

**A G E N D A**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**April 25, 2017**  
**5:00 PM**

---

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

**E. PUBLIC COMMENT**

**F. PRESENTATIONS**

**G. CONSENT CALENDAR**

1. Minutes Adoption - April 11, 2017 Regular Meeting
2. Section 8 Housing Choice Voucher Program Public Housing Agency Plan

**H. PUBLIC HEARING(S)**

**I. BOARD CONSIDERATION(S)**

1. FY 2018 Budget Adoption

**J. BOARD REQUESTS AND DIRECTIVES**

**K. REPORTS OF THE COUNTY ADMINISTRATOR**

**L. CLOSED SESSION**

1. Consideration of a personnel matter, the performance review of the County Attorney, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

**M. ADJOURNMENT**

1. Adjourn until 5 p.m. on May 9, 2017 for the Regular Meeting

**ITEM SUMMARY**

DATE: 4/25/2017

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Minutes Adoption - April 11, 2017 Regular Meeting

---

**ATTACHMENTS:**

	Description	Type
▣	041117 BOS Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/18/2017 - 11:57 AM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**April 11, 2017**  
**5:00 PM**

---

**A. CALL TO ORDER**

**B. ROLL CALL**

Ruth M. Larson, Vice Chairman, Berkeley District  
Michael J. Hipple, Powhatan District  
P. Sue Sadler, Stonehouse District  
John J. McGlennon, Roberts District  
Kevin D. Onizuk, Chairman, Jamestown District

Adam R. Kinsman, County Attorney  
Bryan J. Hill, County Administrator

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Pledge Leader – Alexis Musselman, a second grade student at Clara Byrd Baker and a resident of the Jamestown District

**E. PUBLIC COMMENT**

1. Ms. Betty Walker, 101 Locust Place, addressed the Board in regard to the Federal Reserve.
2. Ms. Isabella Kennedy, 7681 Thacher Drive, addressed the Board in regard to an attack on her leashed dog by a dog running loose.
3. Mr. Jim Kennedy, 7681 Thacher Drive, addressed the Board in regard to a dog attack that wounded his dog and traumatized his daughter.
4. Mr. Jay Everson, 103 Branscome Blvd., addressed the Board in regard to the proposed school contract listed on the Agenda.
5. Mr. Chris Henderson, 101 Keystone, addressed the Board in regard to the agenda format and start time of the Board meetings.

**F. PRESENTATIONS**

1. Fair Housing Month Contest

Ms. Rebecca Vinroot, Director of Social Services stated that in honor of Fair Housing Month students in the Before and After School Recreation Program were asked to build their dream house out of popsicle sticks. The awards for the first and second

place winners were accepted by Greg Tarbox, Recreation Program Coordinator. Pictures of all the entries are available on the County website.

2. Awards Presentation from Communications

Mr. Hill announced that the Communications Division has won a national video production award for their documentary, "Mainland Farm: Historic Land, Historic Yield." The video won a bronze Telly Award in the General History category. He thanked all those that participated in the video, and the production team.

**G. CONSENT CALENDAR**

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, McGlennon, Sadler, Onizuk

Absent: Larson

1. Minutes Adoption – March 19, 2017, Joint Meeting with Williamsburg City Council and WJCC School Board.
2. Middle Peninsula Juvenile Detention Commission Service Agreement Amendments.
3. Contingency Transfer to Merrimac Juvenile Detention Center.
4. Clean County Commission Amended Bylaws/Keep James City County Beautiful Resolution.
5. Contract Award – Asphalt Paving Repairs, Sealing and Line Striping – JCC Recreation Center, JCC Government Center and Sanford B. Wanner Stadium – \$130,819.
6. Virginia Department of Transportation Project No. UPC 98823. Hick's Island Road Bridge over Diascund Creek – Resolution of Support.

**H. PUBLIC HEARING(S)**

1. FY2018 County Budget

Ms. Suzanne Mellen, Director of Financial and Management Services addressed the Board stating that once the James City County Service Authority's (JCSA) Meeting has been called to order and the public hearing opened, then a video overview of the FY 2018 Proposed Budget will be shown.

Once the Board of Directors meeting and Public Hearing were open, Mr. Onizuk opened the Public Hearing for the Board of Supervisors.

A video overview of the FY 2018 Proposed Budget was then shown to the Board and the citizens.

As there were no questions for staff, Mr. Onizuk opened the floor to the registered speakers.

1. Mr. Jim Duke, 86627 Barnes Road, Lanexa, addressed the Board voicing concerns over the proposed budget. He stated that while there is not a tax increase, citizens will be paying more for water, and real estate assessments will continue to increase. He stated that there are too many other opportunities available instead of the citizens having to bear the increase.
2. Mr. Frank Polster, 420 Hempstead Road, addressed the Board in support of the FY 2018 Proposed Operational Budget and Capital Improvement Projects (CIP). He described the process that is used by staff and the Stormwater Program Advisory Committee to inform their Stormwater CIP recommendations. He requested that the Board approve the projects as part of the FY 2018-2022 CIP.
3. Ms. Barbara Henry, 141 Devon Road, addressed the Board requesting an online checkbook register. She stated that since the budget includes funds for computer system updates, now would be the time to install the software on new systems.
4. Mr. Chris Henderson, 101 Keystone, addressed the Board stating that all of the stormwater projects should be eliminated from the budget as they are private property issues and not the responsibility of the County. All of those funds could be diverted to the postponed Enterprise Software Initiative.
5. Mr. David Coe, 3975 Guildford Lane, Executive Director of Colonial Behavioral Health, addressed the Board in regard to the funding needs of Colonial Behavioral Health. He thanked the Board and the County for their continued support.

As there were no other registered speakers, Mr. Onizuk closed the Budget Public Hearing.

At 6:03 p.m., Mr. Onizuk recessed the Board of Supervisors for the completion of the JCSA Board of Directors meeting.

At 6:05 p.m., Mr. Onizuk reconvened the Board of Supervisors.

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

1. Adoption of the Parks & Recreation Master Plan Update 2017

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, McGlennon, Sadler, Onizuk

Absent: Larson

Mr. John Carnifax, Director of Parks & Recreation, addressed the Board giving an overview of the memorandum included in the Agenda packet.

Mr. McGlennon thanked Mr. Carnifax, the Parks & Recreation Advisory Commission, citizens and staff for their efforts in updating and bringing forth this very well crafted and thorough document. He stated that he appreciated the emphasis of looking at equity of services across the County. One thing that comes through is the absence of a number of facilities in the Roberts District. He noted that staff is aware of the inequity and looking into ways to remedy it.

Ms. Sadler questioned if individual projects would still come before the Board for approval or if approval of the Master Plan covers them all.

Mr. Carnifax stated yes, individual projects would come back before the Board for approval. The Master Plan is just a guiding document for staff and for the Board. It is tied into the Comprehensive Plan and to the County's Strategic Plan.

Mr. Onizuk thanked staff and the citizens that participated in the update process. He stated that the Parks & Recreation offerings are one of the things that he loves most about living here.

2. Joint Resolution to Amend the Restated Contract for the Joint Operation of Schools, City of Williamsburg and County of James City

A motion to Postpone was made by Kevin Onizuk, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, McGlennon, Sadler, Onizuk

Absent: Larson

Mr. Onizuk recommended that this item be postponed until Ms. Larson is present as she is part of the School Liaison Committee and a former School Board member.

Mr. McGlennon recommended that it be postponed until the April 25 meeting when the Board plans to adopt their budget.

The rest of the Board voiced their agreement.

## **J. BOARD REQUESTS AND DIRECTIVES**

Mr. Hipple stated that as the Board goes through the Budget process, he would like to see the additional deputy position be filled that was requested by the Sheriff. He would also like to see \$10,000 added for the Neighborhood Basketball League that was removed last year. He clarified that he would like to see that program record names and addresses to see how many of the participants are from James City County.

Mr. Hipple continued stating that he went to Miami for the Hampton Roads Transportation Accountability Commission (HRTAC) to look at what is being proposed for the Hampton Roads Bridge Tunnel. He discussed some of the particulars of the potential project and the positive impact it would have on the Hampton Roads Community. The I-64 expansion will also have a significant impact on our area.

Mr. Onizuk stated that any suggestions for the budget be discussed during the Budget Work Sessions.

Ms. Sadler voiced her agreement for the funding of the additional Sheriff's position through the contingency fund. She also voiced her support for the online checkbook register, and that perhaps it could be incorporated when new software is brought online. Ms. Sadler stated that she would like to revisit the start time of the meetings. Perhaps moving the meeting to 6 p.m. would make it little easier for the citizens to get to the meetings. Ms. Sadler asked for an update on the Enterprise Software system.

Mr. Hill stated that staff is in the process of starting the conversion to the new permitting software. The conversion begins in June, but will not be fully operational until March of next year. He stated that the software has nothing to do with finances per se; however, it will allow staff to easily call up information.

Ms. Sadler asked when the periodic rate increases for the JCSA went into effect.

Mr. Hill stated that several years ago the JCSA conducted a rate study. The study recommended a fixed charge and periodic rate increases. Those went into effect in FY 2016. These were proposed to help maintain an aging system without being dependent on new growth and because there are fixed costs.

Mr. Powell, General Manager of the JCSA, stated that having a fixed charge was recommended by the rate study and the by the Bond Rating Agencies because there are fixed costs associated with the system. Having that fixed charge and periodic increase was a factor in the increased Bond Rating for the JCSA.

Mr. Onizuk stated that he was Chairman of the Board of Directors at that time and the fixed charge was a major component in the increased Bond Rating. The periodic increase is set to prepare for our future infrastructure needs. We know that something else needs to come because our water permit is only for 10 years. This periodic increase will plan for those needs in smaller, more affordable changes now rather than a large increase down the line when something needs to happen.

Ms. Sadler asked for clarification on the House Bill that relates to Stormwater Utilities and how that may or may not affect the County.

Mr. Kinsman stated that the House Bill would amend the code by saying that Stormwater Utilities would have to give waivers to certain stormwater operators. For example, Ford's Colony has, and maintains, their own stormwater bio-retention pond and under this amendment would be given a waiver. However, the County does not have a Stormwater Utility and has chosen to fund stormwater projects out of the General Fund.

Mr. McGlennon recognized several pillars of the community that had recently passed away.

Mr. Onizuk recognized Mona Foley, Clerk of the Circuit Court, and Heath Richardson, Planning Commission Representative. Mr. Onizuk stated that he believes the meeting time is working out well and he has not heard from citizens who could not get to the meeting at 5 p.m. if they wanted to. He discussed a recent meeting at a retreat for the Williamsburg Area Destination Marketing Committee (WADMC). He noted that WADMC is underfunded in comparison to their counterparts in other areas. There is a large return on investment for dollars spent on tourism marketing. He asked for some form of audit to ensure that all of the hotels/motels/timeshares are collecting the required \$2 a night room tax. He noted that tourist season is upon us and there are more cars on the highways and in town.

#### 1. Initiating Resolution

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, McGlennon, Sadler, Onizuk

Absent: Larson

Mr. McGlennon stated that there is a case coming before the Planning Commission for Williamsburg Landing. They are contracted to purchase some land surrounding their site that is currently zoned R-8, and they are asking to have it rezoned to R-5 in order to construct more units for their facility. The problem is that the Board has signaled that they will not be considering residential rezoning cases because of the State change to Proffers and that the County can no longer accept them to help mitigate the impacts of residential development. Recognizing that this application from Williamsburg Landing is not really what the Board was hoping to address through Proffers previously, Mr. McGlennon stated that he would like to propose an initiation of consideration of amendments to the R-8, rural residential district and the residential cluster development overlay district of the Zoning Ordinance to address age-restricted housing and independent living facilities. Perhaps there is some way to address the needs of this application by Special Use Permit instead of rezoning.

Mr. McGlennon stated that Mr. Kinsman has drafted an initiating resolution for that purpose. He would move the approval of the resolution.

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

### **1. County Administrator's Report**

Mr. Hill announced the upcoming Easter Egg Extravaganza being coordinated by Parks & Recreation. He also noted that the County has a seasonal photo contest underway that is accepting entries until May 1.

Mr. Hill announced that the James Terrace Water Quality Improvement Project recently won an award for the Best Urban BMP in the Bay Area from the Chesapeake Stormwater Network in the retrofit category.

Mr. Hill announced that the Hermes Creative Awards recognized the James City County government website for outstanding achievement in their 2017 awards competition. He thanked the web development staff for all their hard work.

## **L. CLOSED SESSION**

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia, concerning the Economic Development Authority.

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, McGlennon, Sadler, Onizuk

Absent: Larson

At 6:51 p.m. the Board entered Closed Session for both items listed on the Agenda.

2. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia, concerning the Social Services Advisory Board.
3. Certification of Closed Session



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

AYES: 0 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Absent: Larson

At 6:55 p.m., the Board left Closed Session and reconvened in Open Session.

4. Actions resulting from Closed Session

A motion to Appoint Individuals to Boards and Commissions was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Hipple, McGlennon, Sadler, Onizuk  
Absent: Larson

Mr. McGlennon made a motion to appoint Ms. Tara Cooke and reappoint Mr. Oscar Liggin to the Social Services Advisory Board for four year terms that will expire on April 11, 2021.

**M. ADJOURNMENT**

1. Adjourn until the 4 p.m. Budget Work Session on April 18, 2017

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Hipple, McGlennon, Sadler, Onizuk  
Absent: Larson

At 6:58 p.m., Mr. Onizuk adjourned the Board.

**AGENDA ITEM NO. G.2.****ITEM SUMMARY**

DATE: 4/25/2017

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Section 8 Housing Choice Voucher Program Public Housing Agency Plan

---

**ATTACHMENTS:**

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Resolution
▣	Attachment 1	Exhibit
▣	Attachment 2	Exhibit
▣	Attachment 3	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/18/2017 - 11:41 AM
Board Secretary	Purse, Jason	Approved	4/18/2017 - 12:11 PM
Board Secretary	Fellows, Teresa	Approved	4/18/2017 - 12:58 PM
Publication Management	Burcham, Nan	Approved	4/18/2017 - 1:31 PM
Legal Review	Kinsman, Adam	Approved	4/18/2017 - 1:49 PM
Board Secretary	Fellows, Teresa	Approved	4/18/2017 - 1:49 PM
Board Secretary	Purse, Jason	Approved	4/18/2017 - 1:59 PM
Board Secretary	Fellows, Teresa	Approved	4/18/2017 - 2:00 PM

## MEMORANDUM

DATE: April 25, 2017

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Section 8 Housing Choice Voucher Program Public Housing Agency Plan

---

The James City County Office of Housing is the designated Public Housing Agency (PHA) responsible for operation of the Section 8 Housing Choice Voucher Program within James City County. As a high performing agency, the Housing Office has prepared the required PHA Five-Year Plan for Fiscal Years 2018-2022 ("PHA Plan"). The PHA Plan includes information required by HUD regulations, including the agency's mission, goals and objectives, as well as information regarding the Housing Office's current Section 8 Housing Choice Voucher programs and policies.

In accordance with PHA-related regulations, opportunities were provided for public review of the PHA Plan at the Office of Housing and on the James City County website.

In accordance with PHA-related regulations, comments of the PHA Plan were provided through a public meeting held at the Office of Housing on April 21, 2017.

The PHA Plan was submitted to the Virginia Department of Housing and Community Development for certification that it is consistent with the Consolidated Plan of the Commonwealth of Virginia. Certification was received on March 8, 2017.

Staff recommends the Board of Supervisors adopt the attached resolution to authorize submission of the PHA Plan to HUD and authorize the County Administrator to execute the attached PHA Certifications of Compliance with the PHA Plans and Related Regulations.

RV/nb  
Sec8PHA-PIn-mem

Attachment

**RESOLUTION**

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**PUBLIC HOUSING AGENCY PLAN**

WHEREAS, the James City County Office of Housing is designated as the Public Housing Agency, VA041, authorized to operate the Section 8 Housing Choice Voucher Program within James City County; and

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, Section 511, created the requirement for submission of Public Housing Agency Plans ("PHA Plan"), a Five-Year and an Annual Plan; and

WHEREAS, the Office of Housing and Community Development has prepared the Five-Year PHA Plan for Fiscal Years 2018-2022 and provided opportunities for public review and comment in accordance with U.S. Department of Housing and Urban Development (HUD) regulations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the submission of the PHA Plans to HUD and authorizes the County Administrator to execute the PHA Certifications of Compliance with the PHA Plans and Related Regulations form.

\_\_\_\_\_  
Kevin D. Onizuk  
Chairman, Board of Supervisors

ATTEST:		VOTES		
		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
	MCGLENNON	_____	_____	_____
	SADLER	_____	_____	_____
	HIPPLE	_____	_____	_____
	LARSON	_____	_____	_____
_____ Bryan J. Hill Clerk to the Board	ONIZUK	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of April, 2017.

Sec8PHA-Pln-res

# 5-Year PHA Plan (for All PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0226  
Expires: 02/29/2016

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>James City County</u> PHA Code: <u>VA041</u></p> <p>PHA Plan for Fiscal Year Beginning: <u>07/2017</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><i>Copies of the PHA Plans, including updates, may be reviewed by the public at the PHA's main administrative office located at 5320 Palmer Lane Suite 1A, Williamsburg, VA 23188. PHA Plans, including updates, may also be reviewed online at:</i> <a href="http://www.jamescitycountyva.gov/282/Rental-Assistance">http://www.jamescitycountyva.gov/282/Rental-Assistance</a></p> <p style="text-align: center; font-size: 100px; opacity: 0.5;">DRAFT</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"><thead><tr><th rowspan="2">Participating PHAs</th><th rowspan="2">PHA Code</th><th rowspan="2">Program(s) in the Consortia</th><th rowspan="2">Program(s) not in the Consortia</th><th colspan="2">No. of Units in Each Program</th></tr><tr><th>PH</th><th>HCV</th></tr></thead><tbody><tr><td>Lead PHA:</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																									
		PH	HCV																														
Lead PHA:																																	

<b>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p><i>To promote and support the provision of affordable, decent, safe, and sanitary housing for all county residents and to upgrade housing conditions in low and moderate income neighborhoods.</i></p>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <ol style="list-style-type: none"> <li>1. <i>Improve the quality of assisted housing.</i></li> <li>2. <i>Increase assisted housing choices. Provide voucher mobility counseling and conduct outreach efforts to potential voucher landlords.</i></li> <li>3. <i>Improve SEMAP score by developing better compliance monitoring &amp; data collection practices.</i></li> <li>4. <i>Promote self-sufficiency and asset development of assisted households. Increase the number of HCV program participants who participate in the FSS program.</i></li> <li>5. <i>Provide or attract supportive housing services to increase independence for the elderly or families with disabilities.</i></li> <li>6. <i>Upgrade IT resources to achieve more efficient program management.</i></li> </ol>
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><i>James City County met its goal of voucher management improvement by consistently achieving high SEMAP scores and maintaining the PHA's record as a high performing agency. By providing counseling to voucher holders considering moves to other jurisdictions and periodically giving presentations at meetings of local landlords on being/becoming a Section 8 landlord, more/improved assisted housing options are available for voucher holders. Reduced number of clients on the waiting list and completed preparations toward moving to an online waiting list to make applying more convenient and accessible to a larger population.</i></p>
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p><i>(VAWA documentation attached) Admin Plan pages 475-485</i></p>
<b>B.5</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><i>The James City County Office of Housing shall define "significant amendment" or "modification" as: (1) revision to rent or admissions policies or the organization of the waiting list, and (2) any change with regard to homeownership programs.</i></p>
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

# Instructions for Preparation of Form HUD-50075-5Y

## 5-Year PHA Plan for All PHAs

---

### A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

**A.1** Include the full PHA Name, PHA Code, , PHA Fiscal Year Beginning (MM/YYYY), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table.

### B. 5-Year Plan.

**B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

**B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

#### B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

---

**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
**OMB No. 2577-0226**  
**Expires 02/29/2016**

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or \_\_\_ Annual PHA Plan for the PHA fiscal year beginning \_\_\_\_, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).



13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

---

PHA Name

---

PHA Number/HA Code

\_\_\_\_\_ Annual PHA Plan for Fiscal Year 20\_\_\_\_\_

\_\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_\_ - 20\_\_\_\_\_

---

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

---



---

Name of Authorized Official

---

Title

---

Signature

---

Date

**Civil Rights Certification**  
**(Qualified PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 02/29/2016

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

\_\_\_\_\_  
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ITEM SUMMARY**

DATE: 4/25/2017

TO: The Board of Supervisors

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

SUBJECT: FY 2018 Budget Adoption

---

Placeholder - Resolution of Appropriation will be uploaded after the completion of the scheduled Budget Work Sessions.

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/18/2017 - 12:59 PM

**ITEM SUMMARY**

DATE: 4/25/2017

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Consideration of a personnel matter, the performance review of the County Attorney, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/18/2017 - 12:00 PM

**ITEM SUMMARY**

DATE: 4/25/2017

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Adjourn until 5 p.m. on May 9, 2017 for the Regular Meeting

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/18/2017 - 12:01 PM