

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE NINTH DAY OF JANUARY, NINETEEN HUNDRED EIGHTY-FOUR AT 7:30 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Stewart U. Taylor, Stonehouse District
 Jack D. Edwards, Berkeley District
 William F. Brown, Roberts District
 Perry M. DePue, Powhatan District
 Thomas D. Mahone, Jamestown District

James B. Oliver, Jr., County Administrator
 Darlene L. Bureham, Assistant County Administrator
 Frank M. Morton, III, County Attorney

B. ORGANIZATIONAL MEETING

Mr. Oliver opened the floor for nominations for chairman.

Mr. Mahone nominated Mr. Taylor.

Mr. Brown made the motion to close the nominations.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue
 (4) NAY: (0). Mr. Taylor abstained.

Mr. Taylor opened the floor for nominations for vice-chairman.

Mr. Brown nominated Mr. Edwards.

Mr. Taylor closed the floor for nominations.

On a roll call, the vote was AYE: Brown, Mahone, DePue, Taylor
 (4). NAY: (0). Mr. Edwards abstained.

Mr. Taylor presented a plaque to Mr. DePue in appreciation for his service as Chairman in 1983.

Mr. Mahone made the motion to approve the Resolution establishing the meeting dates and rules that the Board would follow in 1984.

Mr. Edwards stated that the Board might want to consider changing the meeting dates to a Wednesday or Thursday instead of Monday, because of the number of changes in this year's calendar.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

RESOLUTION

Organizational Meeting of the Board of Supervisors

WHEREAS, the Board of Supervisors of James City County, Virginia, is requested by State law to organize at the first meeting in January.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, that the following rules shall apply for the year 1984:

1. Regular meetings of the Board shall be held on the second Monday of each month at 7:30 P.M. and the fourth Monday of

each month at 3:00 P.M. in the Board Room of the James City County Government Center; provided, however, that in the following months the meetings shall be held on the following dates:

May 7th at 7:30 P.M.
May 21st at 3:00 P.M.

July 16th at 7:30 P.M.
July 30th at 3:00 P.M.

October 15th at 7:30 P.M.
October 29th at 3:00 P.M.

November 5th at 7:30 P.M.
November 19th at 3:00 P.M.

December 3rd at 7:30 P.M.
December 17th at 3:00 P.M.

2. That the Board shall for parliamentary purposes follow Robert's Rules of Order and more specifically those provisions which pertain to the conduct of Business in Boards, Newly Revised, 1970 at p. 405 as follows:

Procedure in Small Boards. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

Motions need not be seconded.

There is no limit to the number of times a member can speak to a question, and motions to close or limit debate (15, 16) generally should not be entertained.

Informal discussion of a subject is permitted while no motion is pending.

The Chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

B. MINUTES - December 19, 1983

Mr. Mahone made the motion to approve the Minutes as presented.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

D. PRESENTATION - School Composite Index

Dr. John E. Allen, Superintendent of the Williamsburg-James City County School System made a presentation to the Board outlining information on the effect on Basic State Aid to Education as a result of adjustments made to the personal income component of the formula used by the State. He introduced Mr. James Byrd, Chairman of the School Board and Mr. Sanford Wanner, Director of Finance. The presentation included discussion.

Mr. Taylor asked if there was a recommendation to the Board.

Dr. Allen stated that the Board might seek legislative relief, perhaps in the form of a whole-harmless agreement.

Mr. Mahone suggested that the Board publicize the information provided to them by the School Board.

E. PUBLIC HEARINGS**1. Case No. SUP-32-83. James R. Bozzell**

Mr. Orlando A. Riutort, Director of Planning, presented this matter to the Board recommending approval of the application with conditions.

Mr. Taylor opened, then closed the public hearing as there was no one wishing to speak to the matter.

Mr. DePue made the motion to approve the resolution.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

RESOLUTION
SPECIAL USE PERMIT
CASE NO. SUP-32-83

WHEREAS, it is understood that all conditions for the consideration of an application for a Special Use Permit have been met;

THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County that a Special Use Permit be granted for the placement of a mobile home on property owned and developed by the applicant as described below and on the attached site location map.

Applicant:	Mr. James R. Bozzell
Real Estate Tax Map ID:	(9-4)
Parcel No.	(1-5)
District:	Stonehouse
Zoning:	A-1, General Agricultural
Permit Term:	This permit is valid only for the mobile home applied for. If the mobile home is removed, then this permit becomes void. Any replacement will require a new permit from the Board of Supervisors. If the permit is not exercised it shall become void one year from the date of approval.
Further Conditions:	The mobile home must be skirted, and meet the requirements of the Virginia Industrialized Building Unit and Mobile Home Safety Regulations.

2. Case No. SUP-33-83. William F. Daigneault

Mr. Riutort presented this matter to the Board recommending approval of the application with conditions.

Mr. Taylor opened, then closed the public hearing as there was no one wishing to speak to the matter.

Mr. DePue made the motion to approve the resolution.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

RESOLUTION
SPECIAL USE PERMIT
CASE NO. SUP-33-83

WHEREAS, it is understood that all conditions for the consideration of an application for a Special Use Permit have been met;

THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County that a Special Use Permit be granted for the placement of a mobile home on property owned and developed by the applicant as described below and on the attached site location map.

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Applicant: Mr. William F. Daigneault

Real Estate Tax Map ID: (44-2)

Parcel No. (1-6)

District: Powhatan

Zoning: A-1, General Agricultural

Permit Term: This permit is valid only for the mobile home applied for. If the mobile home is removed, then this permit becomes void. Any replacement will require a new permit from the Board of Supervisors. If the permit is not exercised it shall become void one year from the date of approval.

Further Conditions: The mobile home must be skirted, and meet the requirements of the Virginia Industrialized Building Unit and Mobile Home Safety Regulations.

3. Case No. SUP-34-83. Patricia Snow

Mr. Riutort presented this matter to the Board recommending approval of the application with conditions.

Mr. Taylor opened, then closed the public hearing as there was no one wishing to speak to the matter.

Mr. DePue made the motion to approve the resolution.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

RESOLUTION
SPECIAL USE PERMIT
CASE NO. SUP-34-83

WHEREAS, it is understood that all conditions for the consideration of an application for a Special Use Permit have been met;

THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County that a Special Use Permit be granted for the placement of a mobile home on property owned and developed by the applicant as described below and on the attached site location map.

Applicant: Ms. Patricia Snow

Real Estate Tax Map ID: (36-3)

Parcel No. (1-12A)

District: Powhatan

Zoning: A-1, General Agricultural

Permit Term: This permit is valid only for the mobile home applied for. If the mobile home is removed, then this permit becomes void. Any replacement will require a new permit from the Board of

Supervisors. If the permit is not exercised it shall become void one year from the date of approval.

Further Conditions:

The mobile home must be skirted, and meet the requirements of the Virginia Industrialized Building Unit and Mobile Home Safety Regulations.

Mr. Brown stated that he wants to review the special use permit process for mobile homes with staff in an attempt to obtain a better process.

4. Proposed Vacation of Easement/Kristiansand

Mr. Morton presented this matter to the Board stating that the President of Kristiansand, Ltd., Jack Massie, submitted a request for vacation of a 15' easement for ingress and egress located on a portion of Lot 77 and 78 in Kristiansand; Mr. Morton informed the Board the recreation area served by the easement was currently served by duplicate easements and that staff therefore concurred in the vacation of this easement. He recommended adoption of the ordinance.

Mr. Taylor opened, then closed the public hearing as there was no one wishing to speak to the matter.

Mr. DePue made the motion approve the resolution.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

ORDINANCE NO. 153

WHEREAS, application has been made by Kristiansand Homeowners Association Ltd. and Kristiansand Ltd. to vacate a certain easement shown on a plat entitled, "A plat showing additional fifteen feet ingress/egress easement to recreation area across Lot 77, Section III, Kristiansand, lying in James City County," and

WHEREAS, notice that the Board of Supervisors of James City County would consider such application has been given pursuant to Section 15.1-482 and Section 15.1-431 of the Code of Virginia 1950, as amended; and

WHEREAS, the Board of Supervisors of James City County considered such application on the 9th day of January, 1984 pursuant to such notice and were of the opinion that such vacation would not result in any convenience and is in the interest of the public welfare.

NOW THEREFORE BE IT ORDAINED, by the Board of Supervisors of James City County, Virginia:

1. That certain easement as shown on map plat entitled "A plat showing additional fifteen feet ingress/egress easement to recreation area across Lot 77, Section III, Kristiansand, lying in James City County," May 4, 1978, drawn by Architects and Engineers of Williamsburg, Virginia and more particularly described and shown as a fifteen foot easement for ingress and egress to recreation area be and the same is, hereby, vacated.
2. That the purpose of the said vacation is to remove the above described easement for ingress and egress since the property is encumbered by two fifteen foot easements for ingress and egress to said recreation area.
3. That it is specifically referenced that the fifteen foot easement as shown on the plat "Existing fifteen foot easement for ingress and egress to recreation area to remain" shall not be vacated and shall continue to be in full force and effect.
4. That a plat entitled, "Plat or extinguishment of fifteen foot ingress and egress easement to recreation area, across lots 77 and 78, Section III, Kristiansand," be put to record in the Clerk's Office for the City of Williamsburg and County of James City.

5. Ordinance Amendment, Division 3, Permit Fees

Daniel C. Waltrip, Building Official, presented this matter to the Board stating that under the County's fee schedule for building and related permits, the costs of the Building Inspections Office operations are no longer matched by building permit revenues. He stated the proposed revisions would help to offset operating costs with revenues; and also the proposed fee schedule is in accordance with a regional effort, endorsed by private developers and contractors, to standardize permit fees. He recommended adoption of the ordinance amendment.

Mr. Mahone stated that the contractors he spoke with concerning this issue were not pleased with the increase in fees.

Mr. Taylor opened the public hearing.

Mr. David Hertzler, 510 Spring Trace, stated that as a building contractor he felt that it was unfair for the contractors to pay for the inspections and then pay taxes on the property.

Mr. Mahone asked Mr. Hertzler how much money he had to put up front before he starts a job.

Mr. Hertzler replied that it would be approximately \$2,000.

Mr. Taylor closed the public hearing.

Mr. DePue stated that he had a conversation with Mr. Osborne of the Peninsula Home Builders Association, who had endorsed the fee schedule change.

Mr. DePue stated that he had received no negative comments from the people that he had solicited comments from concerning the ordinance amendment.

Mr. Brown stated that the fee schedule was not being raised enough and that the charge should be an amount that would meet the cost associated with the building inspectors' program.

Mr. Mahone stated that he knew of several incidents in which the inspections department were in violation of the BOCA Code. He stated that the County is not making a sufficient effort, in his opinion, to keep the costs down and that he would support the idea of a consultant investigating the Building Inspections Department.

Mr. Edwards made the motion to approve the ordinance amendment.

Mr. Brown stated that the Board has a Board of Adjustments and Appeals that might be able to evaluate the Building Inspections Department instead of hiring a consultant.

On a roll call, the vote was AYE: Brown, Edwards, DePue (4).
NAY: Mahone, Taylor (2). The motion carried by a 3-2 vote.

ORDINANCE NO. 57A-3

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 4, BUILDING REGULATIONS, OF THE CODE OF THE COUNTY OF JAMES CITY, ARTICLE I, VIRGINIA UNIFORM STATEWIDE BUILDING CODE, DIVISION 3, PERMIT FEES, BY AMENDING SECTION 4.8, GENERALLY.

BE IT ORDAINED by the Board of Supervisors of James City County that Chapter 4, Building Regulations, of the Code of the County of James City, Article I, Virginia Uniform Statewide Building Code, Division 3, Permit Fees, is hereby amended by amending Section 4.8, Generally.

Division 3, Permit Fees

Sec. 4-8. Generally.

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Permit fees are hereby established in accordance with the provision of Section 117.0 Fees, as amended, of the Virginia Uniform Statewide Building Code, as follows:

- (1) Building Permits.
 (a) The minimum fee for any building permit shall be ten dollars.

- (b) For the construction of any building or addition thereto where the floor area is increased, and for the installation or erection of any industrialized building unit, the fee shall be based on the floor area to be constructed as computed from exterior building dimensions at each floor. As to any residential building, any unenclosed carport, porch or stoop when built in conjunction with and at the same time as the dwelling, shall be excluded from the square footage computation. The fee shall be as follows:

Total Square Footage

0 - 40,000 square feet	\$0.06 per square foot
40,001 or more square feet	\$2,400 plus \$0.05 per square foot in excess of 40,000 square feet

- (c) For the construction of a garage, barn, pole shed, or similar structure, when not constructed at the time of and under the permit of the main dwelling, the fee shall be five cents (\$0.05) per square foot of the exterior dimensions of the building.
- (d) For the alteration or repair of any building or structure, or for the construction or erection of piers, bulkheads, exterior walls or fences, towers, swimming pools or other structures or things, the fee shall be at the rate of one percent (0.01) of the current value of all service, labor and materials.
- (e) For the demolition or razing of any building or structure having a floor area greater than two-hundred (200) sq. ft. the fee shall be ten dollars (\$10.00). No fee shall be charged for a permit to raze a building with a floor area of two hundred-fifty (250) square feet or less.
- (f) For the erection, placement or removal of a building or structure, in part or in whole from one location to another, or into or out of the county or to a new location within the same lot or parcel of land, the fee shall be at the rate of five cents (\$0.05) per square foot of the gross floor area.
- (g) For construction not covered by any of the above, the permit fee shall be assessed and collected at the rate of one percent (\$0.01) of the retail value or current market value of the work being done, provided that the minimum permit fee shall be ten dollars (\$10.00).
- (h) Reinspections: When a building, electrical, mechanical

or plumbing inspector is required to make a re-inspection of work for the convenience of the contractor or subcontractor because of incomplete, inadequate, or improper work, or because the inspector could not obtain reasonable access to the work to be inspected, there will be a \$10.00 re-inspection fee. Such re-inspection fee shall be paid at the Office of Building Inspections prior to the re-inspection.

A BUILDING PERMIT FEE SHALL BE DOUBLE FOR ANY CONSTRUCTION THAT HAS COMMENCED BEFORE A PERMIT IS OBTAINED.

(2) Plumbing permits

- (a) The minimum fee for any plumbing permit shall be ten dollars (\$10.00).
- (b) For the installation of each plumbing fixture or appliance, the fee shall be four dollars (\$4.00).
- (c) For the installation of the water distribution system in each building, the fee shall be four dollars (\$4.00).
- (d) For the connection of any building drain to a public or private sanitary sewage disposal system, the fee shall be four dollars (\$4.00).
- (e) For each sewer (sanitary or storm), manhole (sanitary or storm), roof drain, or other similar device, the fee shall be four dollars (\$4.00).
- (f) Re-inspection: When a building, electrical, mechanical or plumbing inspector is required to make a re-inspection of work for the convenience of the contractor or subcontractor because of incomplete, inadequate, or improper work, or because the inspector could not obtain reasonable access to the work to be inspected, there will be a ten dollar (\$10.00) re-inspection fee. Such re-inspection fee shall be paid at the Office of Building Inspections prior to the re-inspection.

(3) Electrical permits

- (a) The minimum fee for any electrical permit shall be ten dollars (\$10.00).
- (b) For the installation of each electrical service system in new construction, the fee shall be determined from the rated size of the service panels in amperes as follows:

	Single Phase	Three Phase
0 - 60 amps	\$20.00	\$25.00
61 - 100 amps	\$25.00	\$30.00
101 - 150 amps	\$30.00	\$35.00
151 - 200 amps	\$35.00	\$40.00
Over 200 amps, plus \$10.00 for each additional 50 amps or fraction thereof over 200 amps	\$35.00	\$40.00

- (c) For the installation of a temporary service, or the reconnection of a mobile home, the fee shall be ten dollars (\$10.00).
- (d) For increasing the size of the electrical service to any building structure, or mobile home, the fee shall be twenty dollars (\$20.00) for service up to and including two hundred (200) amperes; or twenty dollars (\$20.00) plus ten dollars (\$10.00) for each fifty (50) amperes or fraction thereof over two hundred (200) amperes. For relocation of any existing service for which the size is not increased, the fee shall be ten dollars (\$10.00).

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No additional fee shall be charged for outlets when the size of the service is increased.

- (e) For the addition to any existing electrical installation, the fee shall be based on the number of outlets to be installed at the following rates:

1 - 100 outlets	\$10.00
Over 100 outlets	\$10.00 plus \$0.10 for each outlet over 100

- (f) Re-inspection: When a building, electrical, mechanical or plumbing inspector is required to make a re-inspection of work for the convenience of the contractor or subcontractor because of incomplete, inadequate, or improper work, or because the inspector could not obtain reasonable access to the work to be inspected, there will be a ten dollar (\$10.00) re-inspection fee. Such re-inspection fee shall be paid at the Office of Building Inspections prior to the re-inspection.

(4) Mechanical and gas permits

- (a) The minimum fee for any mechanical or gas permit shall be ten dollars (\$10.00).
- (b) Basic permit fee:
- (1) First one thousand dollar (\$1,000) value:\$20.00
 - (2) Over one thousand dollar (\$1,000) value:\$20.00 plus five dollars (\$5.00) per one thousand dollars (\$1,000) or fraction thereof.
- (c) For the replacement, repair, or alteration of mechanical systems or equipment in existing buildings, structures, or additions thereto:
- (1) First one thousand dollar (\$1,000) value: ...\$10.00
 - (2) Over one thousand dollar (\$1,000) value:\$10.00 plus five dollars (\$5.00) per one thousand dollars (\$1,000) or fraction thereof.

EXCEPTIONS: Domestic cooking equipment and space heaters in dwelling units are exempt from mechanical permit fees. Inspections of this equipment are required.

- (d) Fuel piping permit fee:
.005 x \$1,000.00 of valuation or fraction thereof.
Note: Fee applies when permit is issued for fuel piping work only.
- (e) L.P.G. (i.e. butane, propane, etc.) tanks and associated piping permit fee: (Total water capacity in gallons)

0 - 500	\$15.00
501 - 2000	\$20.00
over 2000	\$20.00 plus \$1.00 per 10,000 gallons.

- (f) Tanks and associated piping for flammable liquids permit fee: (Capacity in gallons)
- | | |
|--------------------|---|
| 0 - 10,000 .. | \$15.00 |
| 10,001 - 20,000 .. | \$20.00 |
| 20,001 - 50,000 .. | \$25.00 |
| Over 50,000 | \$25.00 plus \$5.00 per 25,000 gallons or fraction thereof. |
- (g) For the removal of storage tanks the minimum fee shall be ... \$10.00

- (h) For fire suppression systems the permit fee shall be (includes standpipes)
- (1) New construction: Same as basic fee (b-1).
 - (2) All others: Same as basic fee (b-1)
- (i) Elevators, dumbwaiters, moving stairways, moving walks, manlifts on special hoisting and conveying equipment permit fee:
- (1) New construction: Same as basic fee (b-1)
 - (2) All others: Same as basic fee (b-1)
- (j) Permit re-issuance fee:
- Permits becoming invalid as specified by the Code, may be re-issued up to a period of five (5) years and charged a fee of ten dollars (\$10.00) for each six month period.
- (k) Re-inspection: When a building, electrical, mechanical or plumbing inspector is required to make a re-inspection of work for the convenience of the contractor or subcontractor because of incomplete, inadequate, or improper work, or because the inspector could not obtain reasonable access to the work to be inspected, there will be a ten dollar (\$10.00) re-inspection fee. Such re-inspection fee shall be paid at the Office of Building Inspections prior to the re-inspection.

Mr. Oliver stated that the contractors that were present, might wish to comment on the service of the James City County Office. Mr. Ron Curtis and Mr. David Hertzler commented that they were satisfied with the staff and operations of the County's Building Inspections Department.

F. CONSENT CALENDAR

Mr. Taylor asked the Board members if they wished to have any items removed from the Consent Calendar.

Mr. Mahone requested that item no. F-2 be removed.

Mr. Taylor made the motion to approve the remaining items on the Consent Calendar.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

1. Bank Resolutions

RESOLUTION

UNITED VIRGINIA BANK OF WILLIAMSBURG

BE IT RESOLVED, that the United Virginia Bank of Williamsburg, Williamsburg, Virginia, be and it is hereby designated a depository for James City County accounts designated below:

08-0246-8
96-9058-1

and that funds so deposited may be withdrawn upon a check, draft, note or order of the Board of Supervisors.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against said accounts be signed by three of the following:

Stewart U. Taylor	Chairman
	OR
Jack D. Edwards	Vice-Chairman

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James B. Oliver, Jr., County Administrator

OR

Darlene L. Burcham Assistant County Administrator

Frances B. Whitaker Treasurer

OR

Betty S. Pettengill Deputy Treasurer

whose signatures shall be duly certified to said Bank, and that no checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

BE IT FURTHER RESOLVED, that said Bank is hereby authorized and directed to honor and pay any checks, drafts, notes or offers so drawn, whether such checks, drafts, notes or orders be payable to the order of any such persons signing and/or countersigning said checks, drafts, notes or orders, or any such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of the person so signing and/or countersigning said checks, drafts, notes or orders, or the individual credit of any of the other officers or not. For cash investment purposes, the Bank is also authorized and directed to honor requests for the transfer of money from savings to checking, checking to savings, and transfers from checking or savings to purchase certificates of deposit, repurchase agreements, or to make other lawful investments when requested by Frances B. Whitaker, Treasurer, or Betty S. Pettengill, Deputy Treasurer. This resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signature to be and continue as set forth in the Certificate of the Clerk or Assistant Clerk, accompanying a copy of this resolution when delivered to said Bank or in any similar subsequent certificate, until written notice to the contrary is duly served on said Bank.

R E S O L U T I O N

SOVRAN BANK, N.A.

BE IT RESOLVED, that the Sovran Bank, N.A. of Williamsburg, Williamsburg, Virginia, be and it is hereby designated a depository for the accounts herein named;

Checking 202-0197-7	James City County Subdivision Escrow
Checking 202-0196-9	James City County Quarterly Revenue
Checking 202-0955-7	Housing Rehabilitation Escrow

and that funds so deposited may be withdrawn upon a check, draft, note or order of the Board of Supervisors.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against said accounts be signed by three of the following:

Stewart U. Taylor Chairman

OR

Jack D. Edwards Vice-Chairman

James B. Oliver, Jr., County Administrator

OR

Darlene L. Burcham Assistant County Administrator

Frances B. Whitaker

Treasurer

OR

Betty S. Pettengill

Deputy Treasurer

whose signatures shall be duly certified to said Bank, and that no checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

BE IT FURTHER RESOLVED, that said Bank is hereby authorized and directed to honor and pay any checks, drafts, notes or offers so drawn, whether such checks, drafts, notes or orders be payable to the order of any such persons signing and/or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders, or the individual credit of any of the other officers or not. For cash investment purposes, the Bank is also authorized and directed to honor requests for the transfer of money from savings to checking, checking to savings, and transfers from checking or savings to purchase certificates of deposit, re-purchase agreements, or to make other lawful investments when requested by Frances B. Whitaker, Treasurer, or Betty S. Pettengill, Deputy Treasurer. This resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signature to be and continue as set forth in the Certificate of the Clerk or Assistant Clerk, accompanying a copy of this resolution when delivered to said Bank or in any similar subsequent certificate, until written notice to the contrary is duly served on said Bank.

3. Addition of a Portion of Little Creek Dam Road to State Secondary System and Renumbering of Affected Roads

R E S O L U T I O N

ALTERATIONS TO SECONDARY ROADS

WHEREAS, by agreement dated February 25, 1976 the Commonwealth of Virginia, Department of Highways and Transportation, the County of James City and the City of Newport News set forth the terms and conditions for the resolution and alteration of Route 631 caused by the construction of Little Creek Reservoir, and

WHEREAS, the City of Newport News has fulfilled its responsibilities under said agreement, and

WHEREAS, the Code of Virginia, 1950, as amended, Title 33.1 requires that James City County concur in the changes prior to the altered roads being accepted by the Department of Highways and Transportation, and

WHEREAS, the James City County Board of Supervisors by Resolution adopted on September 12, 1983 concurred in several alterations to the secondary system as described in that Resolution, and

WHEREAS, the Virginia Department of Highways and Transportation has requested the Board of Supervisors of James City County to consider an additional section of road for acceptance into the Secondary System of James City County, and

WHEREAS, the Virginia Department of Highways and Transportation has further requested the Board of Supervisors of James City County to give prior concurrence to the Virginia Department of Highways and Transportation for renumbering the routes affected by the construction of Little Creek Reservoir.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia that it hereby concurs in the additional alteration of the following described secondary road and request its acceptance by the Department of Highways and Transportation.

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Additional Secondary Road Section to be added

Section 6 New Location
 From: 2.19 MS Rt 610
 To: 2.53 MS Rt 610
 Length: 0.34 mile

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of James City County, Virginia that the Department of Highways and Transportation effect the renumbering of the routes affected by the alteration of Route 631 during the construction of the Little Creek Reservoir Project.

4. Set Public Hearing Date of February 13, 1984 for:
 Case No. Z-15-83. Norman Sawyer

2. Acquisition of Voting Machines

Mr. Mahone asked if the County now owns a back-up machine and how such a machine would be used.

Mr. McDonald replied that the County does not have a back-up machine and gave explanations of back-up use and potential need to split voting places in the near future.

Mr. Mahone made the motion to approve the resolution.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

RESOLUTION
ACQUISITION OF VOTING MACHINES

WHEREAS, the Board of Supervisors of James City County in recognition of a potential requirement to add voting machines; and in further recognition of their limited availability, desires to acquire three voting machines.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator be authorized to acquire three AVM Series 160600 Voting Machines and hereby authorizes the following transfer of funds to effect the purchase:

From:	General Fund Contingency	\$4,950
To:	Electoral Board Equipment	\$4,950

Mr. Taylor suggested that the Board take a five-minute recess, at which time the Board would hear the presentation on the Anniversary Activity Update.

I. REPORTS OF THE COUNTY ADMINISTRATOR

1. Anniversary Activity Update

Mr. Parke Rouse, Chairman of the 350th Anniversary Committee introduced Ms. Robinette Fitzsimmons, the Anniversary Coordinator, who made the presentation to the Board.

Mrs. Fitzsimmons presented for discussion several items that she has been working on including: A County flag with the County Logo; a bronzed seal with County logo; changing the designation of each Building of the Government Complex; the dedication of the County flag; stationery with the Anniversary logo; informational town meetings in each district. She solicited input and comments from the Board members.

It was the consensus of the Board that Mrs. Fitzsimmons proceed with the program of the Anniversary celebration and that she consult with staff on legal, personnel and administrative issues. The Board voiced a preference for engaging in activities which would have a lasting impact on the County, such as oral histories.

Mr. DePue requested that Mrs. Fitzsimmons' work week and schedule be resolved by staff.

G. BOARD CONSIDERATIONS

1. Negotiations of Telephone Rates with C&P Telephone Company

Mr. McDonald presented this matter to the Board stating that this item had been before the Board at its last meeting and that the additional information provided with this item includes an article by Mr. Howard Dobbins, Counsel for the Virginia Municipal League, entitled "Negotiation vs. Regulation."

He recommended approval of the resolution.

Mr. Mahone stated that he is opposed to the localities receiving a lower rate than the individual customers. He stated that he would vote against this item.

Mr. DePue also felt that this action would create a burden on the individual taxpayer.

Mr. Taylor and Mr. Brown stated their support for this item.

Mr. Edwards made the motion to approve the resolution.

On a roll call, the vote was AYE: Brown, Edwards, Taylor (3). NAY: Mahone, DePue (2). The motion carried by a 3-2 vote.

RESOLUTION
UTILITY RATE NEGOTIATIONS

WHEREAS, the rates charged to local governments by C&P Telephone Company of Virginia are not subject to the jurisdiction of the State Corporation Commission; and

WHEREAS, the Virginia Municipal League/Virginia Association of Counties Telephone Steering Committee has been formed to negotiate fair and equitable telephone rates on behalf of local governments, and

WHEREAS, C&P Telephone Company of Virginia has declined the Steering Committee's invitations to enter into good faith negotiations of telephone rates for local government, and

WHEREAS, there is pending before the State Corporation Commission a request by C&P Telephone Company of Virginia to increase its Virginia jurisdictional rates effective January 1, 1984,

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, is opposed to any proposal for the telephone companies and other public utilities to amend the Virginia Code provisions which exempt local governments from the schedule of rates established by the Virginia State Corporation Commission for service rendered to persons, firms and corporations, and

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County requests its delegation to the General Assembly to oppose any such amendments, and

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, authorizes the Virginia Municipal League/Virginia Association of Counties Telephone Steering Committee to negotiate fair and equitable telephone rates on behalf of James City County.

2. Statement of Fiscal Goals

Mr. McDonald stated that the adoption of the Statement of Goals will provide guidance to the staff and should enhance the Board's decision-making process in several areas of fiscal management. He stated that the purpose of the statement is to establish expectations of performance in managing the public treasury. He recommended adoption of the resolution.

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Mr. DePue made the motion to adopt the resolution.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

R E S O L U T I O N
STATEMENT OF FISCAL GOALS

WHEREAS, the Board of Supervisors of James City County desires to establish a comprehensive statement of fiscal goals;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County hereby endorses and adopts the following:

STATEMENT OF FISCAL GOALS

General

1. To promote fiscal health of County by encouraging a healthy diversified economy.
2. To establish minimally acceptable standards of quality for the County's various public services.
3. To take positive steps to improve productivity of County programs and employees.
4. To seek ways to eliminate duplicative functions within County government and semiautonomous agencies in the community.
5. At least every four years, to reassess services and service levels, utilizing service level standards of quality, seeking citizen advice and review in a zero-based budgeting process.

Accounting

6. To use accounting procedures and principles established by the Virginia Auditor of Public Accounts and Generally Accepted Accounting Principles (GAAP) and to annually apply to the Municipal Finance Officer's Association for its Certificate of Conformance in Financial Reporting.
7. To provide full disclosure in annual financial statements and bond representations.

Capital Improvements

8. To establish capital improvements as public investments, designed to effectively provide the highest local net present value, both financially and in the determination of service needs.
9. To seek to maximize the expenditures that support capital investments in the provision of direct services to meet and maintain minimum standards of quality.
10. To annually inventory capital facilities, estimate actual value, and estimate remaining useful life and replacement cost.
11. To establish for capital project requests an annual capital budget based upon the Capital Improvement Plan with "life cycle" costs including operating and maintenance coordinated with the operating budget.
12. To accept recommendations from the Planning Commission for a multi-year Capital Improvement Plan for public facility and infrastructure needs to include roads, water, sewer, land and land improvements, and building and building improvements, considered based upon need and consistent with the adopted Comprehensive Plan.

13. To avoid capital facility or infrastructure investments outside of the Comprehensive Plan's Primary Service Area for residential growth.
14. To develop financing plans for the multi-year improvement program based upon a five-year forecast of revenues and expenditures with advice and counsel on proposed capital financing needs coordinated with a citizen capital financing advisory committee composed of local financial professionals.

Debt

15. To evaluate alternatives to financing on a pay-as-you-go basis, to include debt financing (pay-as-you-use) for needed services.
16. To not incur general obligation debt of more than 1½% of assessed valuation of property and debt service costs exceeding 15% of net operating revenues.
17. To use revenue or other self-supporting bonds instead of general obligation bonds.
18. To avoid long-term debt to finance current operations and short-term debt except for bond anticipation notes.
19. To create, to the extent feasible, a debt service escrow fund that accumulates one year's principal and interest on all outstanding debt.
20. To avoid debt financing if the term of the indebtedness exceeds the expected useful life of the asset.

Investments

21. To make a cash-flow analysis (disbursement, collection, and deposit) of all funds to ensure maximum cash availability. To provide monthly information concerning cash position and investment performance, which shall be reviewed periodically by a citizen investment committee composed of local financial professionals.
22. To pool cash, as permitted by law, from several different funds for investment purposes.
23. To review arrangements with financial institutions on a continued basis for a specified period of time and with specified fees for each service.

Operating Budgets

24. To annually forecast revenues and expenditures for the next five years.
25. To utilize workload measurements and performance ratings for all funds.
26. To maintain a budgeting control system that helps it adhere to the budget with monthly status reports comparing actual revenues and expenditures to budgeted amounts.
27. To provide for adequate maintenance of capital plant and equipment and develop from its fixed asset inventory records a capital asset replacement schedule.
28. To establish a risk management program to safeguard public assets held in trust and to minimize the financial liability arising from accidental injury or death.
29. To remain current in its payments to the Virginia State Retirement System and to pursue legislative options that reduce or eliminate unfunded pension liabilities.

30. To review operating policies and procedures and facility master plans adopted by the Board of Supervisors in detail at least every three years with proposed revisions accompanied by a financial impact analysis.
31. To annually increase the proportion of expenditures providing direct services to total budgeted expenditures and to annually decrease the proportion of expenditures supporting administration or other non-direct service activities.
32. To finance recurring expenses from recurring revenue sources and to not develop a dependency, within the operating budget, on non-recurring revenue sources.
33. To maximize year-end carryforward balances through implementation of revenue enhancement and cost containment programs with the conditions that actual collections of property taxes, Federal and State revenue estimates should be within 5% of budgeted estimates and that unappropriated carryforward balances should be minimized.

Reserves

34. To establish a contingency reserve fund of two percent of the general fund operating budget to pay for needs caused by unforeseen events. The Board shall determine the amount of funds to be held in contingency. The contingency shall be held to help with the following three events: (1) Catastrophic reserves, to provide limited emergency funds in the event of natural or man-made disasters; (2) Operational reserves, to provide additional funds for limited unexpected service needs; and (3) Revenue reserves, to provide limited funds to smooth fluctuations in revenues caused by changes in economic conditions.
35. To maintain a ratio of cash on hand and short-term investments, divided by current liabilities, or at least 1:1.
36. To establish and, to the extent feasible, fund on an annual basis a capital equipment replacement fund.

Revenues

37. To attempt to establish a diversified revenue system with the maximum local legislative authority to set and change rates and fees.
38. To utilize state and federal funds in pursuit of County goals and objectives, whenever possible.
39. To the extent feasible, user fees which reflect the cost of service shall be utilized to support programs which may be characterized as special services to specific populations or users with the full costs, direct and indirect, of activities supported by user fees shall be recalculated at least every three years.
40. To pursue an aggressive policy of collecting property taxes with the level of uncollected property taxes not exceeding 5% and the rate of delinquency not rising more than one year in a row.
41. To the extent possible, the County shall attempt to decrease the dependency on real estate taxes to finance the County's operating budget.
42. To review and update all rates and fees at least every three years.
43. To maximize State and Federal entitlement revenues.

Mr. McDonald presented this matter to the Board stating that the majority of the revisions are general housekeeping in nature and also reflect the revised duties brought about with the reorganization that took place in November 1983. He also stated that included in the revision are changes necessary to comply with the Virginia Public Procurement Act and SB 226 which became effective July 1, 1983. He recommended approval of the resolution.

Mr. Mahone made the motion to approve the resolution.

Mr. DePue commented in reference to page number 1 concerning the authorization of the County Administrator to hire consultants for the amounts of \$5,000 to \$50,000; he requested that the County Administrator continue to advise the Board in advance of such actions.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

RESOLUTION
REVISION OF PURCHASING MANUAL

WHEREAS, a centralized purchasing system has been adopted for the efficient and economical purchase of all supplies, materials, equipment and contractual services required by any department or agency of James City County; and

WHEREAS, the policies and procedures governing the operation of the centralized purchasing system have been incorporated into a document known as the "James City County Purchasing Manual;" and

WHEREAS, it has now been deemed desirable to make certain revisions to said Manual which are contained in a complete reprint identified as Change 2;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors approves these revisions and authorizes the County Administrator to publish the revised Manual.

BE IT FURTHER RESOLVED, that the Board of Supervisors authorizes the County Administrator to issue changes to the procedures contained in the "James City County Purchasing Manual" as they become necessary.

H. MATTERS OF SPECIAL PRIVILEGE

1. Rev. James B. Tabb presented to the Board a Trust Agreement for the Leneva Jackson Trust Fund. He requested that January 28th be declared Leneva Jackson Day and requested the Chairman to be present at the local Radio Station to encourage citizens to contribute to this fund.

Mr. Taylor stated that staff would be instructed to prepare a resolution declaring January 28th as Leneva Jackson Day.

2. Mr. Lamar Jolly requested that the speed limit be reduced on Route 199 and that flashing lights be installed before the signal light is installed at the intersection of Route 199 and Mounts Bay Road.

Mr. Brown stated that he would concur with that request.

I. REPORTS OF THE COUNTY ADMINISTRATOR

2. Compliance Audit - FY 1983

Mr. Oliver stated that the record will reflect that the Board of Supervisors received the FY 1983 Compliance Audit.

Mr. Oliver suggested that at the appropriate time, the Board convene into Executive Session to discuss personnel appointments.

J. BOARD REQUESTS AND DIRECTIVES

1. Human Services Building

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Mr. DePue stated that he sent the other Board members a memorandum describing his alternative plan which include improving the Social Services Building and add a new building for the Health Services. He stated that this alternative would save the County approximately \$1.2 million dollars. He stated that he could not support the option of constructing a new building at the cost of \$2.7 million until he is convinced that his option is not feasible.

Mr. Brown stated that at this point he could see three actions the Board should take: (1) secure an option on the Legum property; (2) have the Legum property appraised; and (3) proceed with the installation of the sewer line and acquisition of the Hornsby property.

Mr. Mahone stated that he would support proceeding with obtaining an appraisal of the Legum property and would also like to see the sewer lines installed at the Hornsby property. He stated that he is opposed to the \$2.7 million dollar building and the bidding process.

Mr. Taylor stated that while the County is looking, we should look at all possible alternatives. He stated that he would be interested in knowing how the County would pay for each alternative and that when the County receives bids on the proposed building, we would have a better idea of what we could build the larger building for within the next 30 days.

Mr. Brown made the motion to direct staff to proceed with obtaining an appraisal of the Legum property; obtaining a deed of the Hornsby property and authorizing Bob Bland to complete the title search.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

Mr. Edwards requested that staff look at any other possibilities, including the possibility of a new building for roughly the amount of money that Mr. DePue had suggested, and what would we get and where would it be located.

Mr. Brown stated that he has distributed to other Board members a Statement of Budget Goals - FY 84-85. He made the motion that the statement be adopted by the Board.

Mr. DePue requested that item 4(a) be amended as follows:
"Amend the Personnel Policies to require that the Board be notified at least 30 days in advance of upward reclassifications of personnel." He also requested that a written justification for the reclassification be submitted in the Board of Supervisors Reading File.

Mr. Edwards stated that he favored Mr. Brown's version on this item because it is objective in that it deals with all affected parties and eliminates the potential for the Board to become involved in personalities.

Mr. Brown stated that he would accept Mr. DePue's amendment.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

BUDGET GOALS - FY 1984-85

The Board will seek to achieve the following general goals as it prepares its 1984-85 Annual Budget and 1985-89 Capital Improvements Program:

1. OPERATING BUDGET:
To seek to limit the increase in the County's Operating Budget to a percentage equal to the growth in General Fund Revenue after subtracting any downward adjustments in the tax rates.
2. CAPITAL BUDGET:
 - A. To seek to limit the range of total Capital and Utility spending from the planned range of \$4.2 million per year 1984-89 to a new range of \$2.5 million per year, by establishing tighter priorities, phasing building and park projects, deferring others, and undertaking no more than one major building or park project during any single budget year.
 - B. Within the category of Capital Projects, to limit Utility construction to a range of \$1.0 million per year.

C. Capital Projects will not be pulled into the current Budget Year without a Public Hearing.

3. TAX RATES:

A. To seek to reduce the Real Property Tax Rate by at least the overall percentage increase in reassessments.

B. To also seek to reduce the tax burden on automobiles by a substantial amount over the next two to four years.

4. PERSONNEL:

A. Amend the Personnel Policies to require that the Board be notified at least 30 days in advance of upward reclassifications of personnel.

B. When vacancies occur in existing staff positions paying \$25,000 per year or more, the position and salary should be rejustified to the Board prior to advertising, in order that the Board can determine whether the position and salary are still consistent with the County's overall staffing needs.

C. To seek to limit additions in staff support positions, as contrasted to line positions.

D. New staff positions should not be added during a budget year without a Public Hearing, except in an emergency.

Mr. Mahone stated that he heard that the John Yancey industrial revenue bond financing project fell through.

Mr. Mahone requested an update on insurance for auxiliary firefighters. He also noted that as a matter of information, the Virginia Citizens Planning Association is having a meeting regarding Water Resources on January 26th if any of the Board members were interested in attending.

Mr. Mahone stated, in reference to a letter in his reading file, that it was time to resolve the James Terrace water issue.

Mr. DePue commented on the memorandum suggesting possible dates for work sessions with the various boards and commissions; that the Library Board and School Board may require additional time. By the consensus of the Board the following work sessions were set: January 23rd - Library Board and School Board; February 13th - Welfare Board and Colonial Services Board; and February 27th - Parks & Recreation Commission and Planning Commission.

Mr. Edwards made the motion to convene into Executive Session to discuss personnel appointments, pursuant to Section 2.1-344(a)(1) of the Code of Virginia, 1950 as amended.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

The Board of Supervisors convened into Executive Session at 10:45 P.M. and reconvened to Public Session at 11:40 P.M. at which time Mr. Taylor moved to make the following appointments:

Community Action Agency: Mr. Edwards

On a roll call, the vote was AYE: Brown, Edwards, Mahone, Taylor (4). NAY: DePue (1). The motion carried by a 4-1 vote.

Community Action Agency: Mr. Mahone and Mr. Brown

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

Advisory Council-Ninth Judicial Services Unit: Mr. Mahone

Chamber of Commerce: Mr. Brown

Courthouse Committee: Mr. Edwards and Mr. DePue

Farmers Advisory Committee: Mr. Taylor

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Forest Glen Citizens Advisory Committee: Mr. DePue

Grove Advisory Committee: Mr. Brown

Hampton Roads Area-Wide Committee: Mr. DePue and Mr. Edwards

New Horizons Task Force: Mr. DePue

Pamunkey River Study Committee: Mr. Taylor

Peninsula Planning District Commission: Mr. Edwards and Mr. Mahone

Planning Commission: Mr. Brown

Sanitary District Number 1 Board: Mr. Brown and Mr. Mahone

Transportation Safety Commission: Mr. Mahone

Virginia Peninsula Economic Development Council: Mr. Brown, effective 6/30/84

Water Task Force: Mr. Taylor and Mr. Edwards

Welfare Board: Mr. Edwards

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

Mr. Edwards made the motion to make the following appointments:

Colonial Services Board: Dr. Richard R. Honablu and Mrs. Phyllis Cody

Planning Commission: Mr. Gary R. Lenz, Mr. Elvin H. Jones, and Mr. Alexander C. Kuras

Plumbing Examining Board: Mr. Charles C. Nixon

Welfare Board: Mr. Anthony Conyers, Jr.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

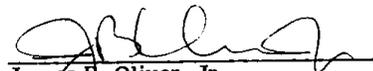
Mr. Taylor made the motion to appoint Mr. William F. Brown to the James City County Transit Company and the James City Service Authority.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

Mr. Edwards made the motion to adjourn.

On a roll call, the vote was AYE: Brown, Edwards, Mahone, DePue, Taylor (5). NAY: (0).

The Board of Supervisors meeting **ADJOURNED** at 11:45 P.M.


James B. Oliver, Jr.
Clerk to the Board