

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 22, 2019
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. BOARD DISCUSSIONS

1. Joint Session with Economic Development Authority
2. Contract Award - Benefit Consulting Services - \$98,300
3. Voter Registrar Space Needs for Fall 2020 Election
4. Appointment of Animal Control Officer
5. 2020 Legislative Agenda
6. Building Safety and Security

D. BOARD REQUESTS AND DIRECTIVES

E. CLOSED SESSION

F. ADJOURNMENT

1. Adjourn until 5 p.m. on November 12, 2019 for the Regular Meeting

ITEM SUMMARY

DATE: 10/22/2019

TO: The Board of Supervisors

FROM: Christopher Johnson, Interim Director of Economic Development

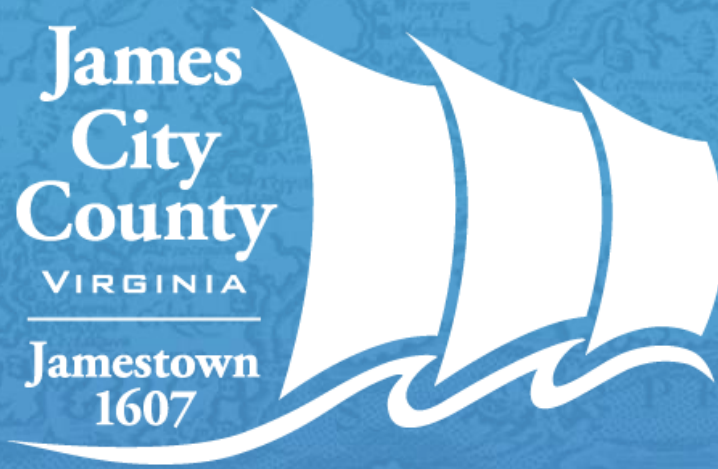
SUBJECT: Joint Session with Economic Development Authority

ATTACHMENTS:

	Description	Type
	Presentation	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/14/2019 - 4:54 PM



Board of Supervisors & Economic Development Authority

Joint Work Session

Oct. 22, 2019

Economic Development Authority

The EDA is a seven-member volunteer board whose members are appointed by the Board of Supervisors and serve staggered four-year terms. The Authority's function is to:

- pursue and comply with the goals and objectives set forth in the Comprehensive Plan;
- to advise the Board of Supervisors through the County Administrator of any application made by an agent or representative of a prospective facility requesting the Authority to issue bonds;
- and to advise the governing body of James City County of the potential location of the facility.

Economic Development Authority

The Authority's mission is to assist and support James City County and the Office of Economic Development in fostering the development and expansion of a diversified and healthy base of primary businesses and industry to balance the tax base, increase job opportunities, enhance the quality of life in James City County and perform required statutory roles.

Economic Development Authority

- | | |
|--------------------------|---------------------|
| • Robin Bledsoe, Chair | Appointed Nov. 2017 |
| • Tom Tingle, Vice Chair | Appointed June 2005 |
| • Vincent Campana | Appointed May 2019 |
| • Lynn Meredith | Appointed Aug. 2019 |
| • Jeff Scott | Appointed May 2019 |
| • Carlton Stockton | Appointed Aug. 2018 |
| • William Turner | Appointed Aug. 2018 |

Office of Economic Development

County department reporting directly to the County Administrator

Primary functions include:

- Responsible for business recruitment, retention and expansion
- Administers, develops and maintains grants and incentives
- Develops resources, marketing materials and databases of available sites
- Helps to define the brand image and market JCC to brokers, investors and businesses
- Works with community partners to support workforce development initiatives
- Identifies opportunities for strategic investment that promotes JCC's assets and enhances the quality of life of its citizens
- Implements the development plans and policies set forth in the Comprehensive Plan and Strategic Plan

Office of Economic Development

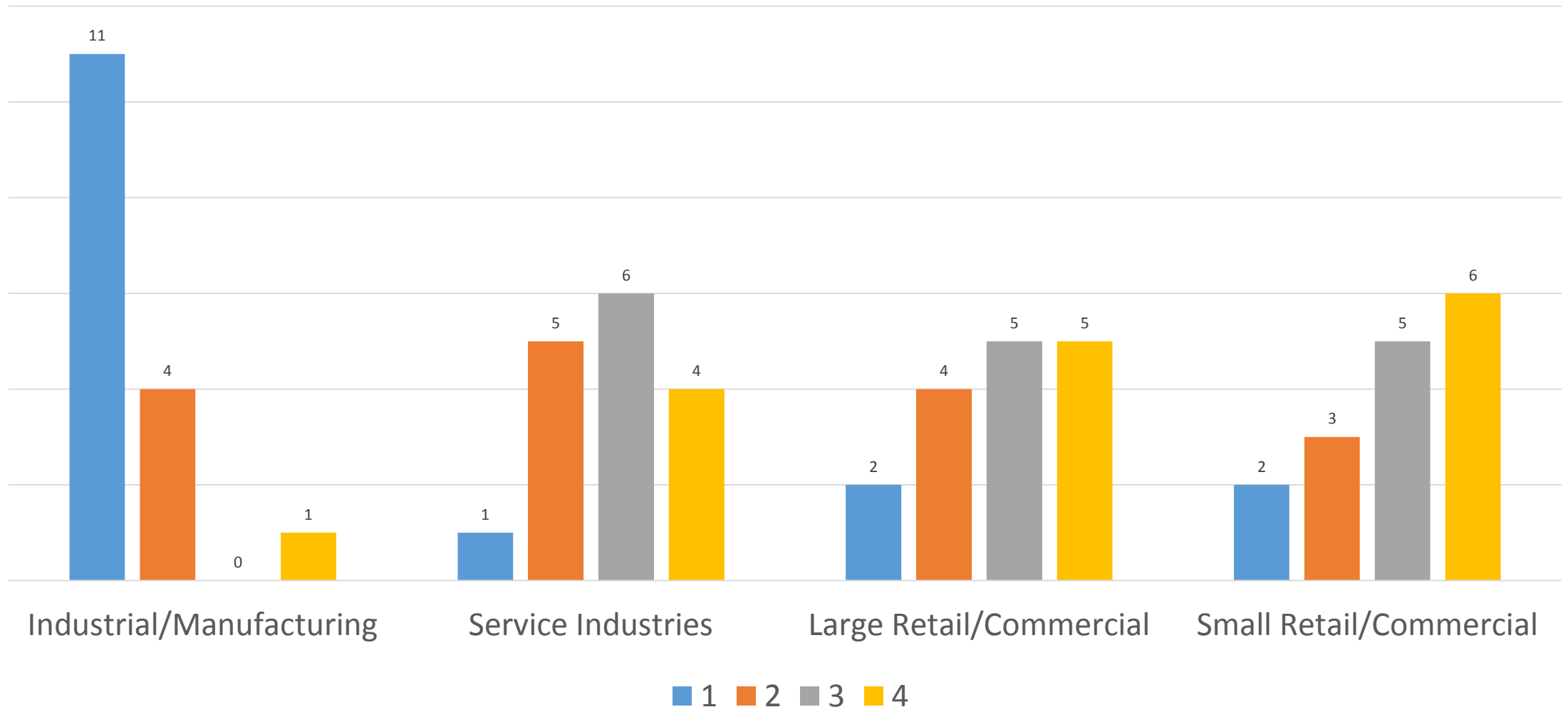
- College of William & Mary
- Eastern Virginia Regional Industrial Facility Authority
- GO Virginia
- Greater Williamsburg Chamber & Tourism Alliance
 - Economic Growth Committee (Business Council)
 - Marketing Advisory Group (Tourism Council)
 - Public Relations Advisory Group (Tourism Council)
- Greater Williamsburg Partnership
- Hampton Roads Economic Development Alliance
 - Regional Economic Development Team
- Hampton Roads Association of Commercial Real Estate
- International Economic Development Council
- James River Commerce Center Association
- Launchpad, the Greater Williamsburg Business Incubator
- New Town Business Association
- Peninsula Economic Development Regional Team
- Start Peninsula efforts
- Thomas Nelson Community College
- Virginia Career Works – Greater Peninsula
- Virginia Career Works – Hampton Roads
- Virginia Chamber of Commerce
- Virginia Economic Developers Association
- Virginia Economic Development Partnership
- Virginia Employment Commission
- Virginia Peninsula Chamber of Commerce
- Virginia Small Business Development Center
- Virginia Tourism Corporation
- Williamsburg James City County Schools

Economic Development Survey

- Members of the Board of Supervisors, Economic Development Authority and executive leadership team were asked to respond with their preferences for economic development
- Questions highlighted needs, challenges and priorities
- 16 responses were received

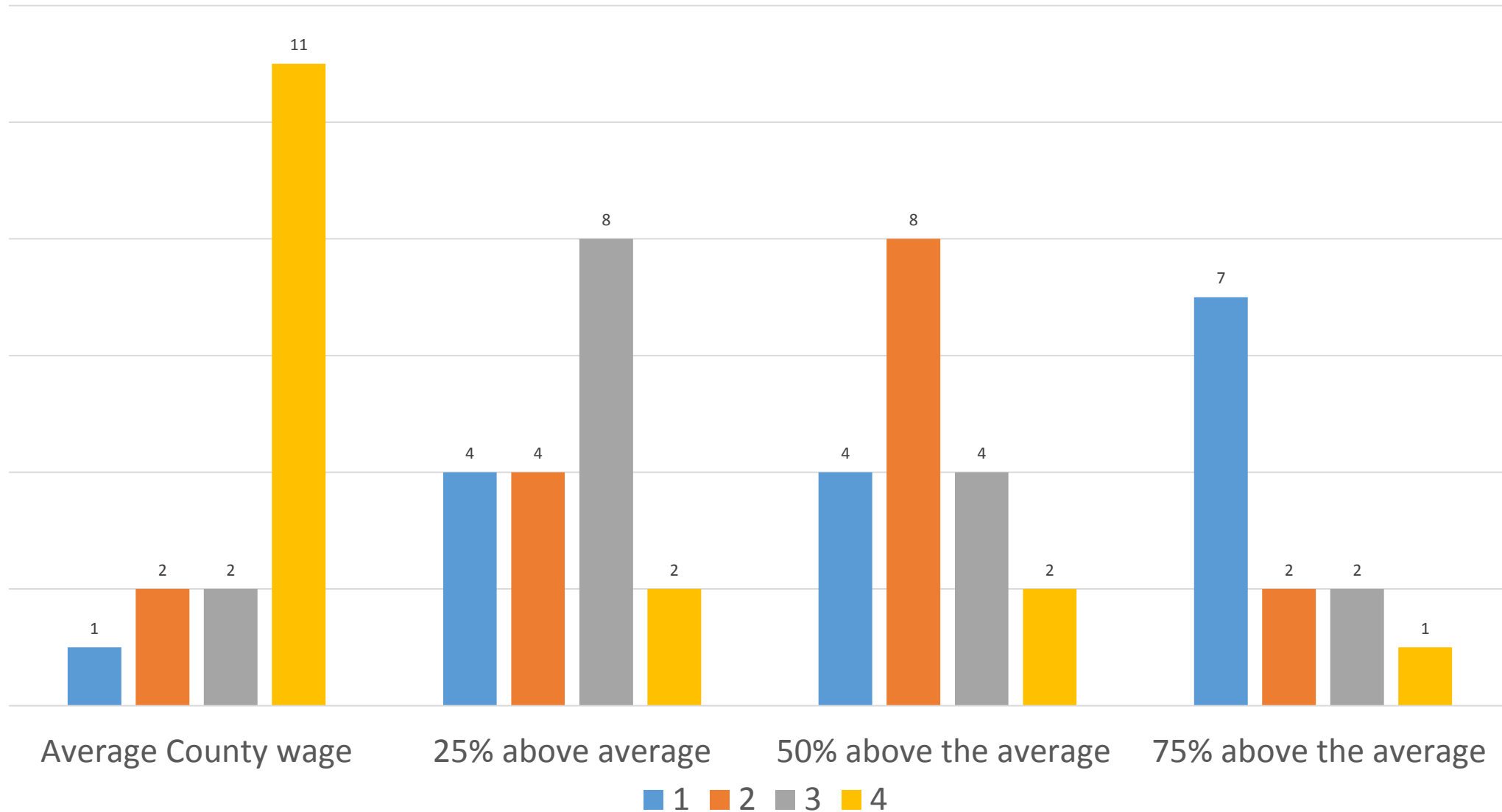
Economic Development Survey

Economic Targets



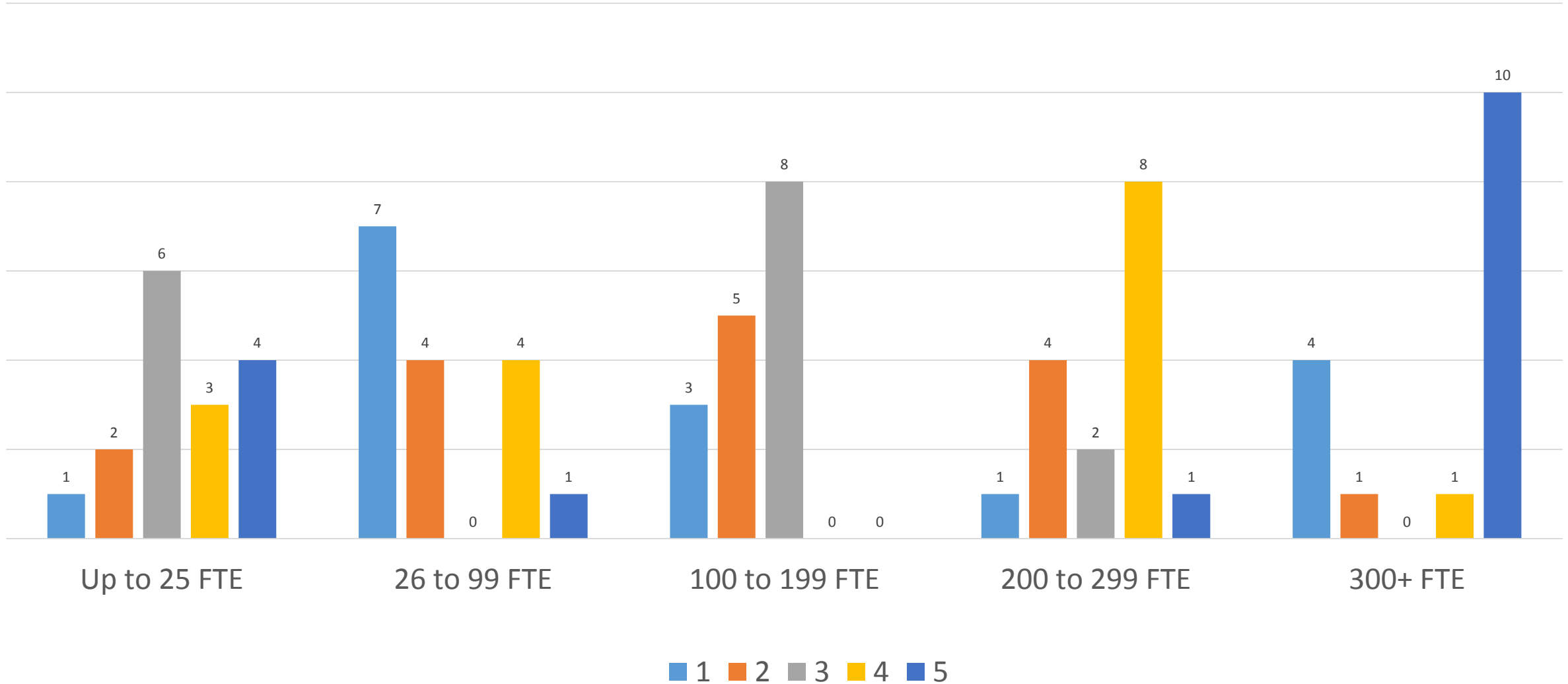
Economic Development Survey

Preferred Wage Rate



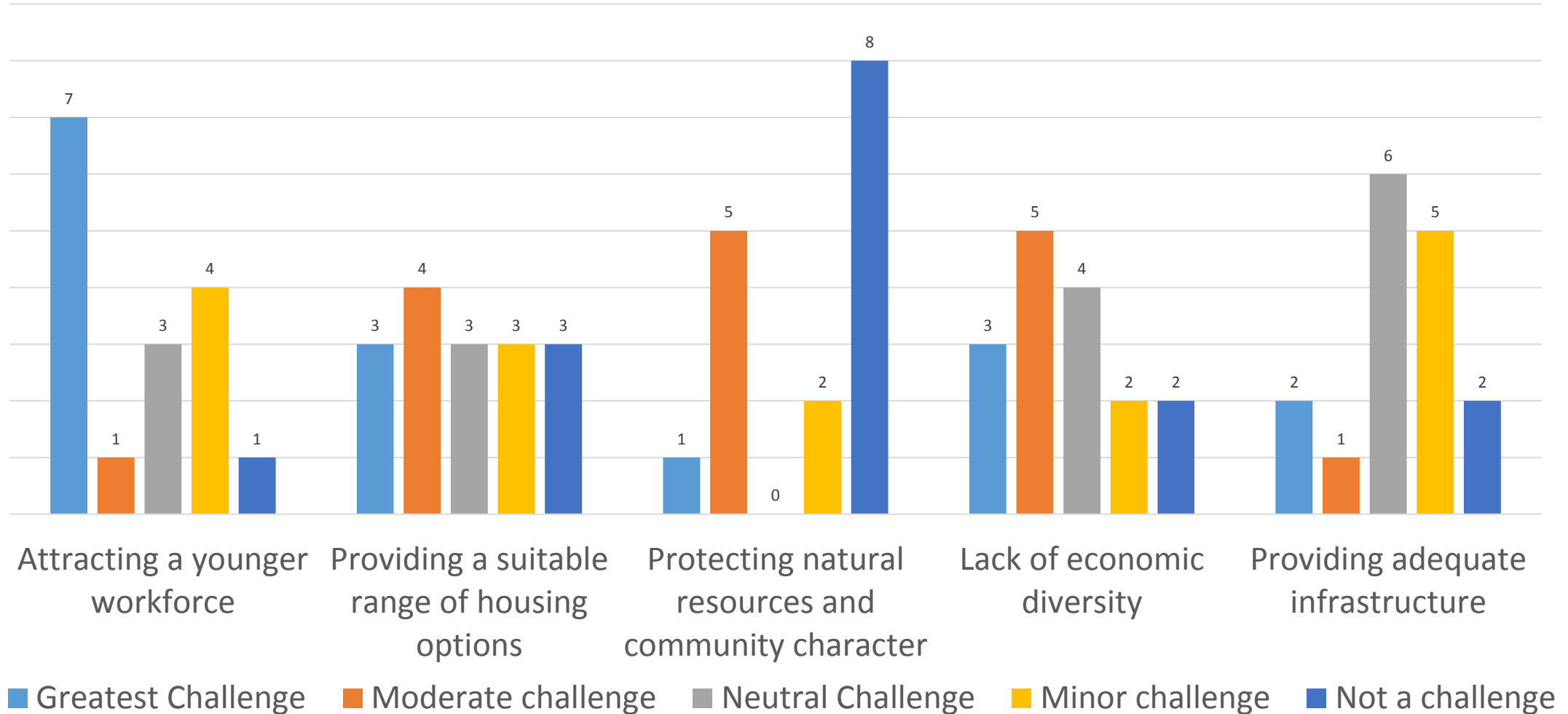
Economic Development Survey

Employee Size Preference

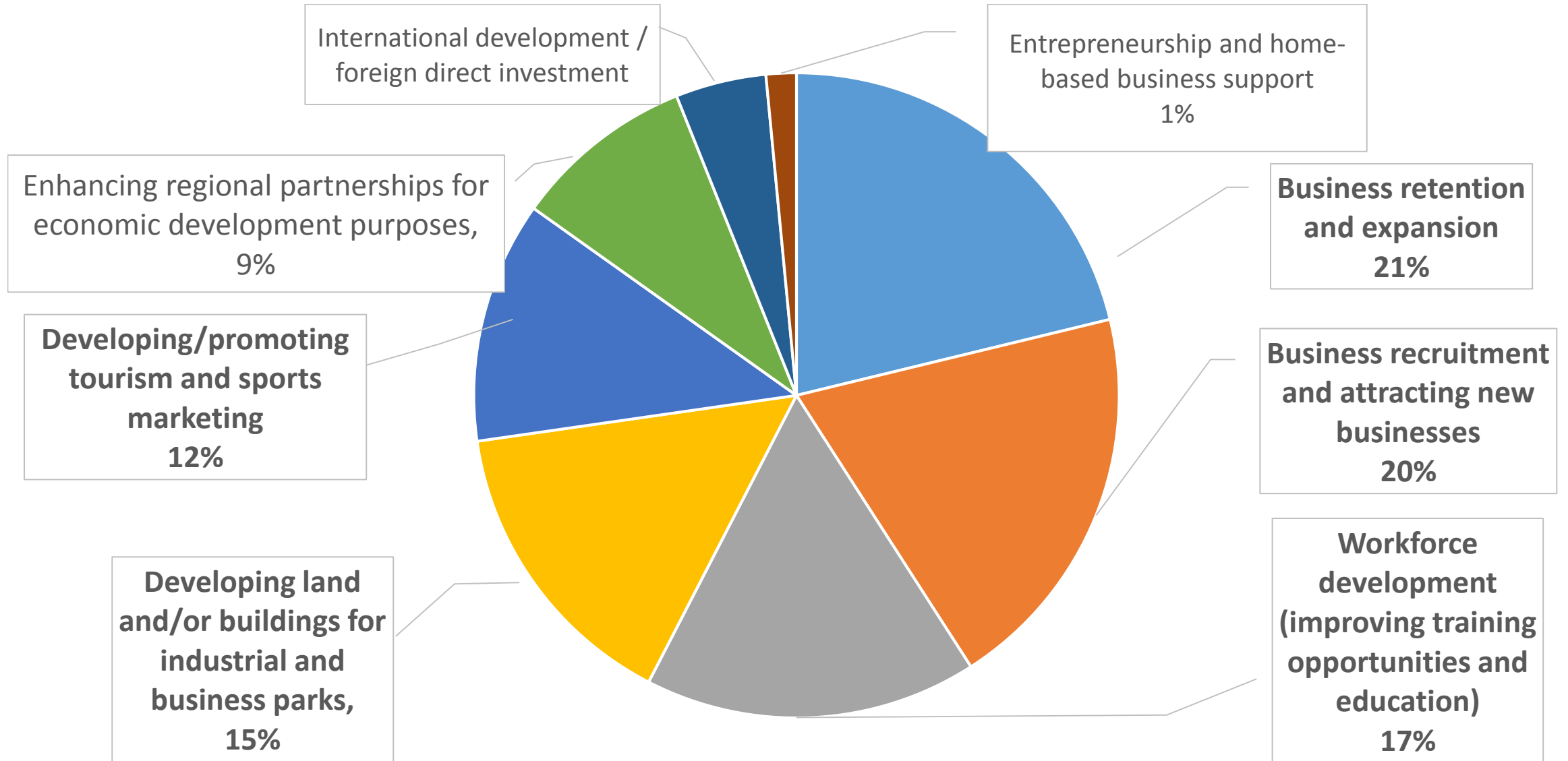


Economic Development Survey

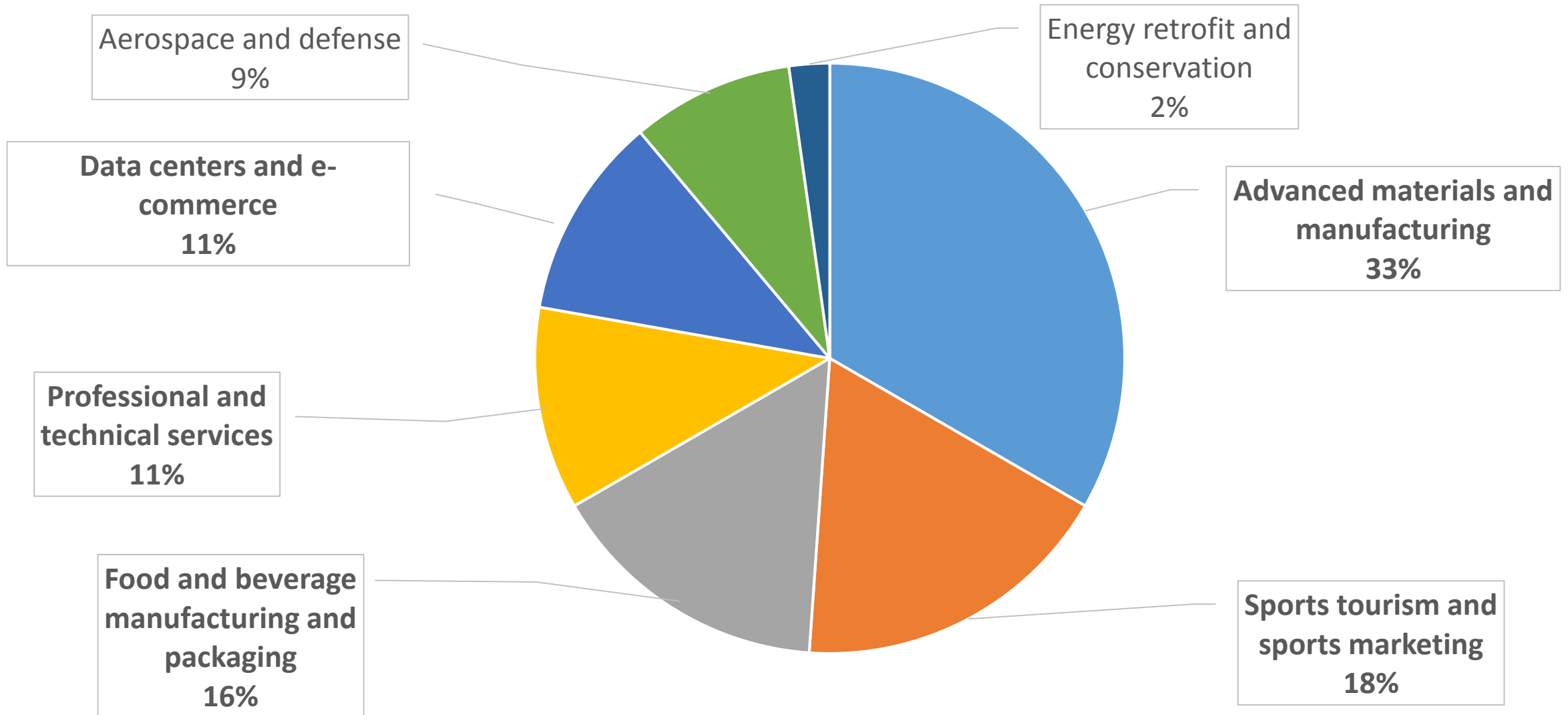
Challenges



Economic Development Survey - Priorities

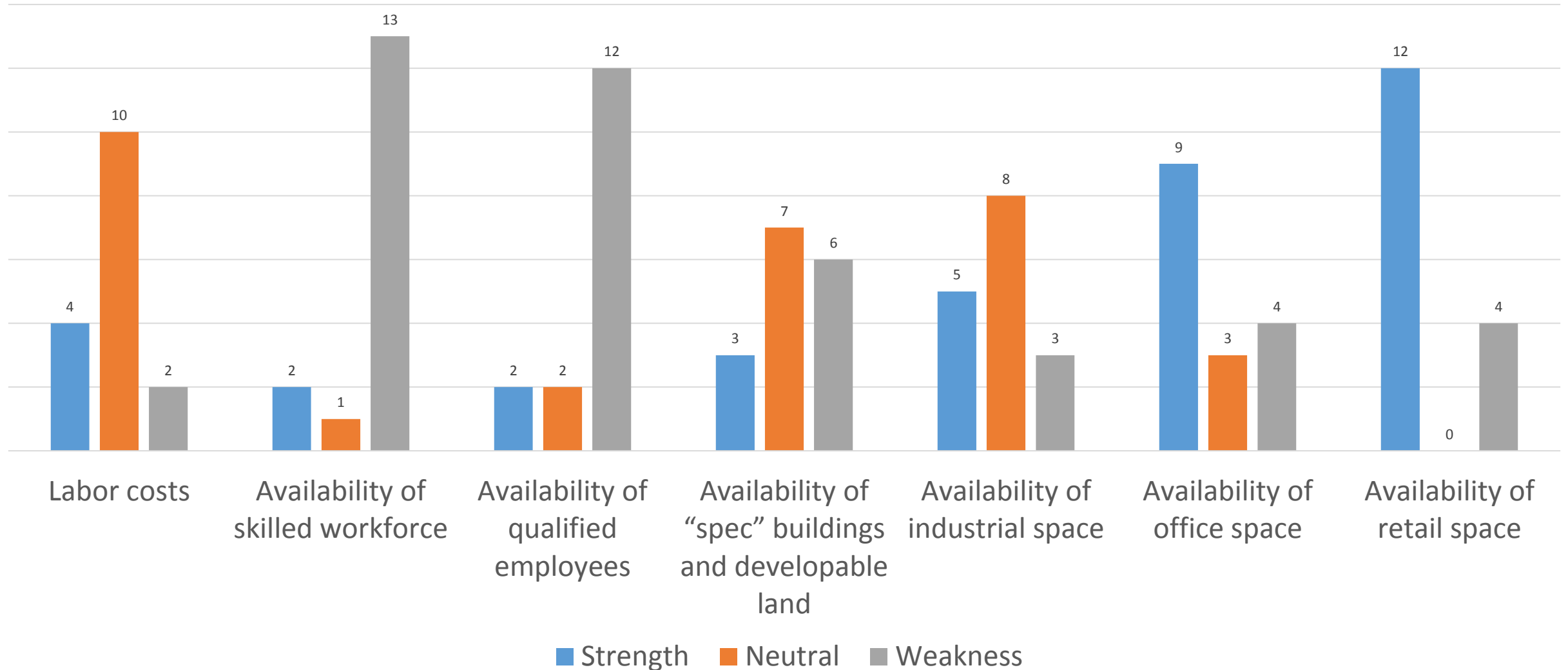


Economic Development Survey - Sectors



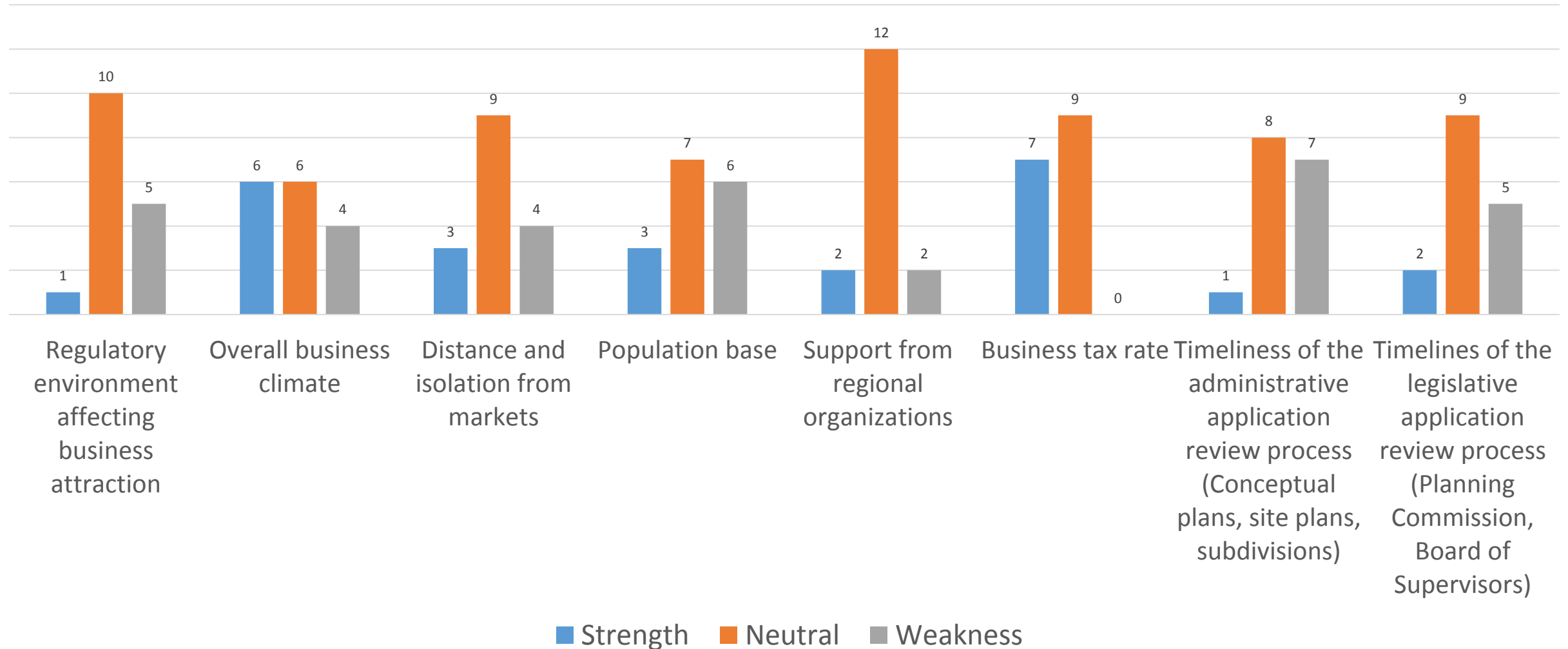
Economic Development Survey

Perceptions

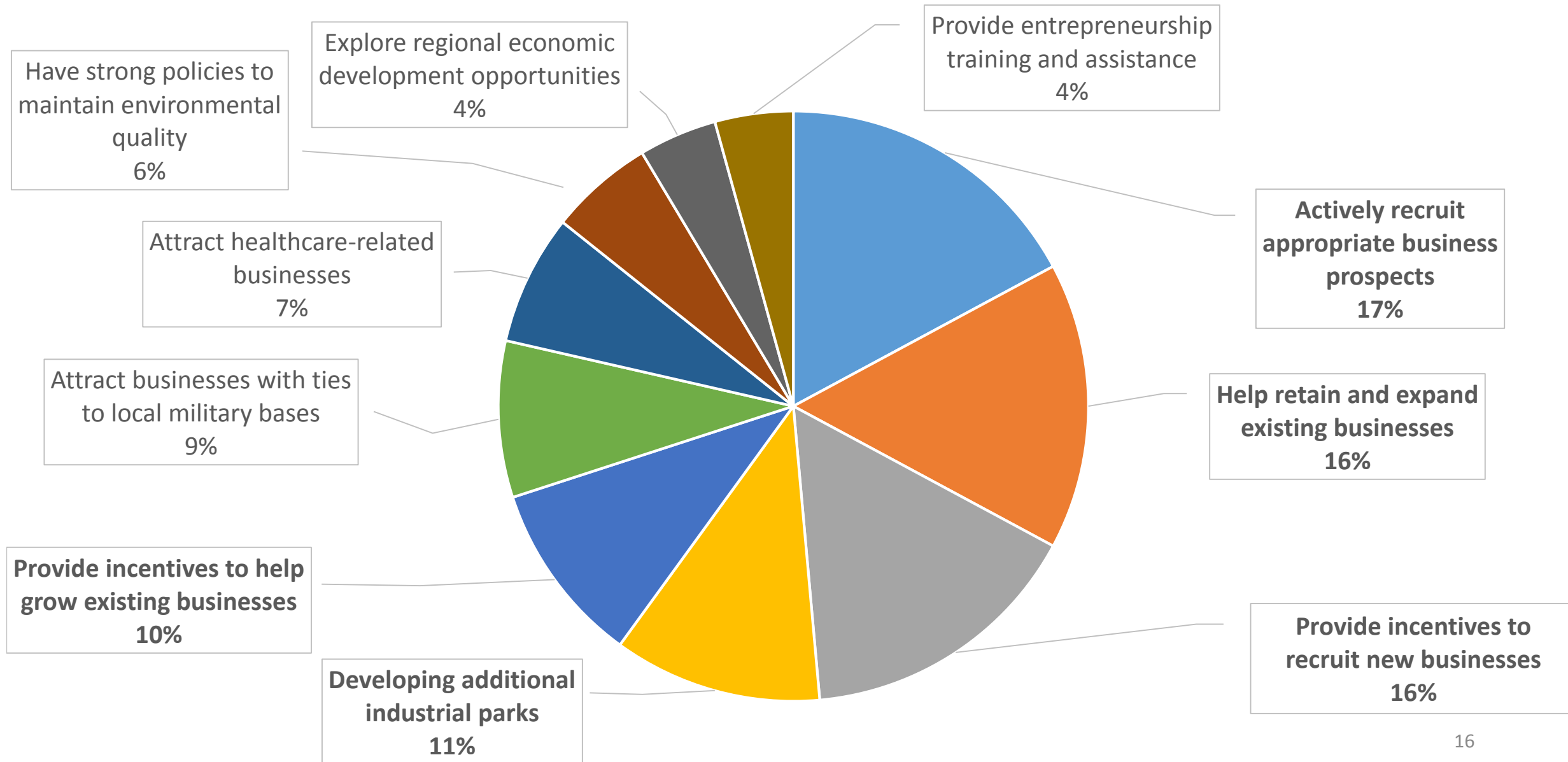


Economic Development Survey

Perceptions



Economic Development Survey - Initiatives



EDA Discussion Items

- **Business Recruitment**

Continue with our site readiness work at JRCC utilizing the information that will be presented in the Bulk Characterization Study.

- **Business Retention**

At the direction of OED, EDA members would serve as Ambassadors in the community, being the eyes and ears within the business community for OED.

- **Workforce Development Models**

EDA members would like to investigate national workforce development models that mirror our community characteristics and present that information to the BOS for evaluation, and future discussions.

ITEM SUMMARY

DATE: 10/22/2019

TO: The Board of Supervisors

FROM: Patrick Teague, Director of Human Resources

SUBJECT: Contract Award - Benefit Consulting Services - \$98,300

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/21/2019 - 10:45 AM

M E M O R A N D U M

DATE: October 22, 2019

TO: The Board of Supervisors

FROM: Patrick O. Teague, Human Resources Director

SUBJECT: Contract Award - Benefit Consulting Services - \$98,300

The Human Resources Department solicited competitive proposals for Benefit Consulting Services. The Request for Proposal (RFP) was publicly advertised and seven proposals were received. The Evaluation Committee composed of staff members from the Financial and Management Services Department and the Human Resources Department evaluated the proposals and conducted interviews of the top firms.

Based on the evaluation criteria in the RFP, the Evaluation Committee determined USI was the most qualified firm to meet the needs as defined in the RFP. A price of \$98,300 was negotiated with USI for the first year of Benefit Consulting Services. This contract includes the option to extend for four one-year renewals and annual increases are capped at 2%.

Staff recommends adoption of the attached resolution authorizing the award of the contract for Benefit Consulting Services to USI in the amount of \$98,300. Contracting a benefit consultant is an important step as staff approaches the budget season, but because of the late addition of this item to the agenda, staff is prepared to defer to the November meeting.

POT/md
CA-BeneConsult-mem

Attachment

RESOLUTION

CONTRACT AWARD - BENEFIT CONSULTING SERVICES - \$98,300

WHEREAS, a Request for Proposals (RFP) for Benefit Consulting Services was publicly advertised and solicited; and

WHEREAS, the County received seven proposals in response to its RFP for Benefit Consulting Services; and

WHEREAS, based on evaluations of the proposals and the interviews, staff determined that USI was the most qualified firm to meet the needs as defined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the \$98,300 contract for Benefit Consulting Services to USI.

James O. Icenhour, Jr.
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of October, 2019.

GA-BeneConsult-res

ITEM SUMMARY

DATE: 10/22/2019

TO: The Board of Supervisors

FROM: Dianna Moorman, General Registrar

SUBJECT: Voter Registrar Space Needs for Fall 2020 Election

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 4:21 PM

ITEM SUMMARY

DATE: 10/22/2019

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Appointment of Animal Control Officer

ATTACHMENTS:

	Description	Type
📎	memo	Cover Memo
📎	reso	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	10/8/2019 - 11:39 AM
Publication Management	Daniel, Martha	Approved	10/8/2019 - 11:42 AM
Legal Review	Kinsman, Adam	Approved	10/8/2019 - 11:43 AM
Board Secretary	Fellows, Teresa	Approved	10/14/2019 - 10:10 AM
Board Secretary	Purse, Jason	Approved	10/15/2019 - 2:26 PM
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 2:28 PM

MEMORANDUM

DATE: October 22, 2019
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Appointment of Animal Control Officer

Attached for your consideration is a resolution appointing Ms. Shelby Eyer as Animal Control Officer for James City County. Board appointment is necessary in order for Ms. Eyer to enforce State and County animal laws.

I recommend adoption of the attached resolution.

ARK/nb
AnimalCOAppt-mem

Attachment

RESOLUTION

APPOINTMENT OF ANIMAL CONTROL OFFICER

WHEREAS, the Board of Supervisors of James City County is authorized to appoint Animal Control Officers; and

WHEREAS, the Animal Control Officers are vested with the authority to enforce the animal laws in the County pursuant to Virginia Code Sections 3.2-5900, et. seq., and James City County Code Section 3-2.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that Ms. Shelby Eyer is hereby appointed Animal Control Officer for James City County, Virginia.

James O. Icenhour, Jr.
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of October, 2019.

AnimalCOAppt-res

ITEM SUMMARY

DATE: 10/22/2019

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: 2020 Legislative Agenda

Discussion of potential Legislative Agenda items.

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Fellows, Teresa	Approved	10/15/2019 - 3:12 PM

ITEM SUMMARY

DATE: 10/22/2019

TO: The Board of Supervisors

FROM: Joanna Ripley, Assistant Director of General Services

SUBJECT: Building Safety and Security

ATTACHMENTS:

	Description	Type
📎	Building Safety & Security Presentation	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
General Services	Boone, Grace	Approved	10/14/2019 - 4:07 PM
Publication Management	Burcham, Nan	Approved	10/14/2019 - 4:15 PM
Legal Review	Kinsman, Adam	Approved	10/14/2019 - 4:21 PM
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 2:25 PM
Board Secretary	Purse, Jason	Approved	10/15/2019 - 2:27 PM
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 2:28 PM

BUILDING SAFETY & SECURITY

October 22, 2019

Department of General Services

TOPICS FOR DISCUSSION

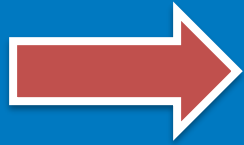


- Committee processes
- Employee preferences and survey results
- Committee criteria
- Review Committee recommended priority buildings
- Review recommended security enhancements
- Funding security recommendations
- Police/Fire calls for service data

COMMITTEE PROCESS



Phase 1



Phase 2



Phase 3

Task assigned to Committee

- Review what the Security Assessments recommended last year
- Determine if there any changes in conditions from last year to present
- Identify what security protocols have already been implemented
- Consider implementing recommendations and obtain associated costs
- Obtain employee suggestions or recommendations
- Provide regular updates to County Admin

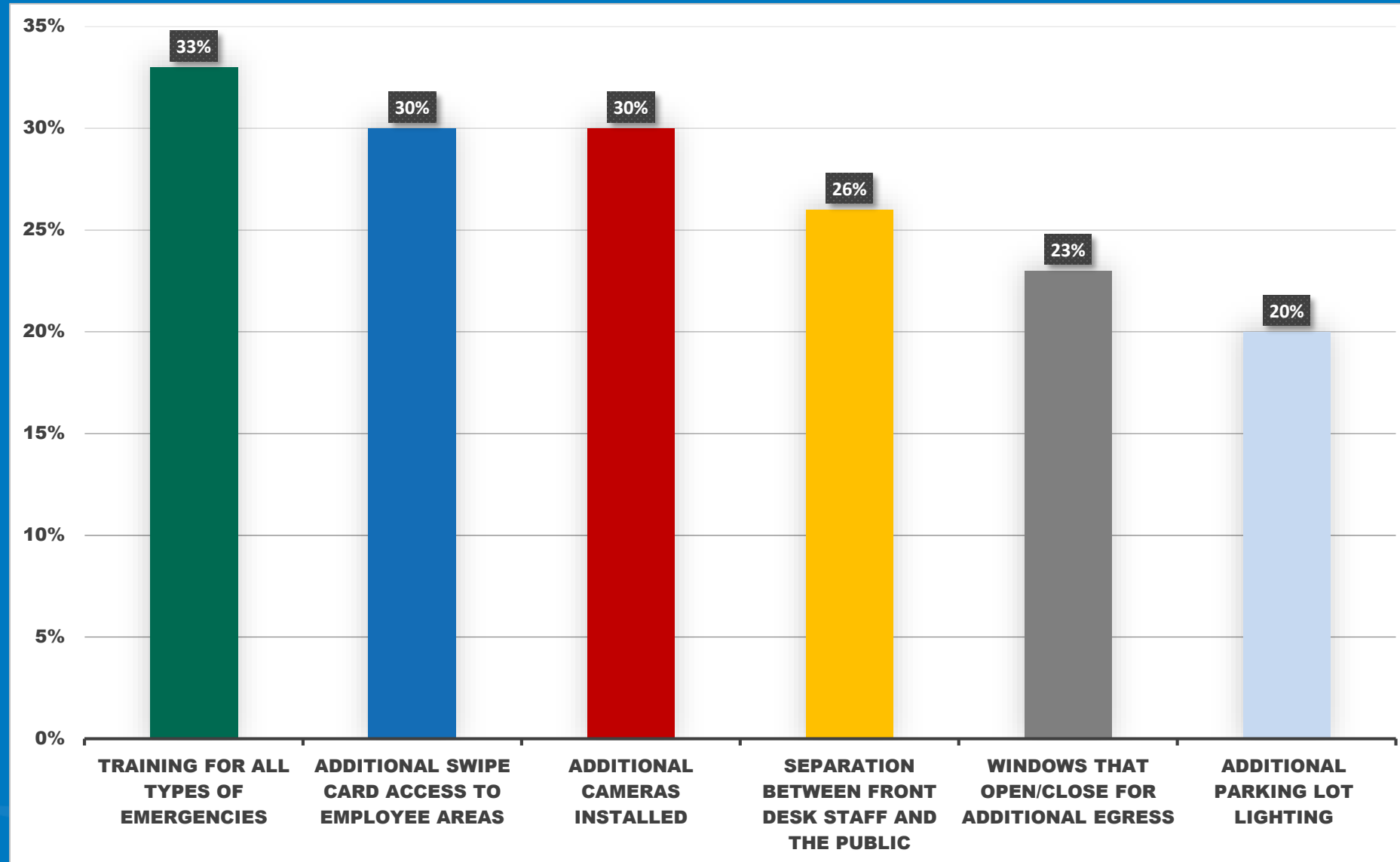
Committee Results

- Develop priority building criteria
- Develop priority building list
- Obtain cost information
- Identify funding opportunities
- Develop Active Threat Training
- Develop department All Hazards Emergency Action Plan
- Implement new-hire training
- Develop an employee survey
- Develop recommendations

Committee Recommendations to the Executive Leadership Team

- Review survey data and results
- Review and approve proposed facility renovations
- Establish a building liaison program throughout County
- Review and approve department-level All Hazards Emergency Action Plan
- Implement a permanent Safety and Security Committee

EMPLOYEE SECURITY PREFERENCES



SURVEY QUESTIONS & RESPONSES



Questions	Responses						
	Scaled Total	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
1. I know how to perform my job in a safe manner	4.46	87	61	6	0	3	157
2. I am aware of and understand the written security policies and procedures	3.62	34	66	27	23	7	157
3. I am aware of my JCC/building's emergency evacuation plan	3.46	34	58	24	29	12	157
4. I have been provided the opportunity to attend active threat training	3.56	43	51	26	25	12	157
5. Visitors to my building are monitored	2.96	21	44	30	31	31	157
6. I am regularly reminded to practice safety at work	3.40	30	52	39	23	13	157
7. I was given a walk-through for safety measures during my on-boarding	2.81	24	26	37	36	34	157
8. I believe any health and safety concerns raised would be made high priority	3.80	44	64	28	16	5	157
9. If I became aware of a health or safety hazard at my workplace, I know who (at my workplace) I would report it to	4.08	57	76	9	10	5	157
10. I have the knowledge to assist in responding to any health and safety concerns at my workplace	3.56	28	69	33	17	10	157
11. I know what the necessary precautions are that I should take while doing my job	4.18	60	76	15	2	4	157
12. Systems are in place to identify, prevent and deal with hazards at work	3.50	25	58	53	13	8	157
13. There is regular communication between employees and management about safety issues	3.30	22	55	44	20	16	157
14. I am comfortable voicing concerns or making suggestions about workplace health and safety	3.97	52	76	14	3	12	157

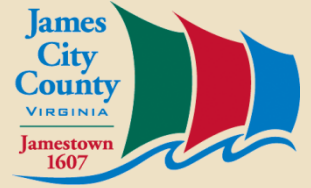
Scale: 5.0-Strongly Agree 4.0-Agree 3.0-Neutral 2.0-Disagree 1.0-Strongly Disagree

COMMITTEE CRITERIA



- Police Security Assessments
- Employee survey
- Is the building or facility open to the public?
- Does the staff handle cash transactions?
- Is there a high probability that staff will interact with agitated staff or public?

COMMITTEE RECOMMENDATIONS



Priority Buildings

1. Government Complex Building F
2. Government Complex Buildings A and E
3. Government Complex Building B
4. Emergency Operations Center/Satellite Office
5. Human Services Center
6. Recreation Center

COMMITTEE RECOMMENDATIONS



Recommendations for Priority Buildings

- Install swipe card access on doors leading to employee areas
- Replace non-locking door handles with locking handles
- Remodel select front desk workspaces
- Remove select cubicle walls and replace with permanent walls
- Install windows that open/close in select areas for additional egress
- Install rear exit doors in select areas

FUNDING SECURITY RECOMMENDATIONS

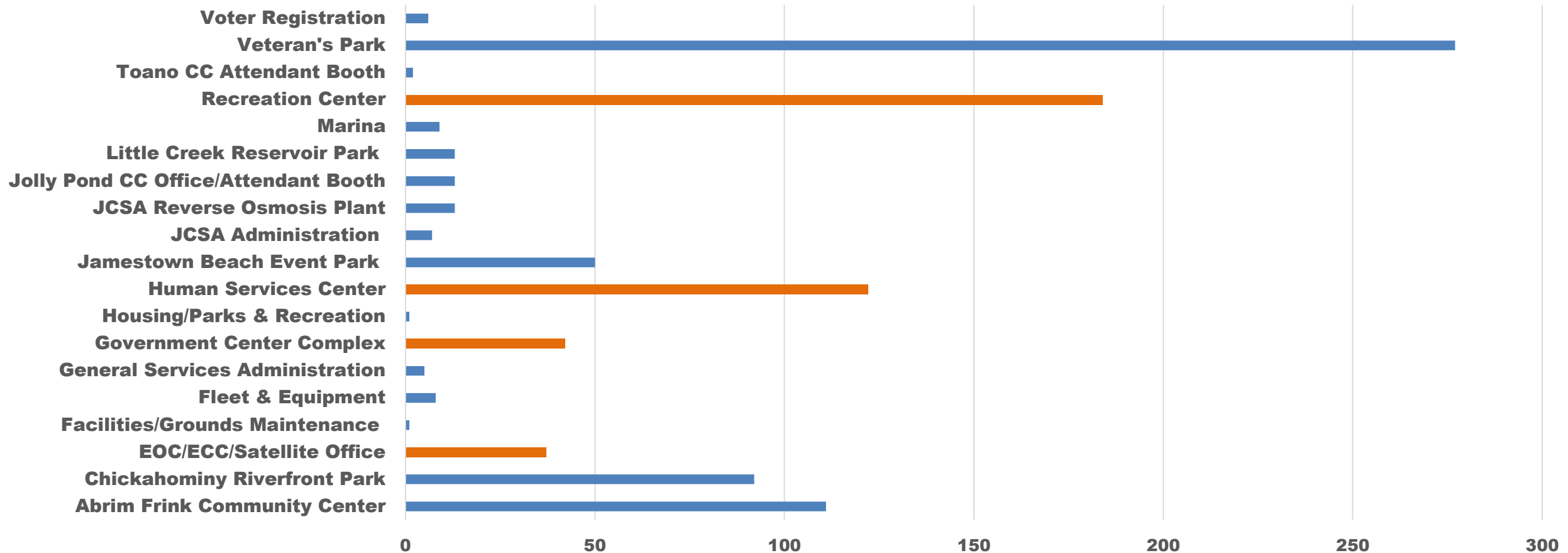


- Estimated total cost for enhancements within priority buildings range from \$228,600 to \$260,600
- The FY20 approved budget includes \$50,000 for security enhancements
- Some departments are utilizing funds within their existing budget for security
- Staff has identified savings from FY19 (\$87,300) and FY20 (\$42,800) projects that could be utilized for security enhancements
- Exploring grant opportunities
 - This process could take up to 1-year

CALLS FOR SERVICE (POLICE & FIRE)



Calls for Service Previous 4-Years



Questions?

ITEM SUMMARY

DATE: 10/22/2019

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Adjourn until 5 p.m. on November 12, 2019 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 4:23 PM