

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
County Government Center Board Room
May 14, 2013
7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE - Alexander Christie, a junior at Walsingham Academy

E. PRESENTATION

1. VDOT Quarterly Update

F. PUBLIC COMMENT

G. BOARD REQUESTS AND DIRECTIVES

H. CONSENT CALENDAR

1. Minutes –
 - a. April 9, 2013 - Budget Work Session
 - b. April 17, 2013 - Budget Work Session
 - c. April 23, 2013 - Work Session
 - d. April 23, 2013 - Regular Meeting
2. Grant Award - Acceptance of a Virginia Recreation Trails Program Grant - \$200,000
3. Contract Award - Freedom Park Trail - \$401,762
4. Grant Award - Chesapeake Bay Restoration Fund Grant - \$7,500
5. Grant Appropriation - Community Change Grant - \$25,000
6. Grant Appropriation - Virginia Housing Development Authority (VHDA) REACH Grant - \$10,000
7. Contract Award - Audit Services - \$195,300
8. Website Policy

I. PUBLIC HEARINGS

1. Proposed FY 2014-2019 Secondary Six Year Plan (SSYP)

J. BOARD CONSIDERATIONS

1. Contract Award - Meridian Land Company, LLC - Ford's Colony at Williamsburg Section XXXV, Westport

K. PUBLIC COMMENT

L. REPORTS OF THE COUNTY ADMINISTRATOR

M. BOARD REQUESTS AND DIRECTIVES

N. CLOSED SESSION

1. Consideration of a personnel matter(s), the appointment of individuals to County boards and/or commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
 - a. Middle Peninsula Juvenile Detention Commission
 - b. Economic Development Authority

O. ADJOURNMENT – to 4 p.m. on May 28, 2013

AT A BUDGET WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 9TH DAY OF APRIL 2013, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

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

Robert C. Middaugh, County Administrator
Lola R. Perkins, Assistant County Attorney

C. BUDGET WORK SESSION

Mr. Middaugh stated that he would go through the budget at a high level, focusing only on significant changes from the FY 14 Plan. He noted that there are no new taxes, fee increases, or borrowing proposed for the budget.

Mr. Middaugh reviewed revenues and noted that they increased \$3.5 million over the Plan. He stated that growth in property taxes is due to growth and other local taxes are increasing due to the economy. Revenues are generally performing better than projected in the current fiscal year.

He stated that the budget includes a 3 percent salary increase at a cost of just under \$1 million, most of which was previously included in the Plan. He noted that 5.7 percent was added to the end of the salary ranges as a result of the Virginia Retirement System (VRS) increase approved last year and that the beginning of salary ranges was increased 2 percent to avoid compression and to allow employees not eligible for raises to receive some additional compensation. He said that health insurance increased by the projected 10 percent increase. No new positions were added to the Plan, which only called for one new position. He said he included funds to each department for recognition based on the number of employees in each department.

Mr. McGlennon asked about the future of health insurance and VRS.

Mr. John McDonald, Director of Financial and Management Services, said he thinks VRS rates will go up.

Ms. Carol Luckam, Director of Human Resources, said she hoped not going out to bid for health insurance will minimize increases in health insurance.

Mr. Middaugh began reviewing significant changes to the operating budget. He stated that the Board of Supervisors budget includes funds to implement a paperless agenda.

The Communications budget includes funds to begin printing the Citizens Guide again.

The Human Resources budget includes funds for contractual services to improve software products and temporary salaries to deal with an increasing workload.

The Courts/Judicial budget includes funds to assume a lease payment that was being paid by Social Services.

Mr. Middaugh noted that the County is attempting to purchase the building.

The Police budget includes funds for a new administrative support position. There is also an increased emphasis on managing overtime costs, both in the Police and Fire budgets.

Police Chief Emmett Harmon said that Part 1 crimes are down even as the population increases. He also noted that there are more training requirements for officers.

In the Fire budget, Fire Chief Tal Luton noted that incidents are up 2 percent.

Mr. McGlennon asked about employee retention in Police and Fire.

Both Chief Harmon and Chief Luton responded that retention is not an issue.

Additional part-time dispatcher hours are included in the Emergency Communications budget to accommodate increased training requirements and increased workload.

The Planning budget includes funds for additional hours for a Planner and consulting fees for the Comprehensive Plan.

The Environmental and Resource Protection budget includes funds for a permit for the dam at Warhill.

General and Capital Services includes funds for street lights.

Mr. Middaugh noted that Virginia Power owns them, so the County has not been able to reduce its operating costs.

Mr. McGlennon suggested that this issue be included in the County's Legislative Program.

Mr. Middaugh noted that the cost of utilities in the Facilities budget is going down despite the addition of new facilities.

The Grounds Maintenance budget includes the reconstruction of parts of the walking trail at Warhill and for maintenance of the synthetic fields.

Mr. John Horne, Director of General Services, said the synthetic fields may need to be replaced in 2-3 years.

The Fleet budget includes funds for a propane fueling system.

The Stormwater budget includes funds for assistance in developing mandated specialized plans for fueling facilities and operational centers.

Parks and Recreation includes funds for part-time hours to help with cash collection. There are funds to partner with New Town for three special events and funds for new class offerings including spinning.

Mr. Kennedy asked about operating hours at Upper County Park and swimming lessons.

Mr. John Carnifax, Director of Parks and Recreation, said he would review usage from last year and reevaluate.

Mr. McGlennon asked about Before and After School enrollment.

Mr. Carnifax said that enrollment is flat. He said that enrollment in soccer has increased. He also stated that recovering capital costs of facilities will be a challenge.

Mr. Kennedy asked about the skate park.

Mr. Carnifax stated that it is operating well and that usage has increased with the implementation of a low cost annual pass.

Mr. McGlennon noted that Parks and Recreation recovers about half of its expenses in revenues.

Mr. Middaugh reviewed outside agencies. He noted that funds are included for the RIDES program, but the County is not yet sure which agency will operate it.

Mr. Middaugh mentioned that local aid to State government has gone away.

Mr. Icenhour asked about the reduction in economic development incentives.

Mr. Middaugh stated that the incentives are awarded on a schedule and the amount is an actual amount due to businesses.

He also noted that there is a revised agreement being drafted with the Regional Library, to more fully embrace York County, who will increase its contribution.

Mr. Middaugh discussed the Williamsburg Area Transit Authority (WATA) budget and stated that the funding level allowed the service to remain intact except for the trolley service.

Mr. Icenhour asked about ridership.

Mr. Doug Powell, Assistant County Administrator, stated that after significant increases over a number of years, ridership plateaued and has actually declined slightly in the past year.

Mr. Middaugh said that there may be changes in the future at Olde Towne Medical Center in light of the changing landscape of health care. The budget funds their request in this year. The increase in the Colonial Behavioral Health reflects usage by County residents.

Mr. Middaugh highlighted a new feature in the budget, local match for road projects.

Mr. Middaugh proceeded to the Social Services and Housing budgets.

Ms. Diana Hutchens, Director of Community Services, stated that Social Services has declined because of favorable State funding, success in keeping children out of foster care, and the retirement of some long-term employees.

Mr. Middaugh stated that there are residual balances for the Unsafe Structures program and that the Neighbors Drive Community Development Block Grant (CDBG) grant would be coming back to the Board later.

Mr. McGlennon asked about the decrease in the Homeless Intervention Program.

Mr. Vaughn Poller, Director of Housing and Community Development, said that the funds come from the Federal government and are now distributed regionally.

The Colonial Community Corrections (CCC) budget has been revised with less money required of the local governments.

Mr. Middaugh reviewed the Tourism Incentive fund. He mentioned that there are funds allocated for replacement of the entry signs and for feasibility for a field center and pool.

Mr. Kennedy questioned the need to replace signs that have been well maintained. He also questioned the support for Christmas Town. He expressed frustration that the County has not created events exclusive to the County. He expressed concern about funding the Jamestown-Yorktown Foundation given that they have not supported the effort to oppose Virginia Power's proposal to build an electric transmission line over the James River. He said that he felt the County needed to spread its support out. He said that event sponsors should be required to use County businesses if the County gives them incentives to come.

Mr. McGlennon said that he also supported spreading the County's support, but that opportunities have not presented themselves yet.

Mr. Kennedy said there needs to be better avenues of communication among the tourism businesses in the community.

Mr. McDonald reviewed the Debt Service Fund and stated that the County is reducing its debt.

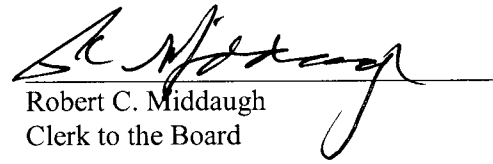
Mr. Middaugh reviewed the Capital Improvement Plan. He noted that budget anticipates borrowing in FY 15 and FY 17.

Mr. McDonald said that FY 14 focuses on capital maintenance.

Mr. Middaugh said that funds were included to upgrade the video equipment for Board meetings and that the Board could have work sessions in Building A. He said that the County would also have the ability to record off-site meetings.

Mr. Middaugh stated that the cost of Fire Station 4 has increased, primarily because of the desire to operate the fire station while the construction is ongoing.

At 6:27 p.m. the Board recessed.



Robert C. Middaugh
Clerk to the Board

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AT A BUDGET WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 17TH DAY OF APRIL 2013, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

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

Robert C. Middaugh, County Administrator

A Moment of Silence was observed in recognition of the tragedy at the Boston Marathon.

C. BUDGET WORK SESSION

The budget work session began with a discussion of the School budget.

Superintendent of Schools Dr. Steven Constantino introduced new staff: Mr. Marcellus Snipes, Senior Director of Operations, and Ms. Betsy Overkamp-Smith, Director of Public Relations and Community Involvement.

Ms. Ruth Larson, Chairman of the School Board, provided a brief overview and recognized Dr. Scott Burchbuckler, Assistant Superintendent, stating that this would be his last budget with the School system as he has accepted the job of Superintendent of Schools in Essex County. Ms. Larson stated that the State continues to underfund education and the budget contains a 3 percent salary increase for employees.

Dr. Constantino stated that they had reduced the budget by \$1.2 million since the joint retreat. He stated that they will continue to operate the adult education program and will continue the nursing program to allow currently enrolled students to finish, but will not accept new students into the program. He also clarified that they are not taking significant funds from special education.

Dr. Burchbuckler thanked the Board for its support and recognized the County staff that he has worked with. He reviewed a PowerPoint presentation that was shared at the joint retreat and stated that the budget increases \$3.3 million over the current year.

Mr. McGlennon thanked Mr. Burchbuckler for his integrity and transparency and wished him well. He thanked Dr. Constantino and the School Board for their responsible budget. He said the cost effectiveness and benefit of adult education is great. He suggested that the Legislative Program include a request that the State assess and fund adult education.

Mr. Kennedy asked about the State's 2 percent salary increase.

Dr. Burchbuchler stated that the State contributed \$300,000 for the increase, but it costs the Schools \$1.6 million.

Mr. Kennedy called the James City Service Authority (JCSA) Board of Directors into session. The Board then began reviewing the JCSA budget.

General Manager Mr. Larry Foster introduced Ms. Stephanie Luton, Assistant General Manager. Mr. Foster noted the budget includes no rate increase although a 5 percent increase was planned. The budget does include a 3 percent salary increase and \$400,000 for the Mirror Lakes Dam. He stated that water demand is flat, but expenses are not. He said that a rate increase or a change in the rate structure may need to be considered next year.

Mr. McGlennon thanked Mr. Foster for his work. He said from a policy perspective, it was great news that the demand curve was bending.

Mr. Icenhour asked about new hookups.

Mr. Foster said there has been an increase in connection fees.

Mr. Icenhour asked about the regional sewer study and the groundwater withdrawal permit.

Mr. Foster said that he thinks the State will ask about the use of the surface water that the JCSA can purchase from Newport News.

The JCSA meeting adjourned at 4:47 p.m.

Ms. Sue Mellen, Assistant Director of Financial and Management Services, reviewed information on debt management.

Mr. Middaugh concluded that all of the indicators are heading in the right direction and show that debt is declining.

Ms. Mellen reviewed revenues and stated real estate and personal property equate to 64 percent of total revenues. She stated sales, meals, and lodging taxes are estimated to increase 3 percent.

There was discussion about the timeshares being rented for more short-term stays, which may be contributing to the increase in lodging taxes.

There was also discussion that while revenues are increasing, they are still not back to the peak levels in 2007 and 2008.

Mr. McGlennon mentioned that in the future he would like to explore the possibility of a fixed fee for bigger boats. He said he did not think the changes made to the boat tax increased the number of large boats in the County.

Mr. Bradshaw stated that he would like for the County to contribute \$15,000 for the dues to the Hampton Roads Economic Development Alliance (HREDA) that is currently funded completely by the Economic Development Authority (EDA).

Mr. Middaugh referenced the errata sheet that showed changes the Board had made to the budget. He stated that the changes resulted in \$29,000 more in available funds which could be used to fund the \$15,000 contribution to the HREDA without affecting the overall budget.

Mr. McGlennon said the EDA had been encouraged in the past to take on some of these types of expenses as resources became scarcer. He asked if the County is receiving value for its contribution and asked what the EDA would do with the additional funds if the County contributed to the HREDA.

Mr. Bradshaw said the EDA is operating on reserves and the amount is too small to make a substantive difference. He said it highlights the need to discuss the issue.

Mr. Kennedy asked for an update on the EDA's activities.

Mr. Russell Seymour, Director of Economic Development, said the EDA has some expenses related to marketing, Mainland Farm, and the incubator.

Mr. Kennedy also mentioned that EDA funds were used to fund incentives for Owens Illinois.

Mr. Icenhour asked if the County was putting money into something with little or no control if the County contributes funds to the EDA.

Mr. Middaugh said the HREDA is the mechanism the State uses to funnel prospects to the region and there is no alternative.

Mr. McGlennon said the EDA should not worry about resources. He said that if the Board feels something is worthwhile the Board will fund it.

Mr. McGlennon concluded the consensus was to contribute additional funds to the EDA.

The Board discussed tourism and events.

Mr. Kennedy said he would like to see more events that would bring people to the County during different times of years.

Mr. McGlennon said he liked the idea and that the County has \$110,000 undesignated for tourism. He said he believes the County should be a facilitator to increase the number of events, but not the organizer. He said the County could provide seed money for these types of initiatives. Mr. McGlennon said the County should make sure a plan is developed for this money.

Mr. Kennedy asked about the Williamsburg Area Transit Authority (WATA's) trolley service.

Mr. Doug Powell, Assistant County Administrator, said that the consensus of the Board of Directors of WATA was to eliminate the trolley route to address revenue shortfalls. He said the trolleys will be redeployed to other routes.

Mr. Bradshaw made a motion to adjourn.

On a roll call vote, the motion passed 5-0.

Robert C. Middaugh
Clerk to the Board

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AT A WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 23RD DAY OF APRIL 2013, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

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

Robert C. Middaugh, County Administrator
Lola Perkins, Assistant County Attorney

C. BOARD DISCUSSIONS

1. County Website Policy

Mr. Middaugh addressed the Board giving a summary of the memorandum included in the Agenda Packet. He stated that the draft website policy is a combination of efforts by the County Attorney's office, the Communications Department, Information Technology, and County Administration.

Mr. Middaugh stated that when looking through the County's website, it was noticed that there are multiple private sector links on the site. Coming up with a plan to accommodate these links is the first part of the process of the website policy. He stated that for private businesses to be linked on the website, an agreement had to be made between those private parties and the County. He stated that it is a more formalized arrangement than what is currently being done on the site and is necessary due to the ".gov" domain rules.

Mr. McGlennon asked if when clicking on an outside link, if a message would be displayed stating that the person is leaving the County's website in order to access the link.

Ms. Lola Perkins, Assistant County Attorney, stated that yes a pop-up screen would come up stating that the individual is leaving the County's website and no longer covered by the County's privacy policies and that the County does not endorse the content on the external site. She stated that Information Technology is in the process of developing this pop-up screen so that it is very clear and more user-friendly.

Mr. Icenhour asked how extensive the ".gov" domain rules are.

Mr. Middaugh stated that the rules are several pages long, but not written in layman's terms. He stated that the key components of the domain rules have been included in the draft policy that was distributed to the Board.

Ms. Perkins stated that the “.gov” domain rules are broken down into several parts. She stated that the Policy section is very difficult to read, but the Guidelines portion is more readable and those guidelines are what staff has included in the draft policy before the Board. She stated that the draft policy that the Board is considering is more detailed than the “.gov” domain guidelines. She also stated that should the Board decide to not adopt the policy, the County is still bound by the “.gov” domain rules and restrictions.

Mr. Bradshaw asked if staff felt the draft policy was specific enough that it could be easily administrated.

Mr. Middaugh stated he felt that was the case. He stated that essentially staff has been following these rules administratively and to this point it has not been very problematic, aside from the latest issue. He stated if more issues like the most recent one continue to happen, then staff would revisit the policy with the Board for more restrictions.

Ms. Perkins stated that making the policy to specific and restrictive ties the hands of the County and makes enforcement more challenging. She stated that there will be challenges, there are a lot of moving pieces; however, the pop-up that was discussed earlier will make things significantly easier.

Mr. Kennedy asked how the most recent issues, Mr. Icenhour’s request for a link to his campaign page and the statement made by Sheriff Deeds, would have been handled had this policy been in place.

Ms. Perkins stated that a site like Mr. Icenhour’s would not be acceptable under this policy because it has a political component.

Mr. Kennedy stated that technology is changing and the way that citizens gain information is changing. He stated that some localities are utilizing the site of their Economic Development Authority to connect citizens with local businesses. He stated under this policy that would not be allowable. However, would it still be allowable for the OED to have a link on our site that lead to their own page where businesses could be listed?

Ms. Perkins stated that it would have to be evaluated on a case-by-case basis to determine what was on the page that the County site would be linking to.

Mr. Middaugh asked Mr. Kennedy if he was referring to just a list of businesses.

Mr. Kennedy stated no, there are Office of Economic Development (OED) sites that are used to market local businesses. He stated that other OED sites host links to local businesses.

Mr. Middaugh stated that a listing of local businesses on the County site is something that has been done previously and is what he was speaking about earlier. He stated that listing all the available businesses in the County does not show preference for one over the other and would be allowable in his opinion.

Ms. Perkins stated that as long as it is open for everyone, then it should be allowable. She stated that perhaps this policy can provide the framework for a linking policy for business sites.

Mr. Kennedy stated that his concern is that when there are multiple web sites, it becomes harder to control. He stated that it would be something to look at later on. He stated that he believes it would be an advantageous tool for the County’s OED and promotes the locality.

Ms. Perkins stated that the pop-up should help mitigate some of the concern over linking to an outside page that might have some sensitive or objectionable content. She stated that the pop-up makes it very clear that a citizen is navigating away from the County's site and that the County does not endorse any of the content on the outside page.

Mr. Kennedy stated that he believes the County has under-utilized its electronic options. He stated that the County should be providing links and promoting the businesses in the County, but with that come issues. He stated that this is why he is very much in favor of having this policy in place. He stated that as technology changes the County needs to be able to change with it.

Mr. McGlennon stated his agreement with Mr. Kennedy; however, he is concerned about the potential for the site to grow and costs to increase. He stated that he could see this mushrooming and requiring more staff hours to maintain.

Mr. Kennedy stated that usually a business or external site would drop their link in an email and then staff would handle it from there.

Mr. McGlennon stated it was mentioned earlier that there would be some agreement that businesses would be required to sign in order to link to the County's site.

Ms. Perkins stated that what has been discussed is a formalized acknowledgment that the business has reviewed the County's policies and understands the requirements and restrictions for linking to the County's site.

Mr. Icenhour stated that there would be some time requirements on the part of staff, to document those acknowledgments.

Ms. Perkins stated yes, but more so in instances where there was no formal agreement already in place.

Mr. Kennedy requested that in instances where an individual or business is told that they cannot put something on the site, that that information be relayed to the Board.

As there were no more questions or discussion, Mr. Middaugh stated that the policy would come before the Board at the next meeting as a Board action in the form of a resolution.

D. CLOSED SESSION

Mr. Icenhour made a motion to go in to Closed Session.

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

1. Consideration of the acquisition of real property for public use, pursuant to Section 2.2-3711(A)(3) of the Code of Virginia
2. Consultation with legal counsel on matters pertaining to actual or probable litigation, pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia

3. Consideration of a personnel matter(s), the appointment of individuals to County boards and/or commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
 - a. Colonial Community Criminal Justice Board
 - b. Thomas Nelson Community College Board

The Board came out of Closed Session at 6:32 p.m.

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

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

RESOLUTION

CERTIFICATION OF CLOSED MEETING

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) consideration of the acquisition of real property for public use, pursuant to Section 2.2-3711(A)(3) of the Code of Virginia; ii) consultation with legal counsel on matters pertaining to actual or probable litigation, pursuant to Section 2.2-3711 (A)(7), and iii) consideration of a personnel matter(s), the appointment of individuals to County boards and/or commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia.

- a) Colonial Community Criminal Justice Board
- b) Thomas Nelson Community College Board

E. ADJOURNMENT

The Board recessed at 6:34 p.m.

Robert C. Middaugh
Clerk to the Board

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 23RD DAY OF APRIL 2013, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

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

Robert C. Middaugh, County Administrator
Lola R. Perkins, Assistant County Attorney

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE – Daisy Troop 1409, kindergarten students at Stonehouse Elementary School, led the Board and citizens in the Pledge of Allegiance.

E. PRESENTATIONS

1. Historical Commission

Mr. Lafayette Jones, Chair of the Historical Commission, addressed the Board and citizens giving a report of the activities of the Historical Commission over the past year. He stated that Mr. John Labanish and The Friends of Green Springs Plantation were awarded Historical Preservation Awards. He also noted that there have been three new Historical Markers placed in the County. A new Historical Highway Marker was unveiled commemorating the Blockhouses built around the perimeter of Jamestown. He stated that another new Historical Highway Marker was unveiled commemorating Argall Town, a 300-acre settlement established by Mr. Samuel Argall that was later incorporated into the Governor's Land tract. He noted that a Historical Highway Marker was recently unveiled commemorating the Community of Grove, which began as a settlement of freed black slaves after the Civil War. He stated that the Historical Commission has overseen the development and running of the Norge Train Depot Museum.

Mr. McGlennon thanked Mr. Jones and the members of the Commission for their work and especially for the efforts getting the new Historical Highway Markers. He stated that he had the privilege of attending the unveiling of the marker in Grove. He stated that he also had the opportunity to attend Andy's Earth Day, which is an event put together by Mr. Allan Outlaw and the Boy Scouts to help preserve the area of the Church on the Maine.

2. Resolution of Recognition – National Volunteer Week – April 21-27

Mr. McGlennon read the Resolution of Recognition to the Board and citizens and presented the resolution to Ms. Vicki Sprigg, Volunteer Coordinator for the Department of Parks and Recreation.

F. PUBLIC COMMENT

1. Ms. Betty Walker, 101 Locust Place, addressed the Board in regard to international gun control laws and the effect on citizens' right to bear arms.

2. Mr. Nathan Walker, 101 Locust Place, addressed the Board in support of the statement made by Sheriff Deeds.

3. Ms. Sue Sadler, 9929 Mountain Berry Court, addressed the Board in regard to statements made during the State Corporation Commission Hearings offering to buy land in another jurisdiction in an attempt to have Virginia Dominion Power move its proposed Transmission Line.

4. Mr. Keith Sadler, 9929 Mountain Berry Court, addressed the Board in regard to the hypocrisy in Washington, D.C. He stated that the President sends his children to a school with armed guards, yet he wants to take firearms away from citizens. He stated that the current Democratic administration both nationally and locally is not working.

5. Mr. Randy O'Neil, 1909 Sheffield Road, addressed the Board in regard to K-12 health and fitness education in the County.

6. Mr. John Pottle, 4233 Teakwood Drive, led the Board and citizens in an invocation.

7. Ms. Rosanne Reddin, 2812 King Rook Court, addressed the Board in regard to the statements made by staff during the State Corporation Commission Hearings offering to buy land in Surry County in an attempt to have Dominion Virginia Power move its proposed transmission line.

8. Ms. Landra Skelly, 6572 Wiltshire Road, addressed the Board in regard to the continuance of land purchases, even though the County is almost \$200 million in debt.

9. Mr. Ed Oyer, 139 Indian Circle, addressed the Board stating that the gutters along Route 60 are now free of debris and thanked Mr. McGlennon for his assistance.

10. Mr. Joseph Swanenburg, 3026 The Pointe Drive, addressed the Board stating his disapproval of the Board's action to extend the bond authority for greenspace acquisitions.

11. Mr. Les Skelly, 6572 Wiltshire Road, addressed the Board in regard to the Board's attitude toward fiscal responsibility and its stewardship of citizens' tax dollars.

G. BOARD REQUESTS AND DIRECTIVES

Ms. Jones stated that she had a few updates. She stated that she is currently serving as Vice Chair to the Hampton Roads Military Family and Facility Alliance (HRMFFA). She stated that last week, members of the HRMFFA traveled to Washington, D.C., to meet with members of the Department of Defense (DoD). She stated that they were briefed on the effects of Base Realignment and Closure (BRAC), furloughs, and

sequestration on the military bases and families in Hampton Roads. She stated that the DoD is seeing across the board cuts that will affect every branch of the military. She stated that the briefings were very beneficial and she appreciated the DoD staff taking the time to meet with the HRMFFA.

She stated that she attended the Hampton Roads Transportation Planning Organization (HRTPO) and the Hampton Roads Planning District Commission (HRPDC) meetings last Thursday. She stated that there will be an upcoming Board retreat and then a vote is expected to be taken on the widening of Interstate 64. She stated that both organizations presented their budgets and both included staff increases. She stated that both Boards have elected to wait on adopting those budgets until it is seen what contributions come in from the localities.

She stated that she attended the Regional Issues Committee (RIC) meeting this morning. She stated that the Historic Triangle Commission is requesting that signage be installed at the I-295/64 split that will give motorists an idea of travel times based on which route they chose to take.

Mr. Icenhour stated that he would like to inform the Board and Mr. Middaugh that at the request of several businesses in Ironbound Square, he went over and picked up a petition to decrease the speed limit to 35 mph. He stated as many are aware, there was a pedestrian fatality in that area recently. He requested that the petition be passed on to the Virginia Department of Transportation (VDOT). He also stated that parking lots and drains in that area are still experiencing problems and those issues need to be passed along to VDOT as well.

Mr. McGlennon stated that on Saturday he attended the James River Fest at the marina. He stated that it was very well attended both with vendors and guests. He stated that he would like to thank Mr. Middaugh for his prompt response to his inquiry about the Williamsburg Regional Airport in the wake of the plane accident on Friday. He stated that as a reminder to pilots, the Special Use Permit (SUP) requirements for the airport require that planes come in over College Creek, not over Rawls Byrd Elementary School and Williamsburg Landing.

He stated that he would like to correct some statements made during Public Comment this evening. First, the County does not own 49 percent of the land in the County. He stated that this has been clarified publicly on numerous occasions and it does no good to continue throwing this number around if the idea is to educate the public. Secondly, the Board took no action on Mr. Icenhour's newsletter being linked to the County's website; instead, Mr. Icenhour withdrew his request after the Board struggled with determining what was considered political and what was not. Thirdly, the other Board members did receive a copy of the letter he sent out to the Governor. Finally, no one on County staff has the ability to commit millions of dollars in a land purchase because of the policies of the Board.

H. CONSENT CALENDAR

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

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

1. Minutes –
 - a. April 9, 2013, Regular Meeting

2. Resolution of Recognition – James City County Volunteer Week – April 21-27, 2013

RESOLUTION

RESOLUTION OF RECOGNITION – JAMES CITY COUNTY

VOLUNTEER APPRECIATION WEEK – APRIL 21-27, 2013

WHEREAS, this year's 40th Annual National Volunteer Week is about inspiring, recognizing, and encouraging people to seek out imaginative ways to engage in their communities working together to accomplish the common good; and

WHEREAS, volunteers of all ages worked in partnership with James City County staff contributing 89,315 hours, valued at \$2,200,722; and

WHEREAS, volunteers make a real difference in the lives of their fellow citizens and help make this a special place to live; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby designates the week of April 21-27, 2013, as Volunteer Appreciation Week and calls its significance to all of our citizens.

3. James City County/Virginia Department of Game and Inland Fisheries (VDGIF's) Public Access Lands for Sportsmen (PALS) Program

RESOLUTION

JAMES CITY COUNTY/VIRGINIA DEPARTMENT OF GAME AND INLAND FISHERIES

(VDGIF) PUBLIC ACCESS LANDS FOR SPORTSMEN (PALS) PROGRAM

WHEREAS, James City County is eligible to participate in the Virginia Department of Game and Inland Fisheries (VDGIF) Public Access Lands for Sportsmen (PALS) Program; and

WHEREAS, this program makes public land available to sportsmen to hunt during specified hunting seasons; and

WHEREAS, participation in this program would allow for archery hunting during the designated archery season on one 170 acre portion of County property (Parcel No. 3010100004) referred to as the "Greater Landfill Area;" and

WHEREAS, this program will be managed and administered by the VDGIF regional office and headquarters.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to enter into a Memorandum of Agreement with

VDGIF to grant a non-exclusive, revocable license and enroll the County in the PALS program, thereby allowing this public parcel to be utilized during the archery season beginning in 2013.

I. PUBLIC HEARINGS – None

J. BOARD CONSIDERATION

1. FY 2014 Budget Adoption

Ms. Sue Mellen, Assistant Director of Financial and Management Services, addressed the Board giving a summary of the memorandum included in the Agenda Packet.

Mr. Bradshaw made a motion to approve the budget resolution.

Ms. Jones stated that she had several comments before the vote is taken. She stated that she is pleased that there is no tax increase proposed for citizens. She stated that she appreciates the work done by staff. She stated that she is concerned about the direction that this budget is going. She stated that she is concerned about the pay raise for staff, the money that is being spent on signage, and the overall spending increase in the budget. She stated that it is good to see a stabilization in the budget, but looking ahead at the debt that the County has, the uncertainty in the economy, the mandates and consent orders coming down, now is not the time to be spending every penny in the budget. Considering these concerns over the direction of the budget, Ms. Jones stated that she would not be supporting the budget this evening.

Mr. Bradshaw stated that he is a little surprised that changes to the budget were not proposed during the budget work sessions so they could be evaluated. He stated that here tonight it is a little late to make any changes to the budget, especially without any specific proposals. He stated that he understands Ms. Jones' concerns, but that nothing else has been proposed. He stated that he believes the budget has been prepared with care and now that the economy has turned, instead of digging ourselves out of a hole, there are funds available to consider giving a raise to staff. He stated that there are different perspectives concerning employee compensation. He stated that there are businesses where employees are easily trained and easily replaced. Then there are businesses, like the County, where training and experience are very important and those employees are not easily replaceable. He stated that in those businesses, like the County, it is important to reward those employees for their training and experience, and to promote loyalty. He stated that now that the economy has turned and without a tax increase, funds are available to reward employees. He stated that the budget is well constructed and without an alternative, he will be supporting the budget this evening.

Ms. Jones stated that the employees received a bonus that is why she is not supportive of the pay raise.

Mr. Kennedy stated that he stated back in December that he would support either the bonus or the pay raise. The employees got a bonus in December. He stated that he voted against the budget last year because of the mandatory increase in the Virginia Retirement System (VRS) contribution. He stated that while that was not a tangible increase for the employees, it would be seen in their retirements. He stated that the Board has done other things over the years to make the employees whole. He stated that he has spoken to others in the professional industry, they have seen pay cuts, lost jobs, and benefit cuts. The County employees have not seen any of those cuts. He stated that one of his biggest concerns is the extension of the borrowing authority for greenspace acquisitions. He questioned that if the land acquisition that was proposed in regard to Dominion becomes a reality, where does the money come from. He stated that he has questioned the monies spent on the logo and whether or not things have been replaced that would not have been replaced. He stated that he has concerns about debt; however, the County has an AAA bond rating and under the guidance of Mr.

John McDonald and Ms. Sue Mellen, that they have lead us down the right path. He stated that through the recession we the County has taken care of the employees. He stated that the County is going in the right direction, the economy has stabilized, but the County is not back to where it was before the recession in its revenues. He stated that he is still up in the air about the budget this evening and will be listening to the other comments before making his decision.

Mr. Icenhour stated his compliments to Mr. Middaugh and staff for putting together a very sound budget. He stated that revenues have increased and that there are no tax or fee increases in the budget, unlike many of our neighboring localities. He stated that the budget decreases debt by \$17 million and the spending is the lowest per capita spending the County has seen in years. He stated that in the next five year plan, the County is going to retire an additional \$76 million in debt. He stated that there are placeholders in the coming years for new debt and if acquired, the County would still be reducing the debt from \$197 million to \$162 million. He stated population is still growing, revenues are going up, and all the ratios that got the County its AAA bond rating are going up. He stated that for years, James City County has been the fastest growing locality in Hampton Roads and for decades James City County has been in the top five, no less than eight, in the State. He stated that over the last decade, James City County has seen about a 40 percent population growth. He stated if that population growth continues, by the end of this decade, the County could have a population approaching 90,000. He stated that is the looming problem. He stated that growth is going to be a problem primarily for the schools. He stated that he does not see the new residential lots providing enough revenue to accommodate the increase in services. He stated that he can support the budget; he believes that the County is in a good position right now, and debt has been used responsibly.

Mr. McGlennon stated that his understanding is that signage costs are not included in this year's budget. He asked Mr. Middaugh if this is correct.

Mr. Middaugh stated that there are two types of signage. He stated that entryway signage is included in this budget. He stated that the government complex signage was already allocated in the FY 2013 budget.

Mr. McGlennon asked Mr. Middaugh to explain his thoughts on the entry-way signage.

Mr. Middaugh stated that this is the first time he has approached the Board for monies to replace the logo on the signage for the County. He stated that his thought was to replace all of the signage at once instead of spreading it out over several years. He stated that the cost is essentially the same and would allow for consistent signage throughout the County and be less confusing for tourists and residents.

Mr. McGlennon asked if the expense in regard to the new logo is mostly from the signage.

Mr. Middaugh stated that is correct. The majority of the affected items were electronic in nature or needing to be replaced.

Mr. McGlennon stated that the budget is one that everyone could be proud of. Last year, during the budget deliberations, a marker was put in for the salary increase for employees providing that there was an increase of revenues. He stated that those increased revenues came through, hence the inclusion of the salary increase for the employees. He stated that he agrees with the comments of Mr. Bradshaw and the value of rewarding those employees. He stated that it is important to recognize that those employees are doing more, as the size of the County work force has reduced during the down-turn in the economy. He stated that he believed that by doing the bonus last year, that it was recognition of the staff going above and beyond expectations in creating efficiencies. He stated that he wanted to thank Mr. Middaugh and all of the County department heads that have shown great care in maintaining the essential services and making wise investments in the areas that needed improvements. He stated that the opinion that the County has a rate of growth in debt that is out of control is simply in disagreement with the facts. He stated that the increase in revenues from meals, hotel, and

sales taxes is indicative of the recovery in the economy and the budget is based on conservative estimates of those revenues. He stated that most of the increase in the school's budget this year comes from a loss of State funding and the localities have to fill the gaps. He stated that he is pleased to say that the County will be fully funding the schools' request as well as making sure the school staff will receive the same pay raise as County employees. He stated that this is a budget that citizens and staff should be proud of.

Mr. Middaugh stated that he wanted to thank Mr. McDonald and Ms. Mellen for their work on the budget. He also wanted to thank Ms. Heather Poulson in Accounting, Ms. Carol Luckam, Director of Human Resources, Mr. Doug Powell, Assistant County Administrator, all of the department heads, and the schools.

On a roll call vote, the vote was: AYE: Mr. Icenhour, Mr. Bradshaw, Mr. McGlennon (3). NAY: Mr. Kennedy, Ms. Jones (2).

RESOLUTION

RESOLUTION OF APPROPRIATION

WHEREAS, the County Administrator has prepared a Proposed Budget for the fiscal year beginning July 1, 2013 and ending June 30, 2014, and a five-year Capital Improvements Program (CIP), four years of which are for information and fiscal planning purposes only; and

WHEREAS, it is now necessary to appropriate funds to carry out the activities proposed therein for the fiscal year beginning July 1, 2013 and ending June 30, 2014, and to set tax rates on real estate, tangible personal property, and machinery and tools, to provide certain revenue in support of those appropriations.

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

1. The following amounts are hereby appropriated in the FY 2014 General Fund for the offices and activities in the amounts as shown below:

GENERAL FUND REVENUES

	<u>FY 2014</u>
General Property Taxes	\$110,422,500
Other Local Taxes	20,860,000
Licenses, Permits, and Fees	7,950,000
Fines and Forfeitures	300,000
Revenue from Use of Money and Property	185,000
Revenue from the Commonwealth	26,238,600
Revenue from the Federal Government	7,000
Charges for Current Services	5,378,600
Miscellaneous Revenues	<u>158,300</u>
Total General Fund Revenues	<u>\$171,500,000</u>

GENERAL FUND EXPENDITURES

FY 2014

General Administration	\$ 3,229,208
Court Services	3,639,997
Public Safety	22,891,291
Financial Administration	6,496,110
Development Management	3,669,231
General Services	8,727,832
Citizen and Community Services	5,597,634
Contributions - Outside Agencies	732,272
Nondepartmental	517,025
Williamsburg-James City County (WJCC) Schools	79,385,409
Contribution - School Debt Service	18,000,000
Library and Arts Center	4,321,006
Other Regional Entities	3,651,835
Health Services	1,754,989
Contributions - Other Funds	<u>8,886,161</u>
Total General Fund Expenditures	<u>\$171,500,000</u>

The appropriation for education includes \$79,385,409 as a local contribution to the WJCC Schools operations.

Year End Fund Balance	\$2,850,000
Contribution to Capital Projects	\$2,850,000

2. That the tax rates be set for the amounts shown below and revenues appropriated in the following classifications:

TAX RATES

Real Estate on each \$100 assessed value	\$0.77
Tangible Personal Property on each \$100 assessed value	\$4.00
Machinery and tools on each \$100 assessed value	\$4.00

3. That the following amounts are hereby appropriated in other budgets in FY 2014 for the activities in the amounts as shown below:

CAPITAL PROJECTS BUDGET

Revenues:

Transfer from the General Fund	\$2,302,000
General Fund Year-End Balance	2,850,000
Sale of County Property	600,000
Proffers	160,000
State Wireless Funds	143,000
Jamestown Marina Rental Income	<u>54,000</u>
Total Capital Projects Fund Revenues	<u>\$6,109,000</u>

Expenditures:

Administrative Services	\$ 345,000
Public Safety	1,126,130
Parks and Recreation	1,041,000
General Services	1,538,000
Schools	<u>2,058,870</u>
 Total Capital Projects Fund Expenditures	 <u>\$6,109,000</u>

DEBT SERVICE BUDGET

Revenues:

General Fund - Schools	\$18,000,000
General Fund - Other	2,500,000
Build America Bonds	218,018
Investment Income	20,000
Fund Balance	<u>4,478,636</u>
 Total Debt Service Fund Revenues	 <u>\$25,216,654</u>

Expenditures:

Total Debt Service Fund Disbursements	<u>\$25,216,654</u>
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VIRGINIA PUBLIC ASSISTANCE FUND

Revenues:

From Federal/State	\$3,647,837
General Fund	1,534,173
Other	384,500
Grant	<u>22,756</u>
 Total Virginia Public Assistance Fund Revenues and Fund Balance	 <u>\$5,589,266</u>

Expenditures:

Administration and Assistance	<u>\$5,589,266</u>
 Total Virginia Public Assistance Fund Expenditures	 <u>\$5,589,266</u>

COMMUNITY DEVELOPMENT FUND

Revenues:

General Fund	\$ 585,664
Grants	1,516,118
Other	<u>218,118</u>
Total Community Development Fund Revenues and Fund Balance	<u>\$2,319,900</u>

Expenditures:

Administration and Programs	<u>\$2,319,900</u>
Total Community Development Fund Expenditures	<u>\$2,319,900</u>

COLONIAL COMMUNITY CORRECTIONS FUND

Revenues:

From Federal/State	\$ 754,411
General Fund	42,898
Supervision Fees	59,839
Grants	132,229
Other	<u>76,262</u>
Total Colonial Community Corrections Fund Revenues	<u>\$1,065,639</u>

Expenditures:

Administration and Programs	<u>\$1,065,639</u>
Total Colonial Community Corrections Fund Expenditures	<u>\$1,065,639</u>

SPECIAL PROJECTS/GRANTS FUND

Revenues:

Comprehensive Services Act (CSA)	\$319,300
CSA Local Match - General Fund	367,426
CSA School Share	112,000
Emergency Management Planning Grant	34,692
Virginia Fire Programs Funds	179,130
Emergency Medical Services Four-for-Life Program	59,000
General Fund Non Departmental	<u>255,000</u>
Total Special Projects/Grants Fund Revenues	<u>\$1,326,548</u>

Expenditures:

Comprehensive Services Act	\$798,726
Emergency Management Planning Grant	34,692
Virginia Fire Programs Funds	179,130
Emergency Medical Services Four-for-Life Program	59,000
VDOT Revenue Sharing Match:	
Williamsburg West Subdivision Street	
Reconstruction	200,000
7-Eleven Entrance Channelization Island	30,000
Bike/Pedestrian Capital Trail Access	<u>25,000</u>
Total Special Projects/Grants Fund Expenditures	<u>\$1,326,548</u>

TOURISM INVESTMENT FUND

Revenues:

Additional \$2 Per Night Room Tax	\$ 750,000
General Fund – from Room Tax Revenues	<u>1,299,000</u>
Total Tourism Investment Fund Revenues	<u>\$2,049,000</u>

Expenditures:

Tourism Activities	<u>\$2,049,000</u>
Total Tourism Investment Fund Expenditures	<u>\$2,049,000</u>

4. The proceeds from the FY 2013 lease financing for school projects may be transferred among project budgets within the School Capital Budget as long as the spending specifically targets replacement HVAC or roofs or refurbishment projects at the three schools (Lafayette, Toano, James River) identified in the lease financing.
5. The County Administrator be authorized to transfer funds and personnel from time to time within and between the offices and activities delineated in this resolution, as he may deem in the best interest of the County in order to carry out the work of the County as approved by the Board of Supervisors during the coming fiscal year.
6. The County Administrator be authorized to transfer up to \$10,000 per occurrence from the contingency balance to one or more appropriation categories. No more than one transfer may be made for the same item causing the need for a transfer, unless the total amount to be transferred for the item does not exceed \$10,000. Total transfers for the year are not to exceed \$100,000.
7. The County Administrator be authorized to increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:
 - a) Insurance recoveries received for damage to any county property, including vehicles, for which County funds have been expended to make repairs; and

- b) Refunds or reimbursements made to the County for which the County has expended funds directly related to that refund or reimbursement.
- 8. The County Administrator be authorized to administer the County's Personnel Policy and Pay Plan as previously adopted by the Board of Supervisors.
- 9. The County Administrator be authorized to transfer funds to and from the Personnel Contingency account and divisional personnel line items in order to capture turnover savings at a divisional level.
- 10. All outstanding encumbrances in all County funds at June 30, 2013, shall be an amendment to the FY 2014 budget, and appropriated to the FY 2014 budget to the same department and account for which they were encumbered in the previous year.
- 11. The County Administrator be authorized to make expenditures from the Donation Trust Fund for the specified reasons for which the fund was established. In no case shall the expenditure exceed the available balance in the fund as verified by the Treasurer.

K. PUBLIC COMMENT

1. Ms. Sue Sadler, 9929 Mountain Berry Court, addressed the Board in regard to the amount of controlled land in the County that affects tax revenues. She stated that perhaps the reason that property taxes have gone down for citizens is because property values have gone down.

2. Ms. Landra Skelly, 6572 Wiltshire Road, addressed the Board in regard to who the employer and the employee is in the County. If we do not meet the budgetary guidelines, then the taxpayers are liable for the difference. She stated that all of the open space land in the County is land that is not contributing to the tax rolls.

3. Mr. Joseph Swanenburg, 3026 The Pointe Drive, addressed the Board in regard to the governmentally controlled land in the County. He stated that the land is off the tax rolls, decreasing revenue, yet costs money to maintain it. He questioned what the goal is of so much government controlled land.

4. Mr. Keith Sadler, 9929 Mountain Berry Court, addressed the Board in regard to the Board spending millions of dollars. He thanked Mr. Kennedy and Ms. Jones for their leadership.

5. Mr. Ed Oyer, 139 Indian Circle, addressed the Board in regard to the price that veterans are paying every day, and now our President wants veterans to pay for their health care coverage.

L. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Middaugh stated that the Ladies Professional Golf Association (LPGA) Tournament will be coming to Kingsmill April 29 through May 5. He stated that it will be a wonderful event and he encouraged citizens to attend. He stated that the Police Department has developed a new program, Project Lifesaver, and will be holding a car show May 4 from 10 a.m. to 3 p.m. to help fund the project. He stated that the Police Department would be holding a "Drug Take Back Day" on April 27 from 10 a.m. to 2 p.m. at the James City County Recreation Center, where citizens can turn in their expired and unused prescription drugs. Finally, Mr. Middaugh stated that the County would begin water regulations on May 1 and continue through September 30.

He stated more information can be found on the County website or by calling the James City Service Authority.

M. BOARD REQUESTS AND DIRECTIVES

Mr. Icenhour asked Mr. Middaugh to clarify that land covered by conservation easements is still owned by the land owner, Purchase of Development Rights (PDRs) are still owned by the landowner and Resource Protection Area (RPAs) are still owned by the land owner. So while there may be some form of government control, those landowners still pay property taxes.

Mr. Middaugh stated yes.

Mr. Icenhour stated the Mr. McGlennon joined the Board in 1998 and since that time, he and Mr. McGlennon have been the only two Democrats. They have never had the majority. He clarified the statement that his newsletter is paid for by his campaign. He stated his newsletter is paid by him; the website it is hosted on is paid for him, and not his campaign.

Mr. Bradshaw made a motion to appoint Police Chief Emmett Harmon to the Colonial Criminal Justice Board and Ms. Carol Scheid to the Thomas Nelson Community College Board.

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

N. ADJOURNMENT – 7 p.m. on May 14, 2013, for the Regular Meeting

Mr. Icenhour made a motion to adjourn.

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

Mr. McGlennon adjourned the Board at 8:52 p.m.

Robert C. Middaugh
Clerk to the Board

MEMORANDUM COVER

Subject: Grant Award - Acceptance of a Virginia Recreation Trails Program Grant - \$200,000

Action Requested: Shall the Board approve the attached resolution to accept the \$200,000 for the Freedom Park Trail?

Summary: The James City County Department of Parks and Recreation has been awarded a matching grant from the State for an identified trail at Freedom Park. The trail, which includes 1.2 miles of paved surface and a 70-foot wood decked steel bridge, is included in the upcoming Phase IV development for Freedom Park. Once complete, the trail will provide access from Hornsby Middle and Blayton Elementary Schools to the park. It is anticipated that classrooms will use this trail for walking fieldtrips, and bikers will have safe access from the school to the internal park trails. The grant will reduce the County's portion of the cost for the development of the trail, which is being funded by the Greenways Bond Referendum Fund.

Staff recommends approval of the attached resolution.

Fiscal Impact: The County will save \$200,000 of the cost of construction of the Freedom Park Trail.

FMS Approval, if Applicable: Yes ☐ No ☐

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution

Agenda Item No.: H-2

Date: May 14, 2013

MEMORANDUM

DATE: May 14, 2013

TO: The Board of Supervisors

FROM: John H. Carnifax, Director of Parks and Recreation

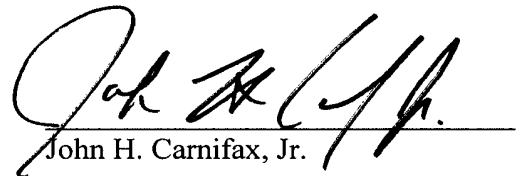
SUBJECT: Grant Award - Acceptance of a Virginia Recreation Trails Program Grant - \$200,000

The James City County Department of Parks and Recreation has been awarded a \$200,000 matching grant from the Virginia Department of Conservation and Recreation's Recreation Trails Program.

The purpose of the matching grant is to assist with the development costs for a paved trail at Freedom Park. The trail is included in the planned Phase IV improvements and the Greenways Master Plan. The eight-foot-wide trail will have 1.2 miles of paved surface and a 70-foot wood decked steel bridge that traverses Colby Swamp. Once complete, this trail will provide an ADA compliant pathway from Freedom Park to Hornsby Middle and Blayton Elementary Schools. The solicitation for the construction of the trail has been completed and the lowest responsive bid amount is \$401,762. The additional funding needed to complete the trail is available in the Greenways Referendum account which has a present balance of \$340,791. The remaining funds in the Greenways account, \$139,029, will be used to maintain existing trails and/or construct new trails approved in the Greenway Master Plan.

The County has successfully used this grant for past trail development to include the Greensprings Trail, Powhatan Creek Trail, Warhill Trail, Little Creek Park Trail, and the paved trail around Mid County Park.

Staff recommends approval of the attached resolution to accept the \$200,000 for the Freedom Park Trail and to appropriate the funds as described above.


John H. Carnifax, Jr.

JHC/nb
GA-FTrails_mem

Attachment

RESOLUTION

GRANT AWARD - ACCEPTANCE OF A VIRGINIA RECREATION

TRAILS PROGRAM GRANT - \$200,000

WHEREAS, funds are needed to assist with the construction of a trail from Freedom Park to the Blayton Elementary and Hornsby Middle School complex; and

WHEREAS, the Department of Conservation and Recreation has funds available for a trail development project in James City County through the federal Recreation Trails Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts the \$200,000 grant to help with the construction of the Freedom Park Trail and authorizes the County Administrator to execute the required documents.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the following appropriation to the Special Projects/Grants Fund:

Revenue:

Virginia Department of Conservation and Recreation	<u>\$200,000</u>
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Expenditure:

Freedom Park Trail	<u>\$200,000</u>
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John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

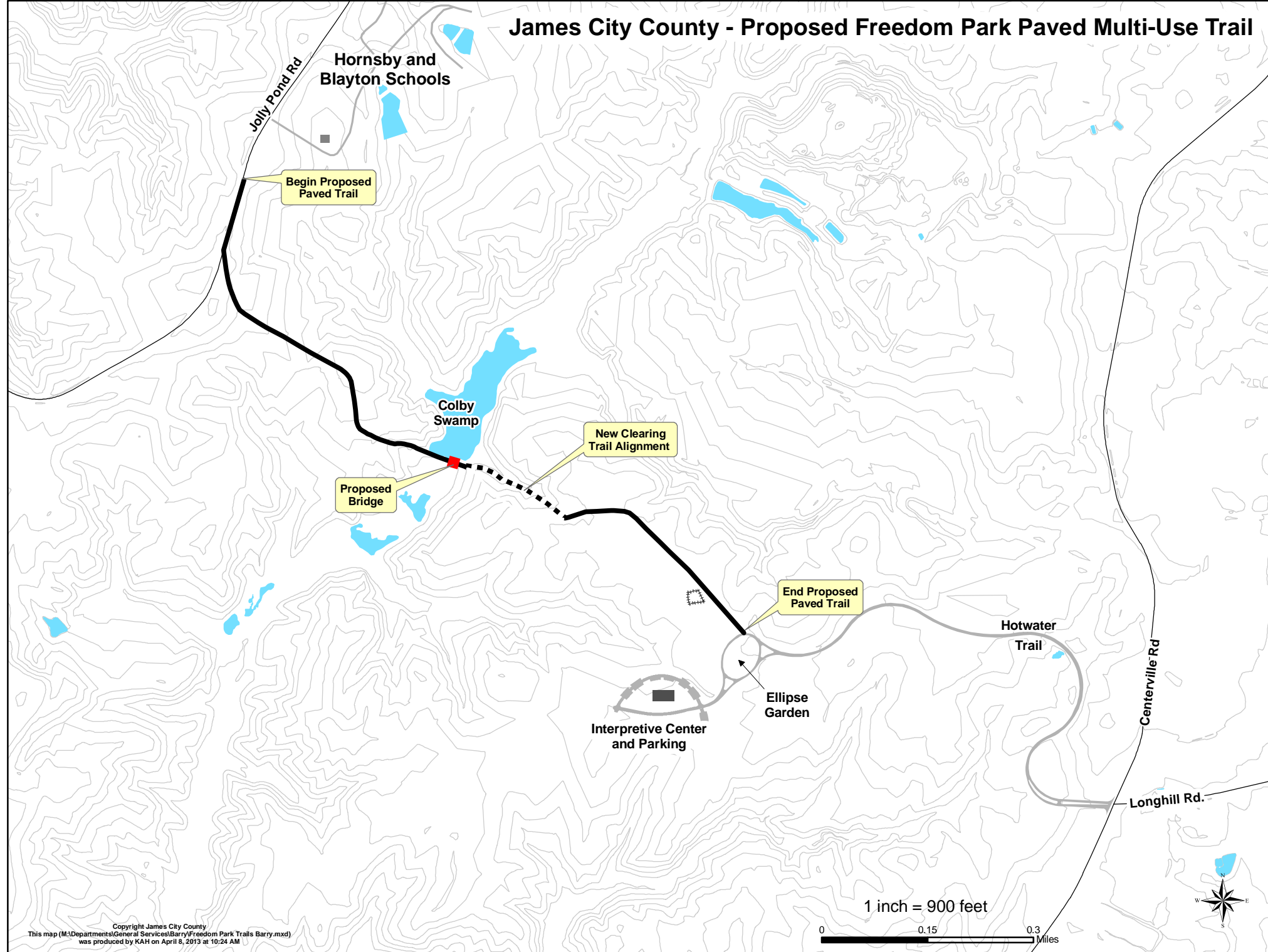
Robert C. Middaugh
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of May, 2013.

GA-FTrails_res

James City County - Proposed Freedom Park Paved Multi-Use Trail



MEMORANDUM COVER

Subject: Contract Award – Freedom Park Trail – \$401,762

Action Requested: Shall the Board of Supervisors approve the resolution to award the contract for the Freedom Park Trail to Henderson, Inc.?

Summary: As part of the approved James City County Parks and Recreation Bond Referendum and in implementation of the Board Adopted 2002 Greenways Master Plan, improvements were planned and designed for the trails system to include a connection from Freedom Park Entrance Road to the existing trail on Jolly Pond Road which currently terminates at the Jolly Pond School Complex property line. This segment will utilize several previously constructed trail segments for interconnection and is partially funded by a matching grant through the Virginia Department of Conservation and Recreation, Recreational Trails Program. The trail will cross the Colby Swamp using an existing logging road and will replace deteriorated metal pipe culverts with concrete culverts and reuse the 70-foot-span steel bridge previously spanning the Lake Powell spillway to cross the concrete high flow spillway. The overall project is approximately 1.2 miles in length and will be primarily asphalt paved sections with the 70-foot-wooden decked steel bridge.

Six firms submitted bids and were considered for award. Henderson, Inc. has satisfactorily completed other similar projects within the region and has been determined to be the lowest responsive and responsible bidder. The current balance in the Greenway account is \$340,791. The DCR grant for this project is \$200,000. If this project is approved, the balance in the Greenway account will be \$139,029.

Staff recommends approval of the attached resolution.

Fiscal Impact: \$401,762 will be spent from a DCR grant and Greenways Trail referendum accounts.

FMS Approval, if Applicable: Yes ☐ No ☐

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution
3. Drawing

Agenda Item No.: H-3

Date: May 14, 2013

CA-FParkTrl_cvr

MEMORANDUM

DATE: May 14, 2013

TO: The Board of Supervisors

FROM: Barry E. Moses, Capital Projects Coordinator

SUBJECT: Contract Award – Freedom Park Trail – \$401,762

As part of the approved James City County Parks and Recreation Bond Referendum and in implementation of the Board Adopted 2002 Greenways Master Plan, improvements were planned and designed for the trails system to include a connection from Freedom Park Entrance Road to the existing trail on Jolly Pond Road which currently terminates at the Jolly Pond School Complex property line. This segment will utilize several previously constructed trail segments for interconnection and is partially funded by a matching grant through the Virginia Department of Conservation and Recreation, Recreational Trails Program. The trail will cross the Colby Swamp using an existing logging road and will replace deteriorated metal pipe culverts with concrete culverts and reuse the 70-foot-span steel bridge previously spanning the Lake Powell spillway to cross the concrete high flow spillway. The overall project is approximately 1.2 miles in length and will be primarily asphalt paved sections with the 70-foot-wooden decked steel bridge.

This segment of trail implements a portion of the Freedom Park Master Plan by connecting Freedom Park with Hornsby Middle and Blayton Elementary Schools, a planned connection to facilitate multipurpose trail access to the schools. Additionally, it implements one of the highest priority elements of the Gordon's Creek Watershed Management Plan through improvements to the existing impoundment where the trail crosses Colby Swamp. Significant environmental review and archaeological investigation have been done as part of the project and all necessary approvals granted through Federal and State agencies. Design was completed and an invitation for Bids for the Freedom Park Trail was publicly advertised. Six firms submitted bids and were considered for award:

<u>Firm</u>	<u>Amount</u>
Henderson, Inc.	\$401,762
J. Sanders Construction	467,967
David Nice Builders	493,060
JSG	516,300
Conrad Brothers of VA	558,000
Henry S. Branscome, LLC	574,532

Henderson, Inc. has satisfactorily completed other similar projects within the region and has been determined to be the lowest responsive and responsible bidder. The current balance in the Greenway account is \$340,791. The DCR grant for this project is \$200,000. If this project is approved, the balance in the Greenway account will be \$139,029.

Attached is a resolution authorizing the contract award to Henderson, Inc. for the Freedom Park Trail.

Staff recommends approval of the attached resolution.

Contract Award – Freedom Park Trail - \$401,762

May 14, 2013

Page 2

Barry E. Moses

CONCUR:



John T. P. Horne

BEM/nb

CA-FParkTrl_mem

Attachments

RESOLUTION

CONTRACT AWARD – FREEDOM PARK TRAIL – \$401,762

WHEREAS, funds are available from the Greenways Bond Referendum accounts and a grant from the Virginia Department of Conservation and Recreation; and

WHEREAS, six bids were considered for award and Henderson, Inc. was the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the contract in the amount of \$401,762 for the Freedom Park Trail to Henderson, Inc.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

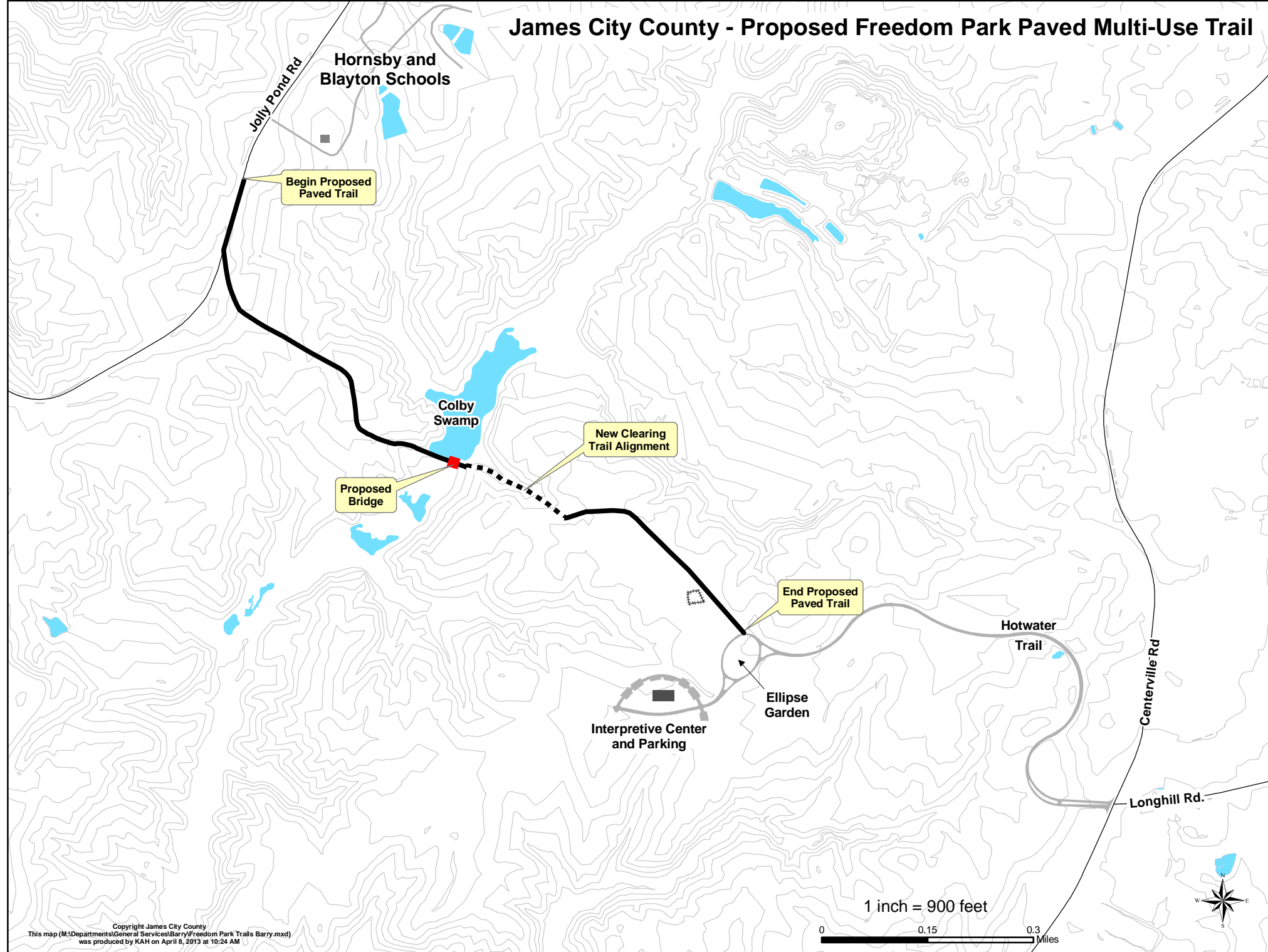
Robert C. Middaugh
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of May, 2013.

CA-FParkTrl_res

James City County - Proposed Freedom Park Paved Multi-Use Trail



MEMORANDUM COVER

Subject: Grant Award - Chesapeake Bay Restoration Fund Grant - \$7,500

Action Requested: Shall the Board approve the resolution that authorizes staff to accept a \$7,500 matching funds grant to add an environmental component to the summer REC Connect camp?

Summary: James City County Department of Parks and Recreation applied for and received a \$7,500 grant to help offset the cost of a Chesapeake Bay Explorers program environmental component to the popular summer REC Connect program. All children in the camp will attend an eco-boat tour in the Bay and will complete an environmental education day at a County park to conduct water quality tests and complete themed crafts and games. The matching funds are currently in the REC Connect budget in the form of staff hours, snacks, and arts and craft supplies.

Staff recommends approval of the attached resolution.

Fiscal Impact: None

FMS Approval, if Applicable: Yes ☐ No ☐

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution

Agenda Item No.: H-4

Date: May 14, 2013

MEMORANDUM

DATE: May 14, 2013

TO: The Board of Supervisors

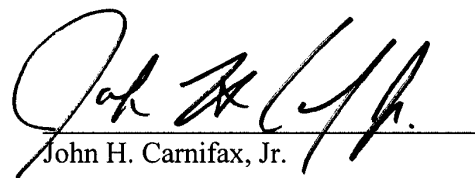
FROM: John H. Carnifax, Jr., Director of Parks and Recreation

SUBJECT: Grant Award - Chesapeake Bay Restoration Fund Grant - \$7,500

James City County's Department of Parks and Recreation has been awarded a \$7,500 Chesapeake Bay Restoration Fund Grant from the Commonwealth of Virginia's Division of Legislative Services.

The purpose of the matching grant is to assist with the cost of offering a special environmental education program for every REC Connect Summer Camp site for children to study the Chesapeake Bay Watershed and its importance to the community. As part of the experience, over 300 children ages 5-14 will visit a local park to conduct water quality testing and go on an eco-boat tour of the Chesapeake Bay.

Staff recommends approval of the attached resolution to accept the \$7,500 grant for the special marine camp and appropriate the funds as described in the attached resolution.



John H. Carnifax, Jr.

JHC/nb
GA-CBRestoratn_mem

Attachment

RESOLUTION

GRANT AWARD - CHESAPEAKE BAY RESTORATION FUND GRANT - \$7,500

WHEREAS, the Chesapeake Bay Restoration Fund, which is funded through the sale of Chesapeake Bay license plates, has made funds available for the restoration and education of the Bay; and

WHEREAS, funds are needed to provide an enriching environmental component to the Department's REC Connect Camp Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, accepts the \$7,500 grant awarded by the Chesapeake Bay Restoration Fund to help with the additions to the summer camp program.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the following appropriation to the Special Projects/Grants Fund:

Revenue:

From the Commonwealth	<u>\$7,500</u>
-----------------------	----------------

Expenditure:

Chesapeake Bay Restoration Fund	<u>\$7,500</u>
---------------------------------	----------------

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Robert C. Middaugh
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of May, 2013.

GA-CBRestoratn_res

MEMORANDUM COVER

Subject: Grant Appropriation - Community Change Grant - \$25,000

Action Requested: Shall the Board approve the resolution that appropriates a \$25,000 Community Change Grant?

Summary: The Office of Housing and Community Development (OHCD) has been awarded \$25,000 from the National Alliance to End Homelessness. The funding will provide \$20,000 in salary and \$5,000 to create a contingency fund to assist landlords who provide shelter for our hard-to-house clients.

Staff recommends approval of the attached resolution.

Fiscal Impact: Grant will provide \$20,000 in salary. No local match is required.

FMS Approval, if Applicable: Yes ☐ No ☐

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution

Agenda Item No.: H-5

Date: May 14, 2013

M E M O R A N D U M

DATE: May 14, 2013

TO: The Board of Supervisors


FROM: A. Vaughn Poller, Housing and Community Development Administrator

SUBJECT: Grant Appropriation – Community Change Grant – \$25,000

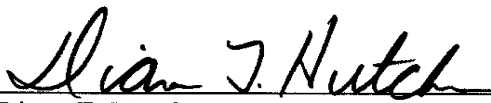
The James City County Office of Housing and Community Development was awarded a \$25,000 grant from the National Alliance to End Homelessness. The goal of this grant is to reduce family homelessness by encouraging organizations to start providing or to expand their rapid rehousing programs, particularly for families with high barriers to obtaining and retaining housing, such as those with extremely low incomes. Rapid rehousing is a strategy that has proven effective in ending homelessness in many communities. It involves helping people quickly move into permanent housing and providing temporary support and financial assistance as needed so they become stable and self-sufficient. The Alliance to End Homelessness awarded grants in order to fund a geographically diverse range of organizations. Office of Housing and Community Development (OHCD) was successful in competing in the category of recruiting and developing a landlord network.

The funding will be used to provide \$20,000 in salaries of existing OHCD staff to create a database and market to landlords using a housing broker model. This model is where outreach is done to recruit landlords willing to offer their properties as housing before an urgent need arises. The remaining \$5,000 would be used to create a contingency fund to assist in paying for any damage to rented properties. This extra contingency pool would be a selling point to help convince potential landlords to work with our hard to house clients.

No money match is required of James City County.


A. Vaughn Poller

CONCUR:


Diana F. Hutchens

AVP/nb
GA-CommChange_mem

Attachment

RESOLUTION

GRANT APPROPRIATION - COMMUNITY CHANGE GRANT - \$25,000

WHEREAS, the National Alliance to End Homelessness has received funding from the Freddie Mac Foundation to support a project titled “Reducing Family Homelessness in Virginia: A Rapid Re-Housing Approach;” and

WHEREAS, the National Alliance to End Homelessness has awarded the Office of Housing and Community Development (OHCD) \$25,000; and

WHEREAS, there is no local cash match required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts and appropriates the Community Change Grant in the amount of \$25,000.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Robert C. Middaugh
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of May, 2013.

EndHmless13_res

MEMORANDUM COVER

Subject: Grant Appropriation – Virginia Housing Development Authority (VHDA) REACH Grant – \$10,000

Action Requested: Shall the Board approve the resolution that accepts the \$10,000 Virginia Housing Development Authority (VHDA) REACH Grant?

Summary: The County has been awarded \$10,000 from the VHDA. The funds will be used to provide housing counseling and homebuyer education.

Staff recommends approval of the attached resolution.

Fiscal Impact: Funds will cover staff salary; no local match is required.

FMS Approval, if Applicable: Yes ☐ No ☐

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution

Agenda Item No.: H-6

Date: May 14, 2013

M E M O R A N D U M

DATE: May 14, 2013


TO: The Board of Supervisors

FROM: A. Vaughn Poller, Housing and Community Development Administrator

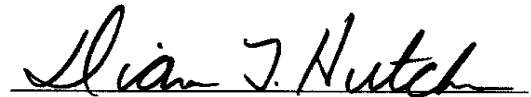
SUBJECT: Grant Appropriation – Virginia Housing Development Authority (VHDA) Resources
Enabling Affordable Community Housing (REACH) Grant – \$10,000

The James City County Office of Housing and Community Development (OHCD) has been awarded a \$10,000 grant from the Virginia Housing Development Authority (VHDA). The funding will be used to provide housing counseling services, including individual pre-purchase counseling, group homebuyer education seminars, and rental and delinquent mortgage assistance. We are also offering a Homebuyer Club to our Family Self-Sufficiency (FSS) participants. We will promote this program to the public via the Web and through a series of presentations before local realtors at their offices. These funds will also allow us to offer Non delinquency/post purchase counseling to our First-time Homebuyers. The \$10,000 will provide salary funding for existing OHCD staff to provide these services. These programs help achieve the outcome of stable affordable housing in our community.

There is no money match required by James City County.


A. Vaughn Poller

CONCUR:


Diana F. Hutchens

AVP/nb
GA-VHDAREach_mem

Attachment

RESOLUTION

GRANT APPROPRIATION – VIRGINIA HOUSING DEVELOPMENT AUTHORITY (VHDA)

REACH GRANT – \$10,000

WHEREAS, the James City County Office of Housing and Community Development (OHCD) currently offers housing counseling services, including individual pre-purchase counseling, group homebuyer education seminars, and rental and delinquent mortgage assistance through the Homeless Prevention Program, (HPP) and a Homebuyer Club to Family Self Sufficiency (FSS) participants; and

WHEREAS, plans are underway to offer non-delinquency/post purchase counseling to first-time homebuyers; and

WHEREAS, the Virginia Housing Development Authority (VHDA) has made funding available to support homebuyer education and housing counseling; and

WHEREAS, VHDA has awarded OHCD \$10,000 to provide these services to residents of James City County; and

WHEREAS, there is no local cash match required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts and appropriates the VHDA REACH Grant in the amount of \$10,000.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Robert C. Middaugh
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of May, 2013.

GA-REACH_res

MEMORANDUM COVER

Subject: Contract Award – Audit Services – \$195,300

Action Requested: Shall the Board approve the contract to Dixon Hughes Goodman LLP in the amount of \$195,300 for audit services for the County?

Summary: The Financial and Management Services department solicited competitive proposals for audit services. The Request for Proposals (RFP) requested a combined contract for the County and all fiscal entities, as well as Williamsburg-James City County Public Schools. This contract is for fiscal years ending June 30, 2013 through 2017, with the option to extend the contract for five one-year renewals.

The RFP was publicly advertised and seven proposals were received. Based on the evaluation criteria listed in the RFP, the Evaluation Committee determined Dixon Hughes Goodman LLP was the most fully qualified firm and its proposal best suited the County's needs as defined in the RFP. A price of \$195,300 was negotiated with Dixon Hughes Goodman LLP for the first year of Audit Services for all entities included in the contract. The breakdown of the fee for the first year is: County \$65,900, Schools \$54,700, James City Service Authority \$15,500, Williamsburg Area Transit Authority \$16,800, Virginia Peninsula Regional Jail Authority \$14,600, Williamsburg Area Medical Assistance Corporation \$10,900, Economic Development Authority \$9,600, and Middle Peninsula Juvenile Detention Commission \$7,300. The fee in future years would be the same and any increase is limited to the CPI-U index.

Staff recommends approval of the attached resolution.

Fiscal Impact: The County's fee is funded through the General Fund. The Schools and other fiscal entities fund the fee through their annual budget.

FMS Approval, if Applicable: Yes ☐ No ☐

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution

Agenda Item No.:H-7

Date: May 14, 2013

MEMORANDUM

DATE: May 14, 2013

TO: The Board of Supervisors

FROM: Kitty Hall, Director of Purchasing

SUBJECT: Contract Award – Audit Services – \$195,300

The Financial and Management Services Department solicited competitive proposals for Audit Services for the County. Additionally, the Request for Proposals (RFP) requested that this be a combined contract for the County and all fiscal entities, as well as the Williamsburg-James City County Public Schools. This contract is for fiscal years ending June 30, 2013 through 2017, with the option to extend the contract for five one-year renewals.

The RFP was publicly advertised and seven proposals were received from: Brown Edwards and Co; Cherry Bekaert LLP; Clifton Larson Allen; Dixon Hughes Goodman LLP; KPMG; McGladrey; and SB and Company LLC.

The Evaluation Committee composed of staff members from the Financial and Management Services department, James City Service Authority, Williamsburg-James City County Public Schools reviewed the proposals and interviewed three short-listed firms: Cherry Bekaert LLP; Dixon Hughes Goodman LLP; and KPMG. Based on the evaluation criteria listed in the RFP (the audit approach, skill, experience, and training of persons performing the services, prior experience and reputation of the auditor, references from other local governments, schools and other clients, ability to complete the audit and submit reports by the required deadlines), the Evaluation Committee determined Dixon Hughes Goodman LLP was the most fully qualified firm and its proposal best suited the County's needs as defined in the RFP. A price of \$195,300 was negotiated with Dixon Hughes Goodman LLP for the first year of Audit Services for all entities included in the contract. The breakdown of the fee for the first year is: County \$65,900, Schools \$54,700, James City Service Authority \$15,500, Williamsburg Area Transit Authority \$16,800, Virginia Peninsula Regional Jail Authority \$14,600, Williamsburg Area Medical Assistance Corporation \$10,900, Economic Development Authority \$9,600, Middle Peninsula Juvenile Detention Commission \$7,300. The fee in future years would be the same and any increase is limited to the CPI-U index.

Funds are available in the General Fund for the County's fee. The Schools and other fiscal entities fund the fee through their annual budget.

Staff recommends adoption of the attached resolution authorizing the award of the contract for Audit Services to Dixon Hughes Goodman LLP in the amount of \$195,300.

Kitty Hall

CONCUR:

John E. McDonald

KH/nb
CA-AuditServ_mem

Attachment

RESOLUTION

CONTRACT AWARD – AUDIT SERVICES – \$195,300

WHEREAS, a Request for Proposals (RFP) for Audit Services was publicly advertised and staff reviewed proposals from seven firms interested in performing the work; and

WHEREAS, upon evaluating the proposals, staff determined that Dixon Hughes Goodman LLP was the most fully qualified and submitted the proposal that best suited the County's needs as presented in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the \$195,300 contract for Audit Services to Dixon Hughes Goodman LLP.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Robert C. Middaugh
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of May, 2013.

051413bos_res

MEMORANDUM COVER

Subject: James City County Website Guidelines and Linking Policy

Action Requested: Shall the Board approve the County Website Guidelines and Linking policy?

Summary: Attached is the policy for the James City County website as reviewed and discussed by the Board of Supervisors during the April 23, 2013, work session.

As there are no recommended changes from the Board, staff recommends approval of the attached policy.

Fiscal Impact: N/A

FMS Approval, if Applicable: Yes ☐ No ☐

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Policy

Agenda Item No.: H-8

Date: May 14, 2013

MEMORANDUM

DATE: May 14, 2013

TO: The Board of Supervisors

FROM: Jody Puckett, Director of Communications/Cable Administrator
Thomas R. Pennington, Director, Information Resources Management

SUBJECT: James City County Website Guidelines and Linking Policy

Attached is the James City County Website Guidelines and Linking Policy as reviewed and discussed by the Board of Supervisors during the April 23, 2013, work session.

As there are no recommended changes from the Board, staff recommends approval of the attached Policy.

Jody Puckett

Thomas R. Pennington

JP/TRP/nb
WebPolicyGdln_mem

Attachment

RESOLUTION

RESOLUTION TO ESTABLISH A WEBSITE POLICY – JAMES CITY COUNTY

WHEREAS, James City County has provided local government information on an established website since 1995; and

WHEREAS, as a registered DotGov domain holder, James City County's government website is bound by guidelines set forth by the United States Government's General Services Administration; and

WHEREAS, the County's website is used solely for the operation of government business; and

WHEREAS, the Board of Supervisors wishes to establish a written web policy that clarifies County web guidelines and linking practices inclusive of directives set forth by the Federal Government's DotGov domain policies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby establishes the attached written Website Guidelines and Linking Policy that will benefit the citizens and users of the James City County government website and further the objectives of transparent, open government.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Robert C. Middaugh
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of May, 2013.

WebPolicyGdln_res

James City County's Website Guidelines and Linking Policy

James City County (JCC) Website guidelines

As a registered DotGov domain holder, JCC's government website is bound by the guidelines set forth by the U. S. Government's General Services Administration. In the interest of open government, the Board of Supervisors has determined that citizens would benefit from a written policy that clarifies JCC web guidelines in accordance with DotGov mandates. The JCC government website:

- is used solely for the operation of government;
- is not used for any political promotion, including, but not limited to campaigning, links to political sites, party names or the use of political acronyms;
- is not a public forum for expression of opinion or advocacy of issues;
- does not allow obscene images, inappropriate sexually oriented material, or illegal material to be displayed or sent to system users; and
- does not allow advertising of private goods or services.

Information about DotGov internet domains is found on the [GSA website](#).

Links to External Websites

Display or use of external website links is at the discretion of JCC and does not imply endorsement of external organizations, or their products or services. JCC does not guarantee the timeliness, accuracy, relevance, or completeness of information found on linked, external websites. Additionally, JCC does not guarantee that external websites comply with applicable Federal, State, or local laws.

The JCC government website will not display links or references to websites that advocate for specific issues, or are political in nature (including, but not limited to, those that promote a political candidate, a political party, or are operated by a campaign, political action committee, or any other campaign entity).

JCC may provide links to relevant government information or public/private sector partnerships that meet JCC evaluation criteria. JCC may remove or deny links to external websites that no longer meet JCC evaluation criteria or content needs.

James City County's Website Guidelines and Linking Policy

Evaluation Criteria

External links on the JCC government website must meet all of the following criteria:

1. The website must be an official government website or the site must provide content pertinent to the administration of government.
2. The website's content must be relevant to the operation of JCC government and the support of JCC citizens.
3. The website must provide its content free of charge.

Exceptions may be granted by the County Administrator to private sector entities with which the County has a written partnership agreement or who is part of a County sponsored program, service or activity.

Oversight and Monitoring

JCC staff will monitor implementation and oversight of these guidelines as necessary. At a minimum, JCC staff will:

1. Develop a process for the review of all new requests for external links from the JCC government site to another web page.
2. Ensure compliance with the JCC government site policy prior to granting any request to appear on to the JCC government website or post a link thereon; and,
3. Conduct periodic compliance reviews of current external links in order to maintain an open, transparent government.

MEMORANDUM COVER

Subject: Proposed FY 2014-2019 Secondary Six-Year Plan (SSYP)

Action Requested: Shall the Board of Supervisors adopt a resolution approving the Budget Priority List for the improvements to the County's secondary roads?

Summary: Each year the Virginia Department of Transportation (VDOT), in conjunction with the James City County Board of Supervisors, reviews the Budget Priority List for the Secondary Six-Year Plan (SSYP) for secondary roads (those roads with route numbers of 600 or greater). A public hearing is scheduled on this item.

Mirroring the Board's priorities for the FY 13-18 SSYP, the proposal includes the retention of current and special funding projects with the following priority projects:

1. Longhill Road (Route 612) - This project widens Longhill Road from Route 199 to Olde Towne Road from two to four lanes separated by a variable width median with curb and pedestrian accommodations.
2. Croaker Road (Route 607) - This project widens Croaker Road to four lanes from Richmond Road to the James City County Library.

In addition, staff recommends keeping Hicks Island Road (Route 601) bridge replacement as the priority project for the County's bridge funds and Racefield Drive (Route 622) paving as the priority project for secondary unpaved road funds.

Staff recommends approval of the attached resolution.

Fiscal Impact: None.

FMS Approval, if Applicable: Yes ☐ No ☒

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution
3. Map of FY 14-19 SSYP Projects
4. Aerial Map - Longhill Road
5. Aerial Map - Croaker Road

Agenda Item No.: I-1

Date: May 14, 2013

MEMORANDUM

DATE: May 14, 2013

TO: The Board of Supervisors

FROM: Tamara A. M. Rosario, Principal Planner

SUBJECT: Proposed FY 2014-2019 Secondary Six-Year Plan (SSYP)

Each year, the Virginia Department of Transportation (VDOT), in conjunction with the James City County Board of Supervisors, reviews the Budget Priority List and Secondary Six-Year Plan (SSYP) for secondary roads (those roads with route numbers of 600 or greater). The SSYP is a priority funding plan for the improvement and construction of secondary roads. As part of the review process, a public hearing has been advertised for the May 14, 2013, meeting to provide an opportunity for public comment.

Allocations

The County receives State and Federal allocations yearly to fund proposed secondary improvements. The FY 2014-2019 SSYP allocations total \$2,261,421. For FY 14, the allocation is \$201,942, compared to the FY 13 allocation of \$227,377. Secondary allocations are not the only funding source for projects. The County has applied and received competitive grants from the Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) program for Longhill Road and Croaker Road. County staff will continue to apply for more RSTP, CMAQ, and Highway Safety Improvement Program (HSIP) funds to help fund projects in future fiscal years.

Listed below is a brief summary of current and special funding projects for the Budget Priority List for the FY 2014-2019 SSYP. Due to funding limitations, no new projects are proposed to be added to the list.

Current Projects**Ironbound Road Widening (Route 615)**

This project will widen Ironbound Road to four lanes between Strawberry Plains Road and Ironbound Square; from Ironbound Square to Longhill Connector Road, it will be widened to five lanes to include a center-turn lane. Both segments will include shoulder-bike lanes and a multipurpose trail or sidewalk. The project is fully funded and expected to be completed this month.

Longhill Road (Route 612)

This project is to widen Longhill Road from Route 199 to Olde Towne Road from two to four lanes separated by a variable width median with curb and pedestrian accommodations (Attachment No. 4). Separately, but concurrently, VDOT and the County are conducting a corridor study of Longhill Road from Route 199 to Centerville Road and proceeding with a safety project to upgrade the traffic signal and install a barrier at the intersection of Longhill Road and Olde Towne Road. Due to the existing safety concerns and capacity deficiencies of Longhill Road, staff recommends keeping the project on the SSYP to continue accumulating funds but synchronizing the timing of the project to occur after the corridor study. Of the \$11,800,000 in estimated costs, \$756,428 has been previously funded, leaving a balance of \$11,043,572 of additional funds required to complete this project.

RESOLUTION

PROPOSED FY 2014-2019 SECONDARY SIX-YEAR PLAN (SSYP)

WHEREAS, Section 33.1-23.4 of the *Code of Virginia*, 1950, as amended, provides the opportunity for each county to work with the Virginia Department of Transportation (VDOT) in developing a Secondary Six-Year Plan; and

WHEREAS, James City County has consulted with the VDOT District Project Manager to set priorities for road improvements to the County's secondary roads; and

WHEREAS, a public hearing was advertised for the regularly scheduled Board of Supervisors meeting on May 14, 2013, so citizens of the County would have the opportunity to participate in the hearing and to make comments and recommendations concerning the proposed Budget Priority List.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves of the Budget Priority List for the Secondary System as presented at the public hearing.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Robert C. Middaugh
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of May, 2013.

SecondPlanFY14-19_res

Croaker Road (Route 607)

This project will widen the section of roadway between Richmond Road and the James City County Library from two to four lanes (Attachment No. 5). The first phase will include Preliminary Engineering (PE), acquiring Right-of-Way (R/W), and accumulating funds to construct a new two-lane bridge parallel to the existing bridge over the CSX lines. The second phase of the project will be construction of additional travel lanes. A multipurpose trail, fully funded as a separate project, is under design and will be constructed in tandem with the road-widening. Of the \$12,665,141 in estimated costs, \$984,211 has been funded and \$11,680,930 is needed in additional funds to complete the project.

Special Funding Projects

VDOT utilizes a special funding mechanism which provides annual allocations to localities for unpaved roads and bridge projects. Due to reductions in transportation funding over the past several years, no new funds had been allocated to the special funding projects as part of the SSYP. As part of the FY 14-19 SSYP, however, \$3,897 is proposed to be available for secondary unpaved roads starting in FY 17. Staff recommends keeping these projects on the SSYP so that the County can continue to receive allocations toward unpaved roads and bridge projects as funds become available. The funds would be utilized when needed.

Racefield Drive (Route 622)

As part of the unpaved road funding program, funds are applied to this project yearly until enough money is accumulated to pave the road. The total cost to pave the remaining section of Racefield Drive is estimated at \$181,104. This project is fully funded with a current balance of \$177,207 and future secondary unpaved road funding of \$3,847. VDOT estimates this project can be completed within the next two years. Staff recommends this road stay on the SSYP until the road is paved.

Hicks Island Road Bridge (Route 601)

As part of the bridge funding program, funds are applied to this project yearly until enough money is accumulated to replace a bridge. This project has previous funding of \$280,799. Last year, VDOT identified replacing Hicks Island Road Bridge over Diascund Creek as a candidate project, with an estimated cost of \$1,354,080. This structure has a sufficiency rating less than 50, making it VDOT's first priority for bridge replacement on the County's secondary road system. The County concurred, identifying it as the County's priority for bridge funds. Staff recommends keeping Hicks Island Road Bridge as the specific project for the bridge funds.

Recommendation

Staff does not recommend the addition of any new road projects to the SSYP until the aforementioned projects are closer to full funding. With respect to the current projects, staff recommends the following priorities, which mirror the Board's priorities for the FY 13-18 SSYP:

1. Longhill Road
2. Croaker Road

In addition, staff recommends keeping Hicks Island Road Bridge as the specific project for the County's bridge funds and Racefield Drive paving as the priority project for secondary unpaved road funds.

Staff recommends adoption of the attached resolution, which endorses the Budget Priority List as set forth in this memorandum for the FY 2014-2019 SSYP.


Tamara A.M. Rosario

CONCUR:

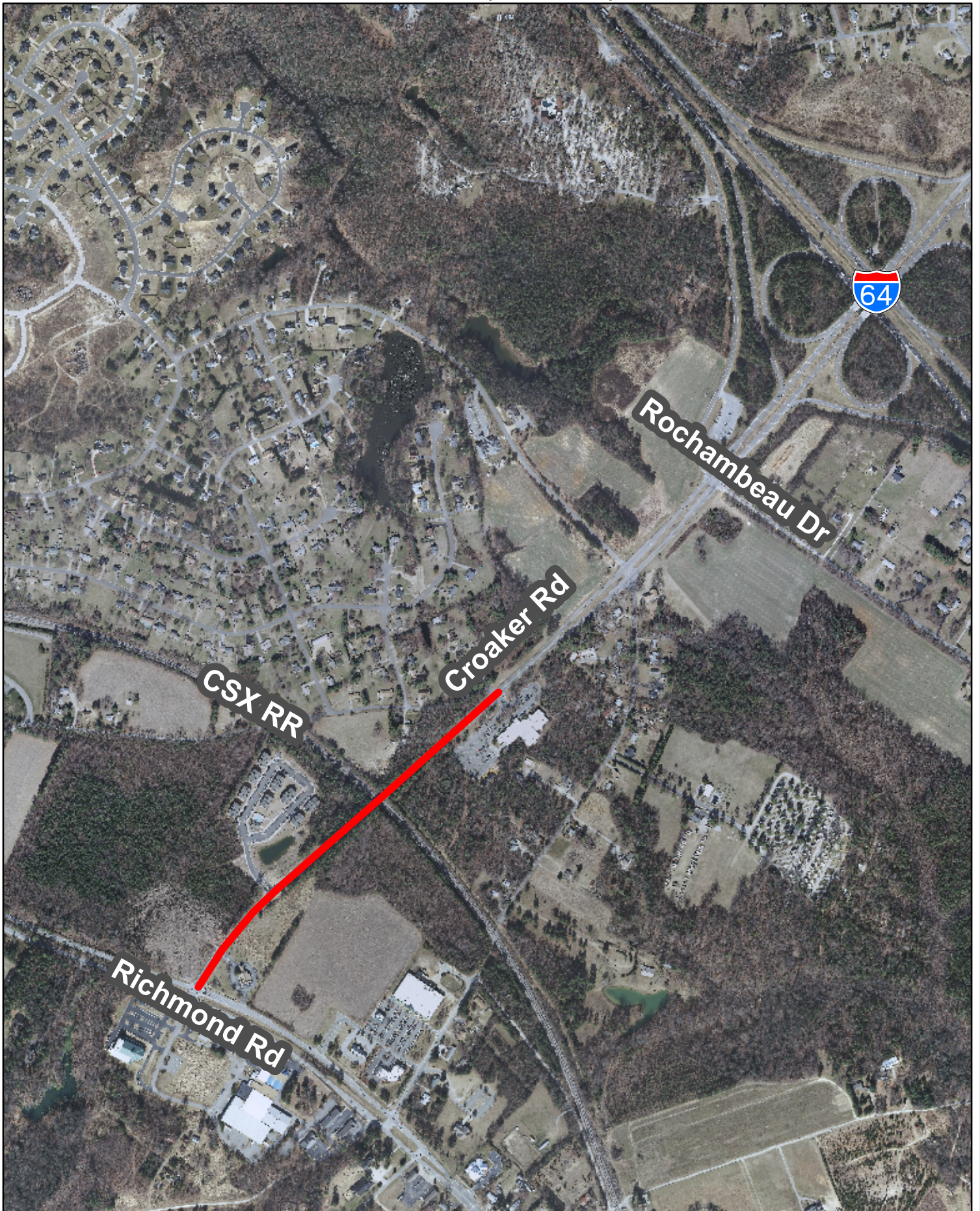

Allen J. Murphy, Jr.

TAMR/gb
FY14-19_SSYP_mem

Attachments:

1. Resolution
2. Map of FY 14-19 SSYP Projects
3. Aerial Map – Longhill Road
4. Aerial Map – Croaker Road

Croaker Rd (Route 607)



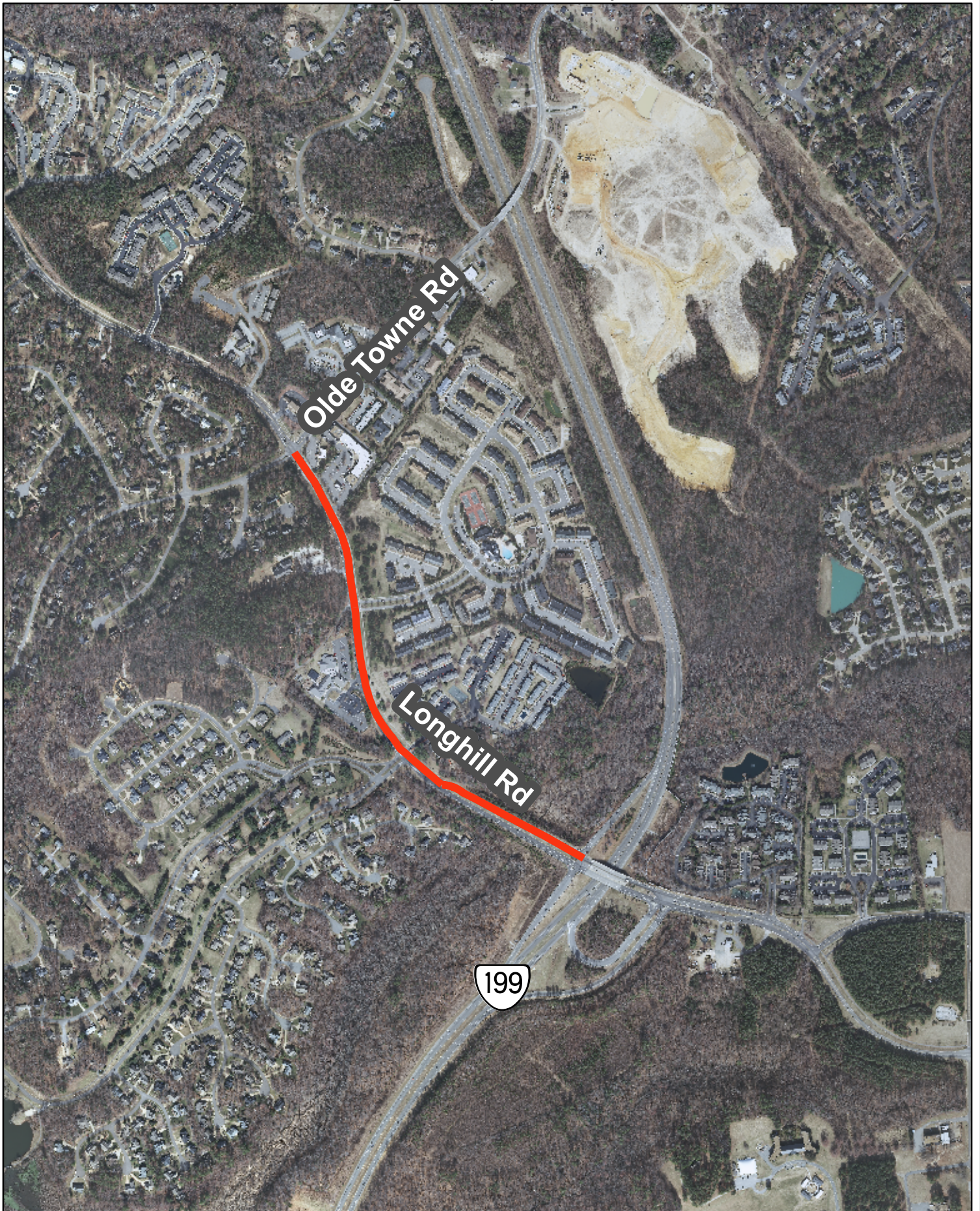
This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be. If discrepancies are found, please contact the Real Estate Assessment Division of James City County, Mapping/GIS Section.

1 inch = 800 feet

0 0.05 0.1 Miles



Longhill Rd (Route 612)



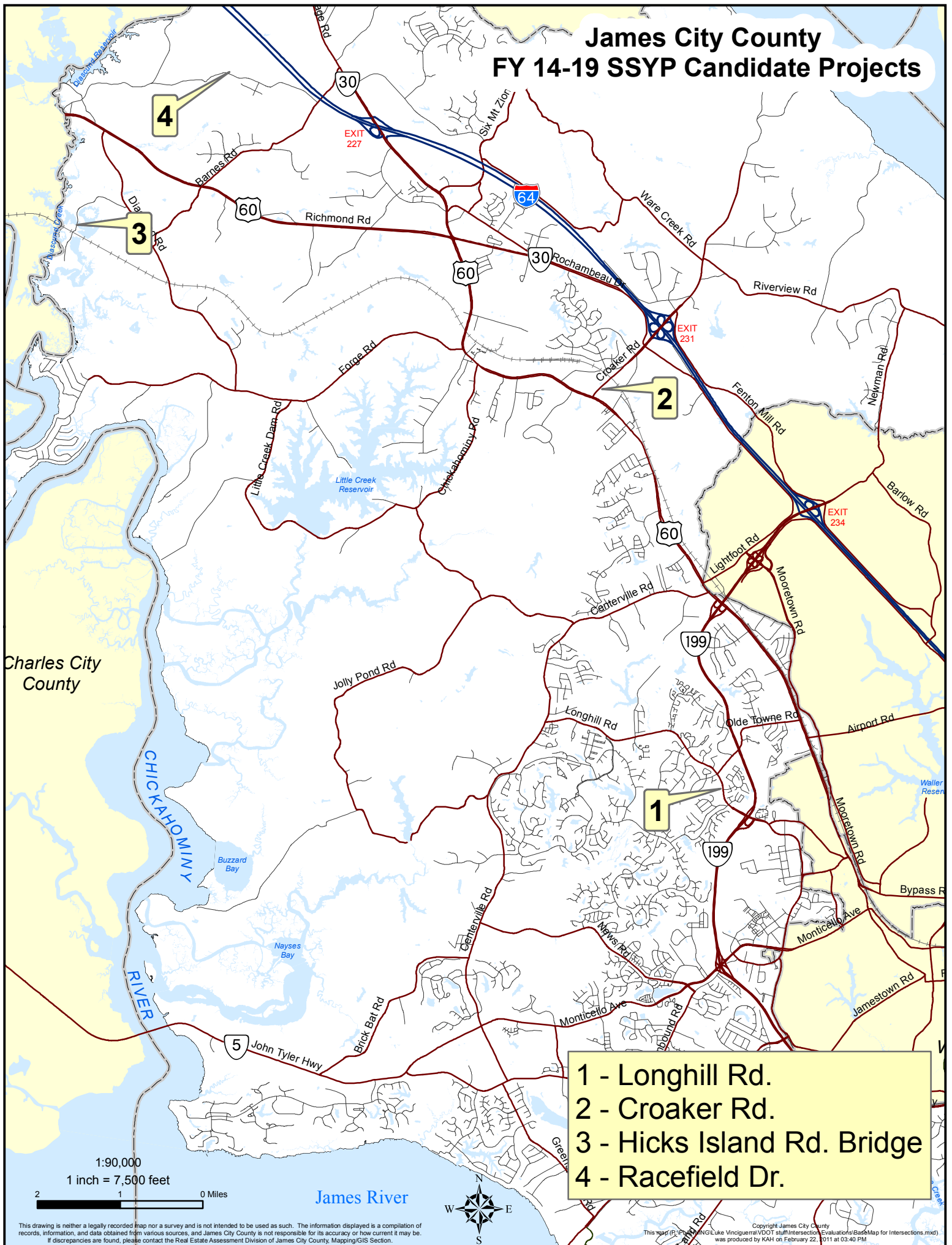
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0 0.05 0.1 Miles



James City County FY 14-19 SSYP Candidate Projects



- 1 - Longhill Rd.
- 2 - Croaker Rd.
- 3 - Hicks Island Rd. Bridge
- 4 - Racefield Dr.

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1 inch = 7,500 feet
2 1 0 Miles

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be. If discrepancies are found, please contact the Real Estate Assessment Division of James City County, Mapping/GIS Section.



MEMORANDUM COVER

Subject: Contract Award - Meridian Land Company, LLC - Ford's Colony at Williamsburg Section XXXV, Westport

Action Requested: Shall the Board adopt a resolution to enter into a contract with Meridian Land Company, LLC using bond proceeds to complete project services related to the completion of infrastructure at Ford's Colony at Williamsburg Section XXXV, Westport?

Summary: Realtec Incorporated, the original developer of Ford's Colony at Williamsburg Section XXXV, Westport, has failed to complete the project. Fidelity and Deposit Company of Maryland ("F&D") acted as Realtec's surety and issued a surety bond in the amount of \$2,245,000 to the County, which was named as the obligee on the project. The County successfully made demand for the bond proceeds and has received the full amount of the bond from F&D. The County wishes to enter into an agreement with Meridian Land Company ("Meridian"), LLC, to complete infrastructure improvements within the approved scope of work using the bond proceeds. Meridian has been determined to be the sole source provider of these services pursuant to Va. Code § 2.2-4304.

Staff recommends adoption of the attached resolution.

Fiscal Impact: N/A

FMS Approval, if Applicable: Yes ☐ No ☐

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution

Agenda Item No.: J-1

Date: May 14, 2013

M E M O R A N D U M

DATE: May 14, 2013

TO: The Board of Supervisors

FROM: Lola R. Perkins, Assistant County Attorney
Kitty Hall, Director of Purchasing

SUBJECT: Contract Award - Meridian Land Company, LLC - Ford's Colony at Williamsburg Section XXXV, Westport

Realtec Incorporated ("Realtec"), the original developer of Ford's Colony at Williamsburg Section XXXV, Westport ("Westport"), took out a surety bond with Fidelity and Deposit Company of Maryland ("F&D") in the amount of \$2,245,000 with the County as Obligee. Realtec has failed to complete necessary infrastructure for the development and the property has been foreclosed upon. On February 28, 2012, the County entered into an agreement ("Westport Agreement") with Realtec and Meridian Land Corporation, LLC ("Meridian") to establish a framework for completion of Westport Section A contingent upon the County's receipt of the bond proceeds. Also pursuant to the Westport Agreement, Meridian has obtained title to the property and is the new owner of Westport.

As a result of Realtec's failure to complete the infrastructure, the County made demand on F&D for the bond proceeds. F&D assumed full responsibility and the County has received the full bond proceeds of \$2,245,000. Pursuant to the terms of the bond and the agreement with F&D for release of the funds, the County is obligated to use the bond proceeds towards the completion of the bonded infrastructure on the property.

Using the bond proceeds, the County wishes to enter into an agreement with Meridian, to perform work on the infrastructure within the agreed scope of work. Meridian has been determined to be the sole source provider of these services pursuant to Va. Code § 2.2-4304. The notice of the sole source determination has been posted for the required ten-day period and no protest has been filed.

The costs to fully complete the infrastructure, which includes a costly well facility, will exceed the bond proceeds. In accordance with the Westport Agreement, Meridian will contribute the funds necessary in excess of the bond proceeds for the completion of Westport Section A. The difference, between the total amount of construction costs for completion of Section A and the bond proceeds, will be bonded by Meridian. It is anticipated that the bond proceeds will be expended prior to March 15, 2014. Meridian estimates final completion of the infrastructure, including those portions not paid by the bond proceeds, by December 31, 2014.

The attached resolution authorizes the County Administrator to execute the agreement with Meridian.

Staff recommends adoption of the attached resolution.

Contract Award - Meridian Land Company, LLC - Ford's Colony at
Williamsburg Section XXXV, Westport
May 14, 2013
Page 2

Lola R. Perkins

Kitty Hall

LRP/KH/gb
WestportAgr_mem

Attachment

RESOLUTION

CONTRACT AWARD - MERIDIAN LAND COMPANY, LLC –

FORD’S COLONY AT WILLIAMSBURG SECTION XXXV, WESTPORT

WHEREAS, Realtec Incorporated (“Realtec”), the original developer of Ford’s Colony at Williamsburg Section XXXV, Westport (“Westport”), has failed to complete necessary infrastructure for the development; and

WHEREAS, on February 28, 2012, the County entered into an agreement with Realtec and Meridian Land Corporation, LLC (“Meridian”) to establish a framework for completion of Westport Section A contingent upon the County’s receipt of the bond proceeds; and

WHEREAS, the County made demand for the bond proceeds to Fidelity and Deposit Company of Maryland (F&D), which issued a surety bond in the amount of \$2,245,000 for Realtec with the County as Obligee; and

WHEREAS, the County has received from F&D the full bond proceeds of \$2,245,000 and using such funds, the County desires to contract for services necessary for the infrastructure work; and

WHEREAS, Meridian has been determined to be the sole source provider of these services pursuant to Va. Code § 2.2-4304; and

WHEREAS, the County wishes to enter into an agreement with Meridian, to perform the infrastructure work uncompleted by Realtec.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the resolution authorizing the County Administrator to execute the agreement with Meridian.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Robert C. Middaugh
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of May, 2013.

WestportAgr_res