- From: Route 1644 (Loch Haven Drive)

To: Route 1642 (Meadowcrest Trail), a distance of: 0.13 miles.

Recordation Reference: Inst No. 150014737

Right of Way width (feet) = 50

Street Name and/or Route Number

Route 1642 (Meadowcrest Trail), State Route Number 1070

Old Route Number: 0

- From: Route 1070 (Ashington Way)

To: Route 1644 (Loch Haven Drive), a distance of: 0.12 miles.

Recordation Reference: Inst No. 150014737

Right of Way width (feet) = 50

**ITEM SUMMARY**

**DATE:** 12/11/2018

**TO:** The Board of Supervisors

**FROM:** Paul D. Holt, III, Director of Community Development and Planning

**SUBJECT:** Grant Award - Virginia Department of Transportation - Transportation Alternatives Grant - Clara Byrd Baker Elementary School - Safe Routes to School - \$361,949

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	11/26/2018 - 11:30 AM
Publication Management	Daniel, Martha	Approved	11/26/2018 - 11:49 AM
Legal Review	Kinsman, Adam	Approved	11/26/2018 - 2:29 PM
Board Secretary	Fellows, Teresa	Approved	11/28/2018 - 9:49 AM
Board Secretary	Purse, Jason	Approved	12/3/2018 - 10:35 AM
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 3:45 PM

## MEMORANDUM

DATE: December 11, 2018

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Grant Award - Virginia Department of Transportation Transportation Alternatives Grant - Clara Byrd Baker Elementary School - Safe Routes to School - \$361,949

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On October 5, 2018, James City County was awarded a Transportation Alternatives grant from the Virginia Department of Transportation in the amount of \$361,949. The Transportation Alternatives grant provides 80% of the project funding with the County providing the remaining 20% for a total project cost of \$452,436. The purpose of this grant is to fund bicycle and pedestrian connections to existing infrastructure serving Clara Byrd Baker Elementary School under the Safe Routes to School program as described in the Board memorandum from November 14, 2017 requesting authorization to participate in the Transportation Alternatives program.

The County match is available in the Transportation Grant Match account.

This award was not appropriated by James City County for Fiscal Year 2019. It is hereby requested the Board of Supervisors appropriate the \$361,949 for use in the construction of bicycle and pedestrian improvements. These improvements will not only encourage students to walk or bike to school by connecting neighborhoods to the school site, but will also provide a walkable connection to several local businesses.

PDH/md  
GA-VDOTAIGrt-CBBES-mem

Attachments:

1. Resolution
2. Link to the BOS Memorandum from November 14, 2017:  
<https://jamescity.novusagenda.com/AgendaPublic/CoverSheet.aspx?ItemID=2983&MeetingID=441>

**RESOLUTION**

GRANT AWARD - VIRGINIA DEPARTMENT OF TRANSPORTATION

TRANSPORTATION ALTERNATIVES GRANT - CLARA BYRD BAKER

ELEMENTARY SCHOOL - SAFE ROUTES TO SCHOOL - \$361,949

WHEREAS, in Fiscal Year 2019, James City County was awarded \$361,949 in Transportation Alternatives Funds by the Virginia Department of Transportation under the Safe Routes to School Program; and

WHEREAS, James City County must appropriate \$361,949, the award amount.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the appropriation of \$361,949 to the Special Projects/Grants Fund.

Revenue:

VDOT – CBB Safe Routes to School \$361,949

Expenditure:

Clara Byrd Baker Safe Routes to School \$361,949

\_\_\_\_\_  
Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	___	___	___
ICENHOUR	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___
LARSON	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of December, 2018.



**ITEM SUMMARY**

**DATE:** 12/11/2018

**TO:** The Board of Supervisors

**FROM:** Paul D. Holt, III, Director of Community Development and Planning

**SUBJECT:** Grant Award - Virginia Department of Transportation Revenue Sharing Grant - Richmond Road Bicycle/Pedestrian Accommodations, Safety and Storm Drain Improvements - \$715,894

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	11/26/2018 - 11:30 AM
Publication Management	Daniel, Martha	Approved	11/26/2018 - 11:56 AM
Legal Review	Kinsman, Adam	Approved	11/26/2018 - 2:28 PM
Board Secretary	Fellows, Teresa	Approved	11/28/2018 - 9:51 AM
Board Secretary	Purse, Jason	Approved	12/3/2018 - 10:35 AM
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 3:45 PM

## MEMORANDUM

DATE: December 11, 2018

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Grant Award - Virginia Department of Transportation Revenue Sharing Grant - Richmond Road Bicycle/Pedestrian Accommodations, Safety and Storm Drain Improvements - \$715,894

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On June 20, 2018, James City County was awarded Revenue Sharing funds from the Virginia Department of Transportation in the amount of \$715,894. Under the Revenue Sharing program the County will match this award to fully fund the total project cost of \$1,665,594. The purpose of this grant is to provide needed Bicycle/Pedestrian and Americans with Disabilities Act accommodations and to address safety hazards and drainage deficiencies as described in the Board memorandum from September 12, 2017 requesting authorization to participate in the Revenue Sharing program.

The County match is available in the Transportation Grant Match account.

This award was not appropriated by James City County for Fiscal Year 2019. It is hereby requested the Board of Supervisors appropriate the \$715,894 for use by the Planning and Stormwater and Resource Protection Divisions for new construction of Bicycle/Pedestrian accommodations, Americans with Disabilities Act upgrades and other improvements to address safety hazards and drainage deficiencies.

PDH/md  
GA-VDOTRvSh-BkPed-mem

Attachments:

1. Resolution
2. Link to the BOS Memorandum from September 12, 2017:  
<https://jamescity.novusagenda.com/AgendaPublic/CoverSheet.aspx?ItemID=2841&MeetingID=439>

**RESOLUTION**

**GRANT AWARD - VIRGINIA DEPARTMENT OF TRANSPORTATION REVENUE**

**SHARING GRANT - RICHMOND ROAD BICYCLE/PEDESTRIAN ACCOMMODATIONS,**

**SAFETY AND STORM DRAIN IMPROVEMENTS - \$715,894**

WHEREAS, in Fiscal Year 2019, the Planning Division was awarded \$715,894 in Revenue Sharing Funds by the Virginia Department of Transportation; and

WHEREAS, James City County must appropriate \$715,894, the award amount.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the appropriation of \$715,894 to the Special Projects/Grants Fund.

Revenue:

VDOT – Richmond Road Improvements	<u>\$715,894</u>
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Expenditure:

Richmond Road Improvements	<u>\$715,894</u>
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\_\_\_\_\_  
Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of December, 2018.

**ITEM SUMMARY**

**DATE:** 12/11/2018

**TO:** The Board of Supervisors

**FROM:** Paul D. Holt, III, Director of Community Development and Planning

**SUBJECT:** Grant Award - Virginia Department of Transportation Revenue Sharing Grant - Grove Roadway Improvements - \$545,000

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	11/26/2018 - 11:30 AM
Publication Management	Daniel, Martha	Approved	11/26/2018 - 11:55 AM
Legal Review	Kinsman, Adam	Approved	11/26/2018 - 2:28 PM
Board Secretary	Fellows, Teresa	Approved	11/28/2018 - 9:50 AM
Board Secretary	Purse, Jason	Approved	12/3/2018 - 10:35 AM
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 3:45 PM

## MEMORANDUM

DATE: December 11, 2018

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Grant Award - Virginia Department of Transportation Revenue Sharing Grant - Grove Roadway Improvements - \$545,000

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On June 20, 2018, James City County was awarded Revenue Sharing funds from the Virginia Department of Transportation in the amount of \$545,000. Under the Revenue Sharing program the County will match this award to fully fund the total project cost of \$1,173,700. The purpose of this grant is to address deficient pavement width and alleviate roadway drainage issues as described in the Board memorandum from September 12, 2017 requesting authorization to participate in the Revenue Sharing program.

The County match is available in the Transportation Grant Match account.

This award was not appropriated by James City County for Fiscal Year 2019. It is hereby requested the Board of Supervisors appropriate the \$545,000 for use by the Planning and Stormwater and Resource Protection Divisions to address deficient pavement width through the reconstruction of new asphalt pavement and base, and alleviate roadway drainage issues by reestablishing ditch grades, adding cross-pipes to connect ditches and repairing deficiencies.

PDH/md  
GA-VDOTRvSh-GrvRd-mem

Attachments:

1. Resolution
2. Link to the BOS Memorandum from September 12, 2017:  
<https://jamescity.novusagenda.com/AgendaPublic/CoverSheet.aspx?ItemID=2841&MeetingID=439>

**RESOLUTION**

**GRANT AWARD - VIRGINIA DEPARTMENT OF TRANSPORTATION REVENUE**

**SHARING GRANT- GROVE ROADWAY IMPROVEMENTS - \$545,000**

WHEREAS, in Fiscal Year 2019, the Planning Division was awarded \$545,000 in Revenue Sharing Funds by the Virginia Department of Transportation; and

WHEREAS, James City County must appropriate \$545,000, the award amount.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the appropriation of \$545,000 to the Special Projects/Grants Fund.

Revenue:

VDOT – Grove Roadway Improvements	<u>\$545,000</u>
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Expenditure:

Grove Roadway Improvements	<u>\$545,000</u>
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\_\_\_\_\_  
Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of December, 2018.

GA-VDOTRvSh-GrvRd-res

**ITEM SUMMARY**

**DATE:** 12/11/2018

**TO:** The Board of Supervisors

**FROM:** Frances C. Geissler, Director of Stormwater Division

**SUBJECT:** Grant Award - Virginia Environmental Endowment James River Water Quality Improvement Fund - \$781,900

---

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	resolution	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Stormwater	Geissler, Fran	Approved	11/26/2018 - 11:27 AM
General Services	Boone, Grace	Approved	11/27/2018 - 2:29 PM
Publication Management	Burcham, Nan	Approved	11/27/2018 - 2:30 PM
Legal Review	Kinsman, Adam	Approved	11/27/2018 - 2:41 PM
Board Secretary	Fellows, Teresa	Approved	11/28/2018 - 9:48 AM
Board Secretary	Purse, Jason	Approved	12/3/2018 - 10:36 AM
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 3:46 PM

## MEMORANDUM

DATE: December 11, 2018

TO: The Board of Supervisors

FROM: Frances C. Geissler, Director of Stormwater and Resource Protection

SUBJECT: Grant Award - Virginia Environmental Endowment James River Water Quality Improvement Fund - \$781,900

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On October 5, 2018, James City County was awarded a James River Water Quality Improvement Fund grant from the Virginia Environmental Endowment in the amount of \$781,900. The purpose of this grant is to help fund the installation of a living shoreline at Chickahominy Riverfront Park to protect the shoreline from uncontrolled erosion. This award was not appropriated by James City County for Fiscal Year 2019. It is hereby requested the Board of Supervisors appropriate the \$781,900 for use by the Stormwater and Resource Protection Division in the construction of the Park shoreline.

FCG/md  
GA-VEEJamesRvrWQIF-mem

Attachment



**RESOLUTION**

**GRANT AWARD - VIRGINIA ENVIRONMENTAL ENDOWMENT JAMES RIVER**

**WATER QUALITY IMPROVEMENT FUND - \$781,900**

WHEREAS, in Fiscal Year 2019, the Stormwater and Resource Protection Division was awarded \$781,900 in General Funds by the Virginia Environmental Endowment James River Water Quality Improvement Fund; and

WHEREAS, James City County must appropriate \$781,900, the award amount.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the appropriation of \$781,900 for the Stormwater and Resource Protection Division, Capital Improvements Program.

Revenue:

Virginia Environmental Endowment      \$781,900

Expenditure:

Capital Improvements      \$781,900

\_\_\_\_\_  
Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

	<u>VOTES</u>		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of December, 2018.

**ITEM SUMMARY**

DATE: 12/11/2018

TO: The Board of Supervisors

FROM: Suzanne R. Mellen, Director of Financial and Management Services

SUBJECT: FY 2018 School Year-End Spending Plan Appropriation \$1,857,399

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**ATTACHMENTS:**

	Description	Type
☐	Exhibit	Exhibit
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Mellen, Sue	Approved	11/29/2018 - 3:20 PM
Board Secretary	Purse, Jason	Approved	12/3/2018 - 10:35 AM
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 3:45 PM
Publication Management	Daniel, Martha	Approved	12/4/2018 - 4:30 PM
Legal Review	Kinsman, Adam	Approved	12/4/2018 - 4:45 PM
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 4:47 PM
Board Secretary	Purse, Jason	Approved	12/4/2018 - 4:48 PM
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 4:48 PM

By State code Section 22.1-100, WJCC Schools cannot carry-over funds from one fiscal year to the next. Additionally, it is imperative that the division does not operate with a deficit. Financially conservative budgeting should thus result in a surplus at the end of a fiscal year.

The contract by which WJCC Schools operates requires the approval of a year-end spending plan by both city and county governing bodies. Any non-allocated funds must be returned to those governing bodies.

WJCC Schools ended the 2018 fiscal year with a surplus of \$2,735,392.54 million or 2.06% of the division's total operating budget's received revenue. Primarily, the surplus is a result of reduced costs associated with fuel, utilities and attrition. The amount of \$683,924 is being returned to James City County and the City of Williamsburg for future Capital Improvement Plan projects; therefore, the actual 2018 fiscal year surplus is \$2,051,469 or 1.5% of the division's total operating budget.

### **Fuel & Utilities**

WJCC conducts a 3-year analysis each budget cycle to evaluate trends. With the volatility of the oil market, this analysis provides baseline information, but it is still an estimate. In FY18, there were \$440,131 in savings from fuel and utilities. For the FY19 Budget and the opening of James Blair Middle School, these costs were evaluated further to apply potential savings to support the additional expenses to be incurred as a result of opening the new school.

### **Attrition**

Attrition occurs annually with the natural employment cycle of most organizations. Often, when WJCC employees retire or resign, a new employee will be hired with a lower total cost to the division. This natural transition occurs each year across the division in all job titles and cost centers. As with fuel costs, attrition savings can vary widely, especially when outside forces impact employees (e.g. recession, health care costs, cost of living, etc.)

In fiscal year 2018, \$2,048,381 in attrition savings was realized. This amount does not include unfilled positions and a significant amount of this is due to unfilled positions in the transportation department. As in previous years, WJCC had difficulty recruiting and retaining bus drivers and bus assistants.

For fiscal year 2019, estimated attrition savings of \$813,834 were utilized to balance the division's Operating Budget.

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### **Year-End Spending Plan**

WJCC Schools administration has proposed a spending plan that includes replacement of buses and maintenance vehicles, purchase of required textbooks, remodeling of school entrances, and purchase of other safety and maintenance-related items. Some of these items could not be delivered prior to June 30, 2018; therefore they are included in the year-end spending plan.

## **Safety - School Entrance Redesigns**

Currently, there are only two schools where the entrance redesigns have not been completed. All other schools have double entrance security systems where all guests enter through the front office prior to entering the main body of the building.

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### **Safety - Matthew Whaley Elementary Entrance Redesign**

This new layout has a natural flow pattern that directs visitors into the main office. The panic hardware and the existing interior vestibule doors will allow the vestibule to be locked during school hours.

The estimated costs to support this request is \$15,000.

### **Safety - Jamestown High School Entrance Redesign**

The improvements will include the design and addition of a new storefront wall system and a set of doors with egress hardware for a new security vestibule. The existing school store would be removed to allow for a new glass wall with two new entry doors into the existing space.

The estimated cost to support this request is \$128,600.

### **Safety/Maintenance - Toano Bleacher Replacement**

The bleachers at Toano Middle School are original to the facility. The bleachers no longer extend fully and require lots of manual force to open and they pose a safety risk.

The estimated cost to support this request is: \$49,994.

### **Safety - Warhill High School Track Replacement**

There is a depression at the track perimeter in close proximity to the trench drain that could potentially undermine the track and the existing trench drain has a considerable amount of debris. The track is ripping and tearing on the inside lanes as to prevent use. The track is not able to be used for official track meets. This is a safety issue caused by inclement weather and poor drainage.

The estimated cost to support this request is \$509,250

### **Safety - Berkeley Middle School Well Removal**

Demolition and remediation of the Berkeley Middle School Well that is located out beyond baseball fields. This has been in the proposed plan several times since FY16. Last year, this project was ranked 21st out of 21 projects by the School Board. It is a potential safety concern.

The estimated cost to support this request is: \$79,414.

### **Safety - Portable Field Lights**

The division currently has a total of 4 portable field lights. The field lights are used to light practice fields at Lafayette High School, and buildings/parking lots in the event of power outages. Currently, 8 portable field lights are rented for use by Jamestown High School and Warhill High School to light practice fields. The cost of each portable rental is \$82 per week. To date, \$10,530 has been spent on renting portable lights. Portable lights cost \$7,955 each. This request is to purchase 10 portable lights. Portable lights were not available for delivery prior to June 30, 2018.

The estimated cost to support this request is: \$80,000

### **Safety/Maintenance - Cafeteria Tables**

The condition of the cafeteria tables at 7 schools has been brought to the attention of operations and administrative staff as a concern due to the safety of the tables. Some tables have missing or broken seats. Additionally, the tables are missing latches that secure them in the closed position. A quote has been obtained to replace the tables (67) at DJM, JBB, JHS, LHS, LLE, TMS, & WHS in the amount of \$1300 each.

The estimated cost to support this request is: \$87,100

### **Maintenance - Operations Maintenance Vehicle**

A box truck was purchased in October 1999. It currently gets about 6 mpg. The rear steps are rusted out, the rear doors don't operate properly, and the fiberglass roof is deteriorating. This request is to replace the box truck.

The estimated cost to support this request is: \$48,056

### **Maintenance - Snow Removal Equipment**

Annually operations staff work to clear snow from school grounds. Snow removal by a contractor was not included in this year's budget (originally \$300,000 per year). By adding 2 snow blowers, a Skid Steer loader, and a new drop trailer, WJCC Schools operations staff will have the capacity to remove snow in a timely manner to reopen schools. New regulations require staff to obtain a CDL to use our current drop trailer. The new trailer would eliminate that requirement. The new skid steer could also be converted into a fork lift. The last fork lift was purchased in 1997.

The estimated cost to support this request is \$60,000

### **Maintenance - Central Office Parking Lot**

Currently, parking at Central office is inadequate. During events, meetings and professional development activities, participants have to park off site and walk to the central office building. Currently, we do not have enough parking to accommodate all regular occupants and participants in on-going daily meetings. Employees

have a reasonable expectation to park at their place of employment. This request will asphalt 10 existing spaces and add a minimum of 6 additional parking spaces. Current parking includes 4 required disabled parking spaces and only two visitor spaces. The number of employees who are based at central office is 125. The average number in the building each day is over 100 and the number of current parking spaces is 90.

The estimated cost to support this request is: \$28,500

### Maintenance/Safety - School Buses - Replacement

In 2014, WJCC developed a smooth bus replacement plan. The plan includes a proposed number of replacement buses each fiscal year, the age of the buses to be replaced and estimated future costs for each bus (including a 3% annual rate of inflation). The purchase of 6 replacement buses. Currently WJCC Schools has 23 buses with over 250,000 miles and 28 buses with between 200,000 and 250,000 miles.

Fiscal Year	Estimated Bus Cost \$ (3% Infl.)	Age Based		Estimated Future Cost	Mileage Based		
		Original Plan Age > 15 Years	Actual number of buses replaced		Mileage Between 150k & 200k	Mileage Between 200k & 250k	Mileage >250k
FY2014	110,000	8	9				
FY2015	113,300	1	9				
FY2016	109,000	15	10				
FY2017	109,000	10	10				
FY2018	112,270	0	8	*	31	28	23
FY2019	115,638	12		\$ 1,387,656			
FY2020	119,107	5		595,535			
FY2021	122,680	12		1,472,160			
FY2022	126,361	8		1,010,888			
FY2023	130,151	6		780,906			
FY2024	134,056	15		2,010,840			
FY2025	138,078	-		0			
FY2026	142,220	24		3,413,280			
FY2027	146,487	12		1,757,844			
FY2028	150,881	13		1,961,453			
FY2029	155,408	10		1,554,080			
FY2030	160,070	9		1,440,630			
FY2031	164,872	9		1,483,848			
FY2032	169,818	10		1,698,180			
FY2033	174,913	10		1,749,130			
FY2034	180,160	5		900,802			
<b>Total</b>		<b>160</b>	<b>46</b>	\$ 23,217,232	<b>31</b>	<b>28</b>	<b>23</b>

Replaced buses are used as spares, are sold at auction, or are used for parts.

The estimated cost is \$660,000

## Instruction - Textbooks

The replacement of some textbooks was removed from the 2018-19 budget development process to balance the operating budget. In addition, it was not possible to have some textbooks ordered to arrive by June 30, 2018. This request includes Science and Health textbooks that have not been replaced since 2003. Also, FY2019 is the year to adopt Math textbooks.

### Oceanography and Field Biology

- Last purchased in 2003
- Both courses have gone through curriculum revisions since that time
- Current textbooks are in poor condition
- Costs are based on average costs of textbooks in these content areas
- Adoption process planned for 2018-19 school year

Content	Course	Edition Type	Book	Cost per Unit	Quantity Needed	Total Cost
Science	Oceanography	Student	TBD	\$ 148.41	225	\$ 33,392.25
Science	Field Biology	Student	TBD	\$ 206.06	200	\$ 41,212.00
						<b>\$ 74,604.25</b>

### Algebra

- Last purchased in 2005
- SOLs were revised in 2016
- Costs are based on average costs of textbooks (digital and print) in this content area
- Adoption process planned for 2018-19 school year

Content	Course	Edition Type	Book	Cost per Unit	Quantity Needed	Total Cost
Math	Algebra	Student	TBD	\$114.97	1320	\$151,760.40
Math	Algebra	Teacher	TBD	\$ 161.44	45	\$7245.00
						\$159,005.40

### Health

- Last purchased in 2003
- SOLs were revised in 2015
- Costs based on average cost of textbooks in this content area
- Adoption process planned for 2018-19 school year

Content	Course	Edition Type	Book	Cost per Unit	Quantity Needed	Total Cost
HPE	MS Health	Student	MS Health	\$ 88.80	400	\$ 35,521.33
HPE	MS Health	Teacher	MS Health	\$ 184.31	15	\$ 2,764.70
HPE	HS Health	Student	HS Health	\$ 99.31	300	\$ 29,793.00
HPE	HS Health	Teacher	HS Health	\$ 193.31	20	\$ 3,866.20
						<b>\$ 71,945.23</b>

The total estimated cost to support this spending request is \$305,554.88

**MEMORANDUM**

DATE: December 11, 2018  
TO: The Board of Supervisors  
FROM: Suzanne R. Mellen, Director, Financial and Management Services  
SUBJECT: FY 2018 School Year-End Spending Plan Appropriation - \$1,857,399

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At a meeting on October 19, 2018, the Williamsburg-James City County School (WJCC) Board adopted a spending plan for the FY 2018 year-end funds totaling \$2,051,469. These funds represent underspending for the fiscal year that ended on June 30, 2018. The School Division estimates that the total year-end surplus is \$2,735,393. The remaining \$683,924 would be returned to the funding localities.

The City/County School Contract, most recently revised in April 2017, includes the following provision:

*Based on Section 22.1-100 of the Code of Virginia, local school funds unexpended in any year shall become part of the appropriated funds of the City and County for the School Board for the following year. However, based on a spending plan submitted by the School Board, unexpended local funds at year-end may be appropriated by the City and County for school purposes beyond those previously funded.*

The County share of the total local funding for FY 2018 was 90.54% and, as a result, \$2,476,625 would be returned to the County. The planned FY 2020 Capital Improvements Budget includes \$600,000 of anticipated surplus. The spending plan adopted by WJCC includes the following County funds of \$1,857,399:

Matthew Whaley Elementary School Entrance	\$13,581
Toano Middle School Bleachers	\$45,265
Cafeteria Table Replacement - Division-wide (67)	\$78,860
Portable Field Light (10)	\$72,432
Bus Replacement (6)	\$597,564
Textbooks	\$276,649
Replacement Box Truck	\$43,510
Snow Removal Equipment, Backhoe, Bobcat, Spreader	\$54,324
Central Office Parking Lot	\$25,804
Jamestown High School Entrance	\$116,434
Warhill High School Track	\$461,075
Berkeley Middle School Well Removal	<u>\$71,901</u>
	<u>\$1,857,399</u>

Attached is additional documentation provided by the School Division regarding the request. The attached resolution, if adopted, approves the School Board's requested spending plan and appropriates the funding in the County's Capital Budget in order to keep the FY 2019 operational base at the original County approved amount.

SRM/nb  
SchYrEndSpend2018-mem

Attachments



**RESOLUTION**

**FY 2018 SCHOOL YEAR-END SPENDING PLAN APPROPRIATION - \$1,857,399**

WHEREAS, the Williamsburg-James City County School Board (WJCC) adopted a spending plan for the FY 2018 year-end funds totaling \$2,051,469 with the County share representing \$1,857,399; and

WHEREAS, the Board of Supervisors must approve a spending plan for these unspent local funds under the terms and conditions of the City/County School Contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the additional appropriation to the FY 2019 Capital Projects Fund for the following purposes:

Revenue:

Fund Balance	<u>\$1,857,399</u>
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Expenditures:

Matthew Whaley Elementary School Entrance	\$ 13,581
Toano Middle School Bleachers	45,265
Cafeteria Table Replacement - Division-wide (67)	78,860
Portable Field Light (10)	72,432
Bus Replacement (6)	597,564
Textbooks	276,649
Replacement Box Truck	43,510
Snow Removal Equipment, Backhoe, Bobcat, Spreader	54,324
Central Office Parking Lot	25,804
Jamestown High School Entrance	116,434
Warhill High School Track	461,075
Berkeley Middle School Well Removal	<u>71,901</u>
	<u>\$1,857,399</u>

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Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

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Teresa J. Fellows  
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	___	___	___
ICENHOUR	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___
LARSON	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of December 2018.

SchYrEndSpend2018-res

**ITEM SUMMARY**

DATE: 12/11/2018

TO: The Board of Supervisors

FROM: Ruth Larson, Chair to the Board

SUBJECT: Approval of Guidelines for Discussion, Consideration, and Decision for Additional School Capacity/Growth

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**ATTACHMENTS:**

	Description	Type
☐	Letter from School Board	Exhibit
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 5:02 PM



**Williamsburg-James City County Public Schools  
School Board & Central Office**

P.O. Box 8783 • Williamsburg, VA 23187  
Phone: (757) 603-6400 | [wjccschools.org](http://wjccschools.org)

**WJCC School Board**

December 11, 2018

Kyra Cook  
*Chair*  
*City of Williamsburg*

Lisa Ownby, M.S.W.  
*Vice Chair*  
*Powhatan District*

Julie Y. Hummel, M.Ed.  
*Parliamentarian*  
*City of Williamsburg*

James W. Beers, Ph.D.  
*Roberts District*

Jim Kelly, PE  
*Jamestown District*

Holly A. Taylor, M.S.Ed.  
*Stonehouse District*

Sandra S. Young, M.S.Ed.  
*Berkeley District*

**Superintendent**  
Olwen E. Herron, Ed.D.

Ms. Ruth Larson, Chair  
James City County Board of Supervisors  
101-D Mounts Bay Road  
Williamsburg, VA 23185

Dear Ms. Larson,

At its November 27 meeting, the School Board adopted the attached resolution, *Codification of Guidelines for Discussion, Consideration, and Decision for Additional School Capacity/Growth*. The purpose of this resolution is to affirm the Board's desire for common understanding among the Division, City, and County governing bodies regarding when we should begin discussions about new or expanded instructional space.

The Board appreciates the work of School Liaison Committee members who identified 85% capacity as a trigger point to start these important conversations. After reviewing enrollment data, the School Board supports that benchmark. As a best practice, however, we are prepared to revisit this topic annually and make necessary adjustments based on projections and real-time enrollment data.

On behalf of my colleagues, I would like to respectfully request that Board of Supervisors consider adopting the attached resolution as well. Establishing and codifying an agreed-upon benchmark will allow all parties to be more proactive and strategic in our planning.

While the attached resolution is future-focused, it should be noted that there are also immediate needs for learning space that must also be addressed. Currently, the school division exceeds 85% capacity at both the elementary and high school levels. Therefore, the Superintendent's Capital Improvement Plan (CIP) includes requests for new space. The Board will continue to discuss these needs before approving an FY 2020- 2029 CIP in December.

Please know that your School Board is grateful for the Board of Supervisor's thoughtful consideration of both the annual CIP funding request and the attached resolution. We look forward to our continued partnership in service to our community.

Sincerely,

Kyra A. Cook  
Chair

**RESOLUTION**

**APPROVAL OF GUIDELINES FOR DISCUSSION, CONSIDERATION**

**AND DECISION FOR ADDITIONAL SCHOOL CAPACITY/GROWTH**

WHEREAS, the Chief Administrative Officers of the School Board, City Council and Board of Supervisors were tasked to define tipping points for capacity and utilization to drive either redistricting, adding capacity at current schools or the construction of a new school; and

WHEREAS, the School Liaison Committee discussed the recommendations at its September 27, 2018 meeting; and

WHEREAS, the following recommendations/guidelines were made:

- When the average effective capacity of all elementary or all secondary schools reaches 85% (using low student enrollment projections), the school division tasks the Long-Range Planning Committee with evaluating needs and potential solutions;
- When the average effective capacity of all elementary or all secondary schools reaches 90% (using low student enrollment projections), the school division shall require the Long-Range Planning Committee/Capital Development Committee to provide a recommendation for action;
- Annually, review utilization numbers versus current and projected student enrollment to determine if a more aggressive approach is needed; and

WHEREAS, the School Liaison Committee decided the process should be codified by all entities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the recommended guidelines listed above.

\_\_\_\_\_  
Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of December, 2018.

**ITEM SUMMARY**

DATE: 12/11/2018

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: 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

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 5:05 PM

**ITEM SUMMARY**

DATE: 12/11/2018  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Deputy Clerk  
SUBJECT: Appointment to Community Action Agency

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**ATTACHMENTS:**

Description	Type
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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 4:01 PM

**ITEM SUMMARY**

DATE: 12/11/2018  
TO: The Board of Supervisors  
FROM: Tammy M. Rosario, Principal Planner  
SUBJECT: Reappointments to the Historic Triangle Bicycle Advisory Committee

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**ATTACHMENTS:**

Description	Type
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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 4:08 PM



**ITEM SUMMARY**

DATE: 12/11/2018

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, pertaining to Settler's Market and pursuant to Section 2.2-3711(A)(7) of the Code of Virginia

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 5:10 PM

**ITEM SUMMARY**

DATE: 12/11/2018  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Deputy Clerk  
SUBJECT: Adjourn until 4 p.m. on January 2, 2018 for the Organizational Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/4/2018 - 4:16 PM