

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 26, 2021
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION

1. VDOT Quarterly Update
2. Employee Engagement Survey
3. Comprehensive Financial Review and Forecast
4. Annual Report

D. BOARD DISCUSSIONS

E. CONSENT CALENDAR

1. Minutes Adoption
2. Grant Award – Commonwealth Attorney – V-Stop Grant Program Fund – \$59,779
3. Grant Award - COVID-19 Eviction Prevention Program - \$430,000
4. Grant Award - COVID Homelessness Emergency Response Program Emergency Shelter Funds - \$38,400
5. Grant Award - Pre-Release and Post-Incarceration Services - \$9,477
6. Contract Award - Grices Run Stream Restoration - \$392,199
7. Suspension of Convenience Fees

F. BOARD CONSIDERATIONS

G. BOARD REQUESTS AND DIRECTIVES

H. REPORTS OF THE COUNTY ADMINISTRATOR

I. CLOSED SESSION

J. ADJOURNMENT

1. Adjourn until 9 a.m. on January 30, 2021 for the Board Retreat at the JCSA Operations Center

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Rossie Carroll, VDOT Williamsburg Residency Administrator

SUBJECT: VDOT Quarterly Update

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:40 PM

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Stephanie Burton, Training and Development Coordinator

SUBJECT: Employee Engagement Survey

ATTACHMENTS:

	Description	Type
	Presentation	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:42 PM

2020 EMPLOYEE ENGAGEMENT RESULTS

JAMES CITY COUNTY – BOARD OF SUPERVISORS



Human Resources
January 26, 2021

WHY EMPLOYEE ENGAGEMENT IS IMPORTANT

Building a culture of employee engagement is a strategic priority

- Decades of research reveals a strong connection between employee engagement and how well an organization performs. That's because we know that engaged employees find their work more meaningful and deliver better results.
- Plus, a high level of engagement helps localities achieve strategic goals, foster healthy relationships, encourage innovation, retain employees, and deliver better services for citizens in James City County.
- Improving government performance can also increase public confidence, potentially raising employee morale.

Bottom line: employee engagement *drives* organizational performance!

AT A GLANCE



- Survey conducted August 24 – September 4, 2020

	2018	2020
Total responses	563	664
Participant rate	57%	71%

- Survey assesses engagement across 7 categories:

- | | |
|---|---|
| <ul style="list-style-type: none"> Organizational Purpose & Direction Leadership Information sharing & communication Work Environment | <ul style="list-style-type: none"> Diversity, Equity, and Inclusion Accountability & Performance Management Job Satisfaction |
|---|---|

Co Adm, Co Atty & ED	50%
Community Development	52%
Financial and Management Services	66%
Fire Department	56%
General Services	65%
Human Resources	100%
Information Resources Management	67%
James City Service Authority	42%
OTMDC	70%
Parks and Recreation	81%
Police Department	50%
Social Services	70%
Williamsburg Area Transit Authority	51%
Williamsburg Regional Library	65%
Const Ofc (Clerk of Circuit Courts, Commissioner of Revenue, Commonwealth's Attorney, Sheriff, Treasurer, and Voter Registration)	49%
Total	71%

HEADLINES



<div>Employees are most positive about</div>	<ul style="list-style-type: none"> ▪ The County's mission & goals, specifically how their work contributes to the quality of products & services. (97%) ▪ A safe work environment. (86%) ▪ Leadership's support to maintain a work and life balance. (85%)
<div>Areas most improved since 2018</div>	<ul style="list-style-type: none"> ▪ Effectively addressing poor performance. (+13 points) ▪ Managers demonstrating strong leadership skills. (+12 points) ▪ The quality of our products and services. (+11 points)
<div>Areas received lowest ratings</div>	<ul style="list-style-type: none"> ▪ Effectively addresses poor performance. (49%) ▪ Policies for promotion and advancement. (53%) ▪ Compensation (pay and benefits). (54%)

position increases raise benefits employees county work
time pay salary years health insurance job localities
compensation good

EXECUTIVE SUMMARY



Items with the Highest and Lowest Levels of Agreement and Biggest Changes from 2018 Survey

Highest Percentage Level of Agreement

97%	Have a good understanding of the mission and goals
97%	Understands how my work directly contributes to the success of the organization
97%	The quality of our products and services are very important
94%	Customer needs are the top priority
87%	Overall job satisfaction
86%	My workplace is safe
85%	Respect manager as a competent professional
85%	My manager understands the benefits of maintaining a work/life balance
83%	I have the resources I need to do my job well
82%	Pace of the work enables me to do a good job
82%	My supervisor gives me praise and recognition

Lowest Percentage Level of Agreement

49%	Poor performance is effectively addressed
53%	Policies for promotion and advancement are fair
54%	Satisfaction with pay and benefits
58%	Senior management is genuinely interested in employee opinions and ideas
58%	Satisfaction with career growth opportunities
62%	Information and knowledge are shared openly
63%	Senior management is held accountable for achieving results
70%	My manager is actively interested in my professional development
72%	There is a strong feeling of teamwork and cooperation
72%	My manager is always consistent when administering policies

Highest Percentage Increase from 2018

13%	Poor performance is effectively addressed
12%	My manager demonstrates strong leadership skills
11%	The quality of our products and services are very important
9%	Senior management is held accountable for achieving results
9%	Customer needs are the top priority
7%	The organization respects its employees
7%	My manager does a good job of sharing information
7%	Information and knowledge are shared openly

ORG PURPOSE AND DIRECTION



		Avg	2020	2018	% Change
Organizational Purpose and Direction					
1	Have a good understanding of the mission and goals	4.42	97%	94%	3%
2	Understands how my work directly contributes to the success	4.55	97%	95%	2%
3	The quality of our products and services are very important	4.56	97%	86%	11%
4	Customer needs are the top priority	4.44	94%	85%	9%

97% JCC employees compared to **85%** federal employees know how their work relates to the agency's goals*.

- Category with highest percentages
- Managers help employees see not only the purpose of their work, but how each person's work relates to the County's purpose and outcomes.
- **Impacting the County's ability effectively respond during the pandemic.**

LEADERSHIP



		Avg	2020	2018	% Change
Leadership					
5	I respect my manager as a competent professional	4.26	85%	81%	4%
6	My manager demonstrates strong leadership skills	4.05	75%	63%	12%
7	My manager understands the benefits of maintaining a work/life balance	4.28	85%	82%	3%
8	Poor performance is effectively addressed	3.28	49%	36%	13%

49% JCC employees compared to **34% federal employees** agree poor performance is effectively managed.*

- Leadership recognized for how well the County managed the pandemic.
 - Demonstrating flexibility
 - Setting expectations for employees, residents and businesses
 - Getting employees the materials & equipment needed protect their health and ensure their safety – demonstrating their value to the County.

INFORMATION SHARING / WORK ENVIRONMENT

		Avg	2020	2018	% Change
Information Sharing					
9	Information and knowledge are shared openly	3.54	62%	55%	7%
10	My manager does a good job of sharing information	3.94	78%	71%	7%
11	I have all the information I need to do my job	3.98	80%	81%	-1%
Work Environment					
12	There is a strong feeling of teamwork and cooperation	3.81	72%	66%	6%
13	I have the resources I need to do my job well	4.08	83%	83%	NC
14	The pace of the work enables me to do a good job	3.99	82%	78%	4%
15	My workplace is safe	4.17	86%	84%	2%

78% JCC
employees
compared to
56% federal
employees are
satisfied with the
information
received.*

- Information sharing – lower satisfaction across team leads and middle managers
- Staffs seeking ways to breakdown the silos across divisions and departments
- Physical safety remains high after VB shooting and during the pandemic

DIVERSITY, EQUITY, & INCLUSION



		Avg	2020	2018	% Change
Diversity, Equity, and Inclusion					
16	We work to attract, develop, and retain a diverse workforce	3.78	74%	69%	5%
17	Senior management is genuinely interested in employee opinions and ideas	3.54	58%	56%	2%
18	The organization respects its employees	3.88	76%	69%	7%
19	Policies for promotion and advancement are fair	3.37	53%	54%	-1%
20	My manager treats employees fairly	3.97	76%	70%	6%
21	I am comfortable sharing my opinions at work	3.82	76%	71%	5%

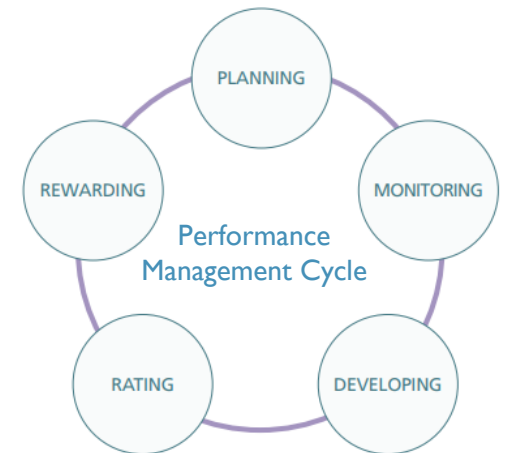
74% JCC employees
compared to 59% federal employees feel policies and programs promote diversity in the workplace.

- Recently established Diversity and Inclusion resource group is working in partnership with HR to create talent management initiatives, implement long-term strategies, and effect change within the organization.

ACCOUNTABILITY & PERFORMANCE MANAGEMENT



		Avg	2020	2018	% Change
Accountability and Performance Management					
22	Senior management is held accountable for achieving results	3.67	63%	54%	9%
23	My manager is always consistent when administering policies	3.80	72%	66%	6%
24	My supervisor gives me praise and recognition	4.08	82%	77%	5%
25	I receive feedback that helps me improve my performance	3.97	79%	75%	4%
26	My manager is actively interested in my professional development	3.82	70%	65%	5%



- Accountability and Performance management drives employee engagement. It is important for leaders to set expectations and goals.
- Employees need constant feedback to know if what they are doing matters.

82% JCC employees compared to 58% federal employees are satisfied with the recognition received.

JOB SATISFACTION



		Avg	2020	2018	% Change
Job Satisfaction					
27	Overall job satisfaction	4.19	87%	81%	6%
28	Satisfaction with pay and benefits	3.30	54%	52%	2%
29	Satisfaction with career growth opportunities	3.50	58%	57%	1%
30	Satisfaction with current work-life balance	3.87	78%	72%	6%

87% JCC employees
compared to 69% federal
employees are satisfied with
their job.

54% JCC employees
compared 63% federal
employees are satisfied with
their pay.

- Employees recognize County's support (i.e. leave donation and child care assistance)
- Satisfied with recent changes to health care plan
- Compensation continues to be an issue. Perception the salaries are not competitive with other localities.
- Career growth challenges: desire clear career paths for promotions and more professional development opportunities.

NEXT STEPS



- As in 2018, use data to identify initiatives to address factors impacting employees' dissatisfaction.
 - Example include, changes in employee benefits (health care, leave, paid holidays); piloting a new emerging leaders academy; and standardizing policies (inclement weather policy and telework).
- Directors are meeting with managers and team leads to identify focus areas for opportunities
- HR will use Directors' input to identify county-wide initiatives
 - Then monitor & track progress of key initiatives
- Continue conversations with the workforce throughout the year

2020 EMPLOYEE ENGAGEMENT RESULTS

JAMES CITY COUNTY – BOARD OF SUPERVISORS



Human Resources
January 26, 2021

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Courtney Rogers, Davenport & Co.

SUBJECT: Comprehensive Financial Review and Forecast

ATTACHMENTS:

	Description	Type
▣	Presentation - Part 1	Presentation
▣	Presentation - Part 2	Presentation
▣	Presentation - Part 3	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:42 PM

FY2021 Second Quarter Financial Update

January 26, 2021

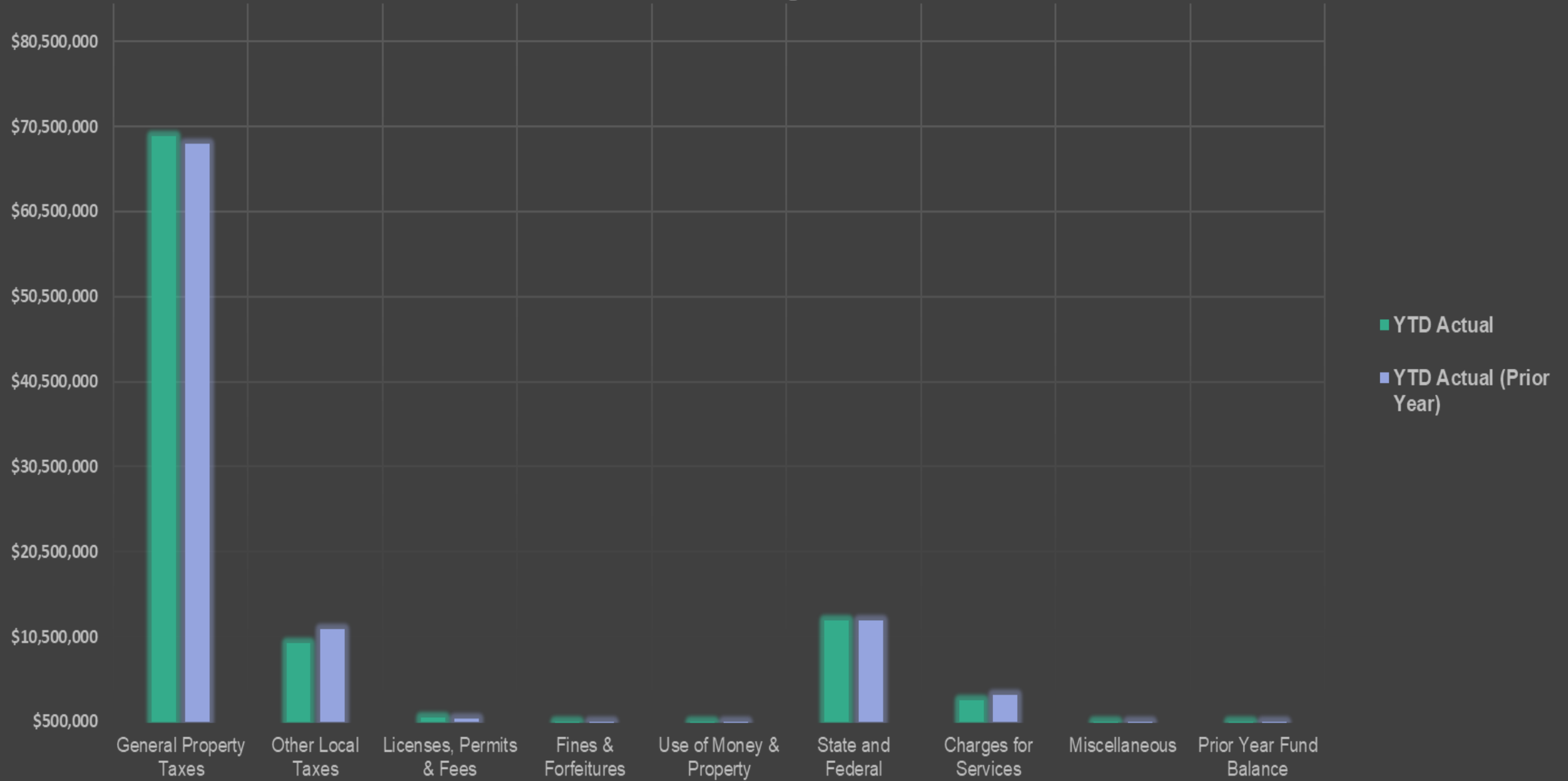
General Fund Revenue

July – December 2020



		Cash Basis			Modified Accrual Basis		
	Budget	Actual (Unaudited)	Prior Year Actual (Unaudited)	Difference	Actual (Unaudited)	Prior Year Actual (Unaudited)	Difference
General Property Taxes	\$ 138,280,000	\$ 77,232,580	\$ 75,855,506	\$ 1,377,074	\$ 69,416,085	\$ 68,483,988	\$ 932,097
Other Local Taxes	19,649,250	12,441,225	15,472,756	(3,031,531)	9,786,154	11,383,942	(1,597,788)
Licenses, Permits, & Fees	6,276,000	1,141,043	1,028,249	112,794	924,164	894,401	29,763
Fines & Forfeitures	250,000	74,089	141,012	(66,923)	65,575	114,353	(48,778)
Use of Money & Property	200,000	91,793	97,069	(5,276)	91,793	97,069	(5,276)
State and Federal	22,769,200	19,344,222	19,317,202	27,020	12,370,863	12,446,109	(75,246)
Charges for Services	6,794,000	3,062,467	3,754,060	(691,593)	2,991,854	3,646,608	(654,754)
Miscellaneous	209,550	181,411	54,898	126,513	179,108	52,705	126,403
Fund Balance	7,439,046	16,800	-	16,800	16,800	-	16,800
Total	\$ 201,867,046	\$ 113,585,630	\$ 115,720,752	\$ (2,135,122)	\$ 95,842,396	\$ 97,119,175	\$ (1,276,779)
		Percentage down from prior year		-1.8%			-1.3%

FY2021 General Fund Revenue Cash Basis Through Dec. 2020



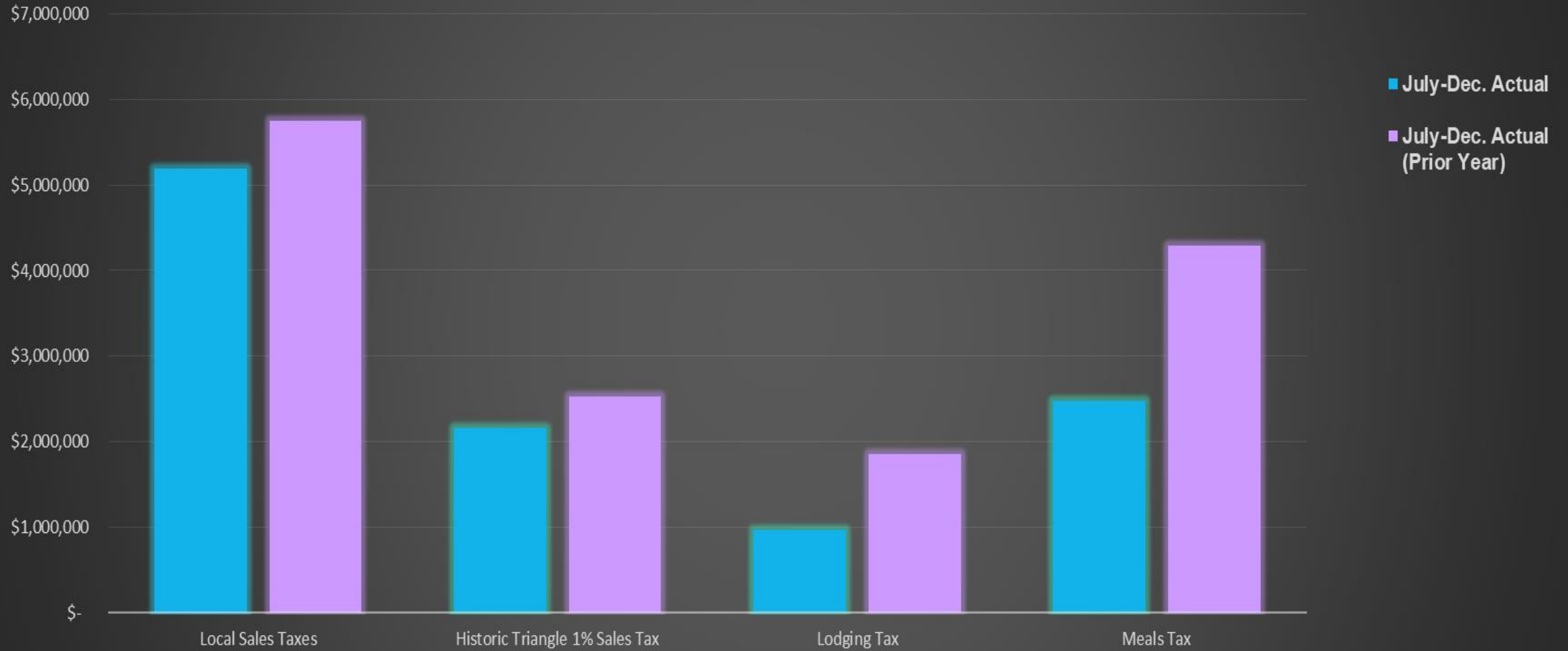
General Fund Excise Tax Revenue

July – December 2020



	Budget	Cash Basis			Modified Accrual Basis		
		Actual (Unaudited)	Prior Year Actual (Unaudited)	Difference	Actual (Unaudited)	Prior Year Actual (Unaudited)	Difference
Local Sales Taxes	\$ 6,660,000	\$ 5,187,977	\$ 5,746,118	\$ (558,141)	\$ 3,706,249	\$ 3,896,980	\$ (190,731)
Historic Triangle 1% Sales Tax	2,790,000	2,157,759	2,528,226	(370,467)	1,649,142	1,693,127	(43,985)
Lodging Tax	1,487,500	967,080	1,856,899	(889,819)	870,392	1,472,989	(602,597)
Meals Tax	6,795,000	2,478,582	4,296,034	(1,817,452)	2,124,378	3,464,355	(1,339,977)
Total	\$ 17,732,500	\$ 10,791,398	\$ 14,427,277	\$ (3,635,879)	\$ 8,350,161	\$ 10,527,451	\$ (2,177,290)
		Percentage down from prior year		-25.2%			-20.7%

FY2021 General Fund Excise Taxes Cash Basis Through Dec. 2020



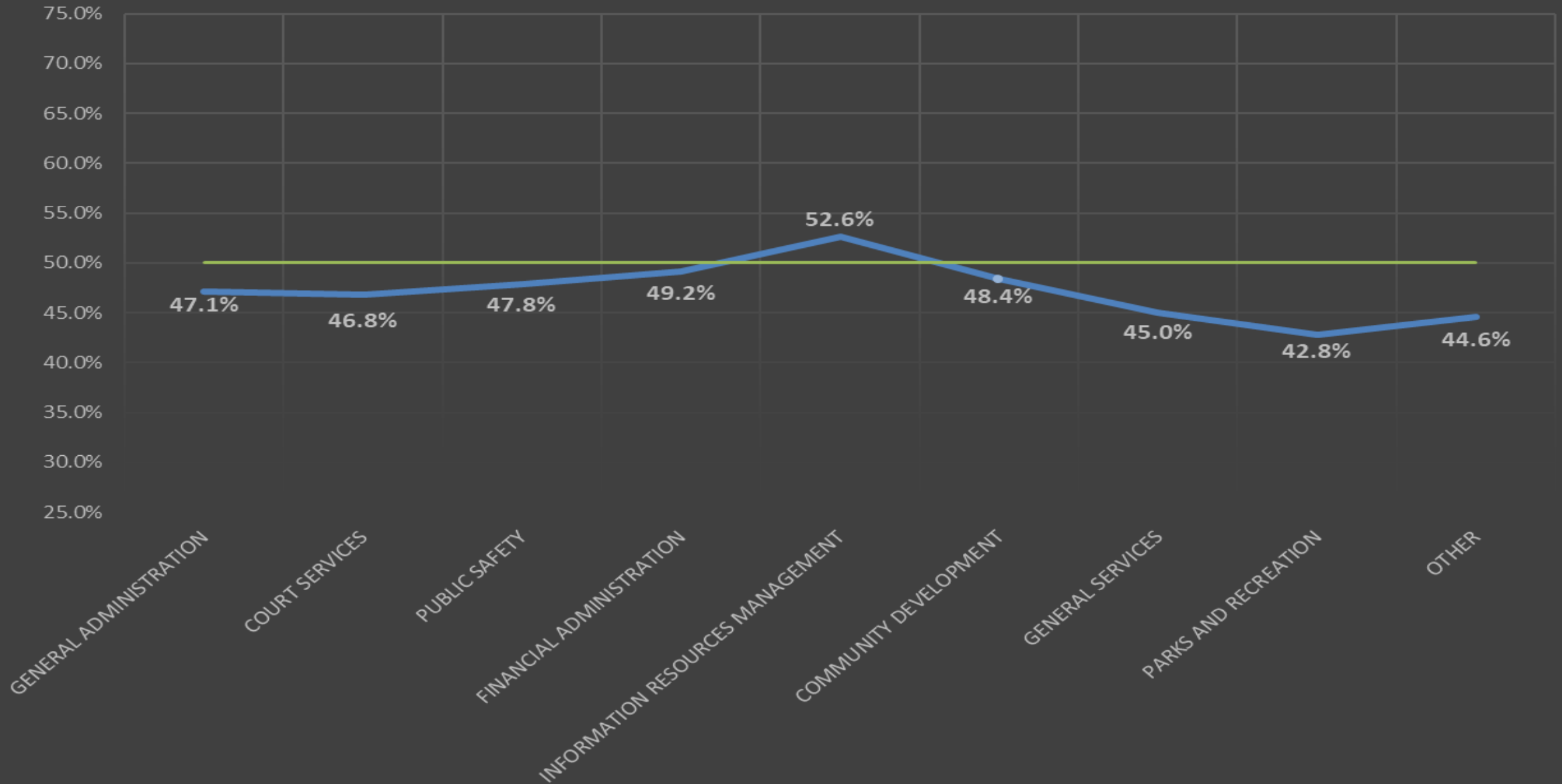
General Fund Spending July - December 2020



Department	Budget	Actual (Unaudited)	\$ Over/(Under) Budget	% of Budget Used
General Admin.	\$ 3,182,904	\$ 1,499,493	\$ (1,683,411)	47.1%
Court Services	4,419,809	2,070,563	(2,349,246)	46.8%
Public Safety	28,366,937	13,568,149	(14,798,788)	47.8%
Financial Admin.	4,914,827	2,417,355	(2,497,472)	49.2%
Information Technology	4,784,862	2,515,752	(2,269,110)	52.6%
Community Development	3,255,692	1,575,110	(1,680,582)	48.4%
General Services	12,772,166	5,748,364	(7,023,802)	45.0%
Parks & Recreation	6,839,631	2,924,946	(3,914,685)	42.8%
WJCC School Division	107,520,422	45,588,468	(61,931,954)	42.4%
Contributions to Outside Entities and Transfers to Other Funds	25,809,796	13,811,238	(11,998,558)	53.5%
Total	\$ 201,867,046	\$ 91,719,438	\$ (110,147,608)	45.4%

FY2021 General Fund Spending

% of Budget Used Through Dec. 2020



FY2021 Second Quarter Financial Update

January 26, 2021

James City County, Virginia

Comprehensive Financial Review



January 26, 2021

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2	Historical Financials
3	Debt Management
4	Overview of Current Market Conditions
5	Capital Planning
6	Potential Refunding



- Davenport & Company (“Davenport”), in our capacity as Financial Advisor to James City County (the “County”), has prepared a Comprehensive Financial Review of the County. As part of this presentation we will:
 - Discuss comparatives with National and Virginia medians including a peer group that mirrors the County’s financial and demographic profile;
 - Review the County’s financial trends including the County’s audited Fiscal Year 2020 results;
 - Review the County’s Financial Policy Guidelines;
 - Review the County’s outstanding debt profile and Key Debt Ratios;
 - Discuss the County’s upcoming capital plans; and,
 - Outline a potential refunding opportunity for debt service savings.

Credit/Demographic Profile

James City County, Virginia

Importance of a Credit Rating

The National Credit Rating Agencies serve as a proxy for the Credit Market's view of a Local Government like the County.

Why do Credit Ratings matter?

- Credit Ratings play a primary role in determining what interest rate(s) the County is able to achieve when borrowing for New Money Projects and/or Refinancing existing debt.
- Credit Ratings also send a signal to the business community about the Governance, Management, and Financial Health of a Local Government. This can be critical for Economic Development success.
- Strong access to the Credit Markets can also translate to highly favorable interest rates, terms, and conditions for the County on its New Money projects and when Refinancing for savings purposes.
- Additionally, the National Credit Rating Agencies provide an independent, outside perspective on how the County operates relative to other Local Governments in four criteria categories:

- Local Economy;



Little Control

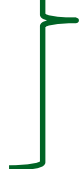
- Financial Performance;



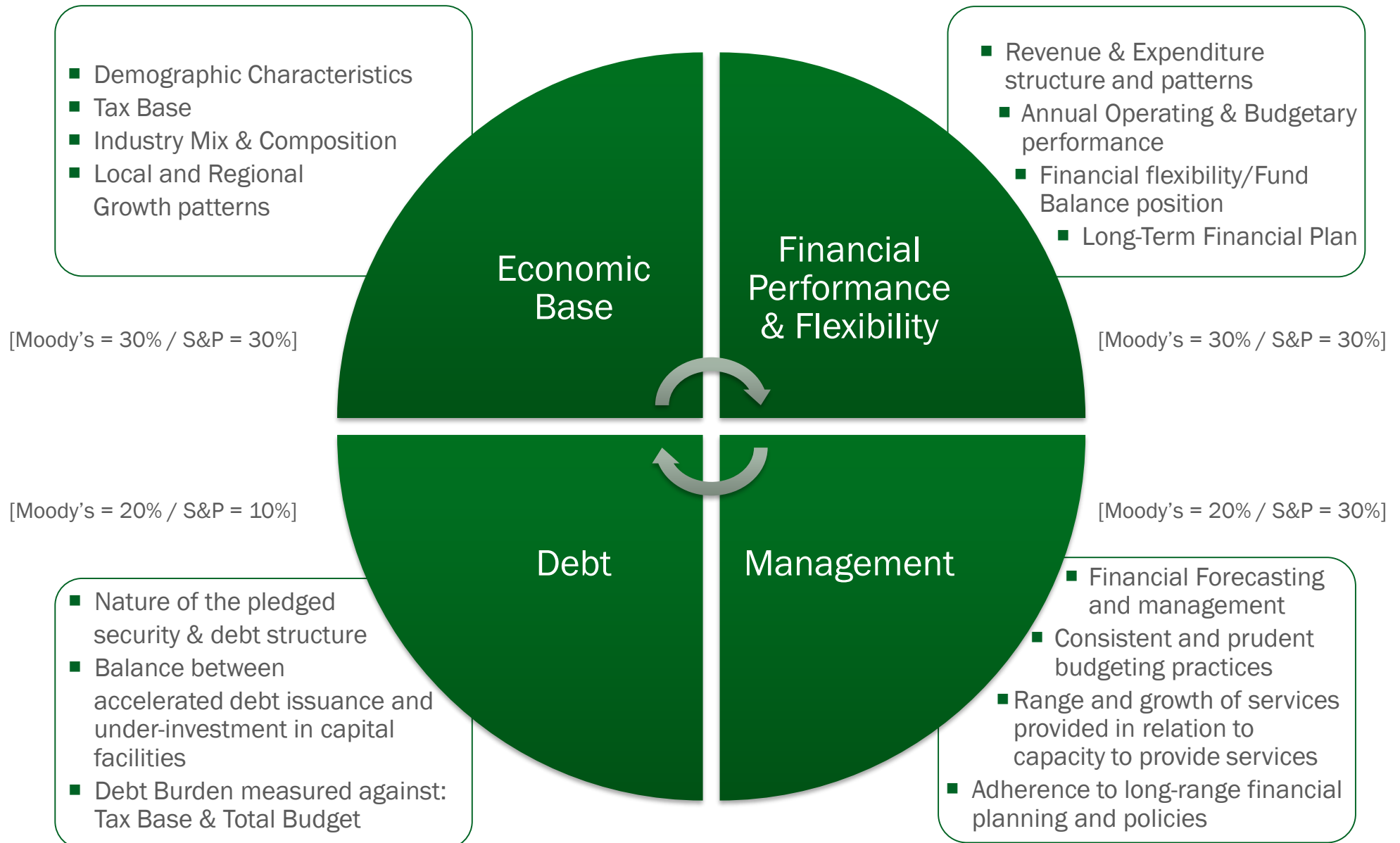
- Debt; and,

Great Deal of Control

- Management.



Key Drivers to a Credit Rating



Note: %'s are from Moody's updated methodology January 2014 / S&P updated methodology September 2013 / Fitch does not provide a breakout.

Current Ratings – James City County




James City County					
S&P		Moody's		Fitch	
AAA	2010	Aaa	2015	AAA	2010
Top Tier "Highest Possible Rating"					
AA+		Aa1		AA+	2005
AA		Aa2		AA	
AA-		Aa3		AA-	
2nd Tier "Very Strong"					
A+	1994	A1	1995	A+	
A		A2		A	
A-		A3		A-	
3rd Tier "Strong"					
BBB+		Baa1		BBB+	
BBB		Baa2		BBB	
BBB-		Baa3		BBB-	
4th Tier "Adequate Capacity to Repay"					
5th - 10th Tiers "Below Investment Grade"					
BB, B, CCC, CC, C, D					
Current Rating	<div>James City County was upgraded to AAA by S&P in October 2010; Moody's upgraded to Aaa in July 2015; and, Fitch upgraded to AAA in April 2010.</div>				
Initial Rating					

Highlights of Rating Agency Commentary

- “James City County (Aaa) will continue to benefit from its location along the northern end of the Virginia Peninsula, between the cities of Richmond (Aa2 positive) and Norfolk (Aa2). Modest consecutive full value growth has led to a sound revenue trend and stable financial operations.”
- “We view the county's management as very strong, with strong financial policies and practices under our FMA methodology, indicating financial practices are strong, well embedded, and likely sustainable.”
- “The county's superior budget flexibility, in the form of high reserve fund balances and solid expenditure flexibility, positions it to manage comfortably throughout economic cycles while maintaining an exceptional level of financial flexibility.”


The County's AAA rating from Fitch was re-affirmed in October 2020 in connection with Fitch's ongoing due diligence process. The last requested ratings were November 2018.


Public Finance

James City County, Virginia
New Issue Report

Tax-Supported / U.S.A.

Summary:
James City County Economic Development Authority, Virginia
James City County; Appropriations; General Obligation



CREDIT OPINION
13 November 2018
[Rate this Research](#)

James City (County of) VA
Update to analysis

Summary
James City County (Aaa) will continue to benefit from its location along the northern end of the Virginia Peninsula, between the cities of Richmond (Aa2 positive) and Norfolk (Aa2). Modest consecutive full value growth has led to a sound revenue trend and stable financial operations.

The county's debt is elevated when compared to state and national medians, however, continued adherence to comprehensive debt policies and expected modest full value growth will help mitigate debt burden challenges going forward.

We assigned a Aa1 rating to the county's \$21.4 million Public Facility Revenue and Refunding Bonds (County Government Projects), Series 2018 on November 6th.

Credit strengths

- » Large tax base with institutional presence and easy access to nearby employment centers
- » Sound financial management as evidenced by maintenance of satisfactory reserves

Credit challenges

- » Above average debt burden

Rating outlook
The stable outlook reflects our expectation that the county's financial performance will continue to remain solid due to sizeable property tax rate increase in fiscal 2016 that will help to offset upcoming capital costs. The outlook also reflects the expectation that the county will continue to experience moderate growth in the near-term due to its favorable location in the region's strong local economy.

Factors that could lead to an upgrade

- » Not applicable

Factors that could lead to a downgrade

- » Ongoing decline in available reserves limiting financial flexibility
- » Substantial contraction in tax base and wealth levels
- » Significant increase in debt burden

Authority, Va.'s he, S&P Global County, as well

secure the series g agreement, riple-net lease. bt service any late budget

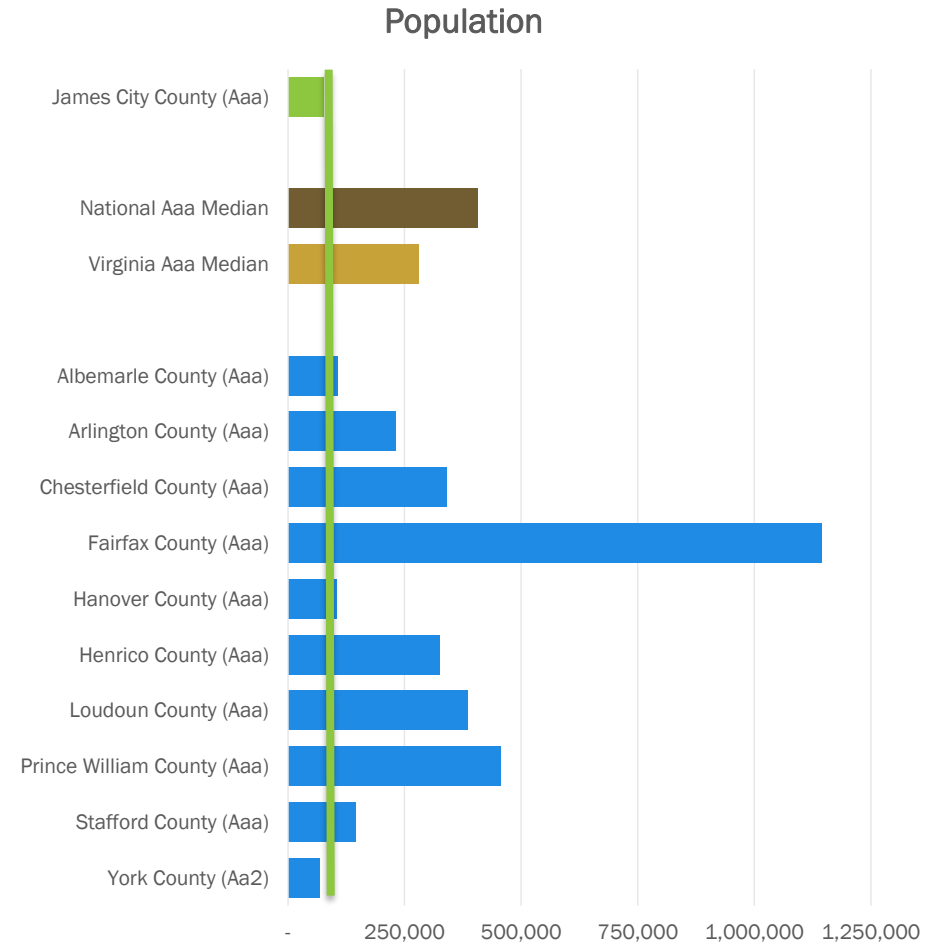
fety facilities, as

nty's limited-tax e and continue t limitations on

MBER 8, 2018 2

Peer Comparatives – Population

Locality	Population
James City County (Aaa)	77,202
National Aaa Median	407,026
Virginia Aaa Median	278,723
Albemarle County (Aaa)	106,355
Arlington County (Aaa)	231,803
Chesterfield County (Aaa)	339,447
Fairfax County (Aaa)	1,143,529
Hanover County (Aaa)	104,449
Henrico County (Aaa)	325,642
Loudoun County (Aaa)	385,143
Prince William County (Aaa)	456,749
Stafford County (Aaa)	144,012
York County (Aa2)	67,587

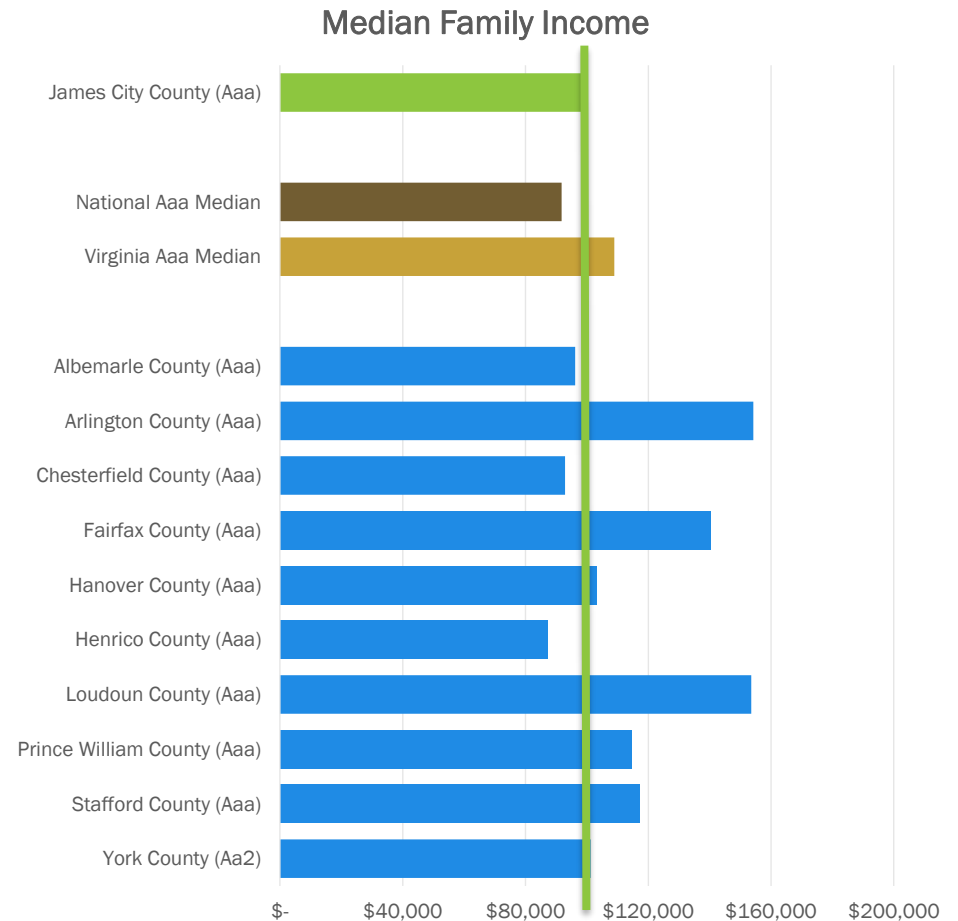


To provide the appropriate perspective, the County is shown compared to a peer group of all Virginia counties rated 'Aaa' by Moody's as well as York County, the County's neighbor.

Note: While not rated 'Aaa' by Moody's, York County is rated 'AAA' by S&P.
Source: Moody's Municipal Financial Ratio Analysis & James City County 2020 CAFR.

Peer Comparatives – Median Family Income

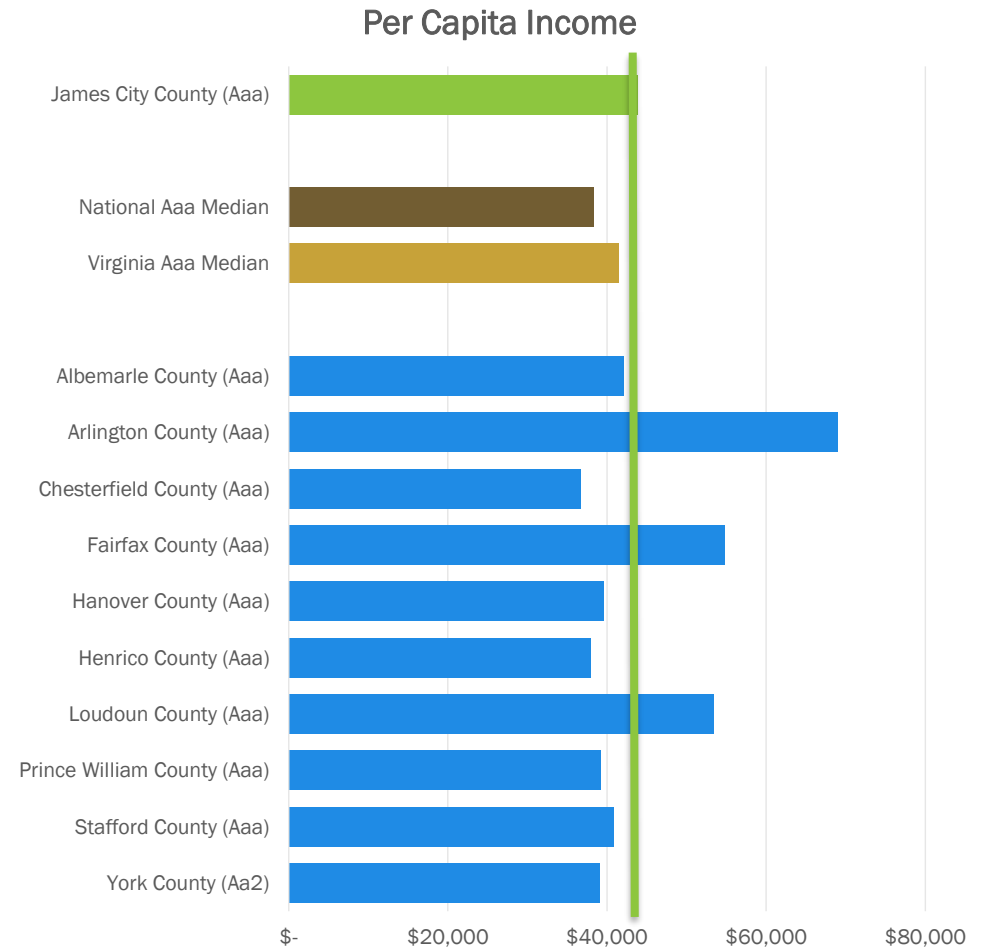
Locality	Median Family Income
James City County (Aaa)	\$ 99,379
National Aaa Median	91,765
Virginia Aaa Median	108,927
Albemarle County (Aaa)	96,157
Arlington County (Aaa)	154,204
Chesterfield County (Aaa)	92,896
Fairfax County (Aaa)	140,373
Hanover County (Aaa)	103,244
Henrico County (Aaa)	87,267
Loudoun County (Aaa)	153,521
Prince William County (Aaa)	114,610
Stafford County (Aaa)	117,116
York County (Aa2)	101,231



Note: While not rated 'Aaa' by Moody's, York County is rated 'AAA' by S&P.
Source: Moody's Municipal Financial Ratio Analysis & U.S. Census Bureau.

Peer Comparatives – Per Capita Income

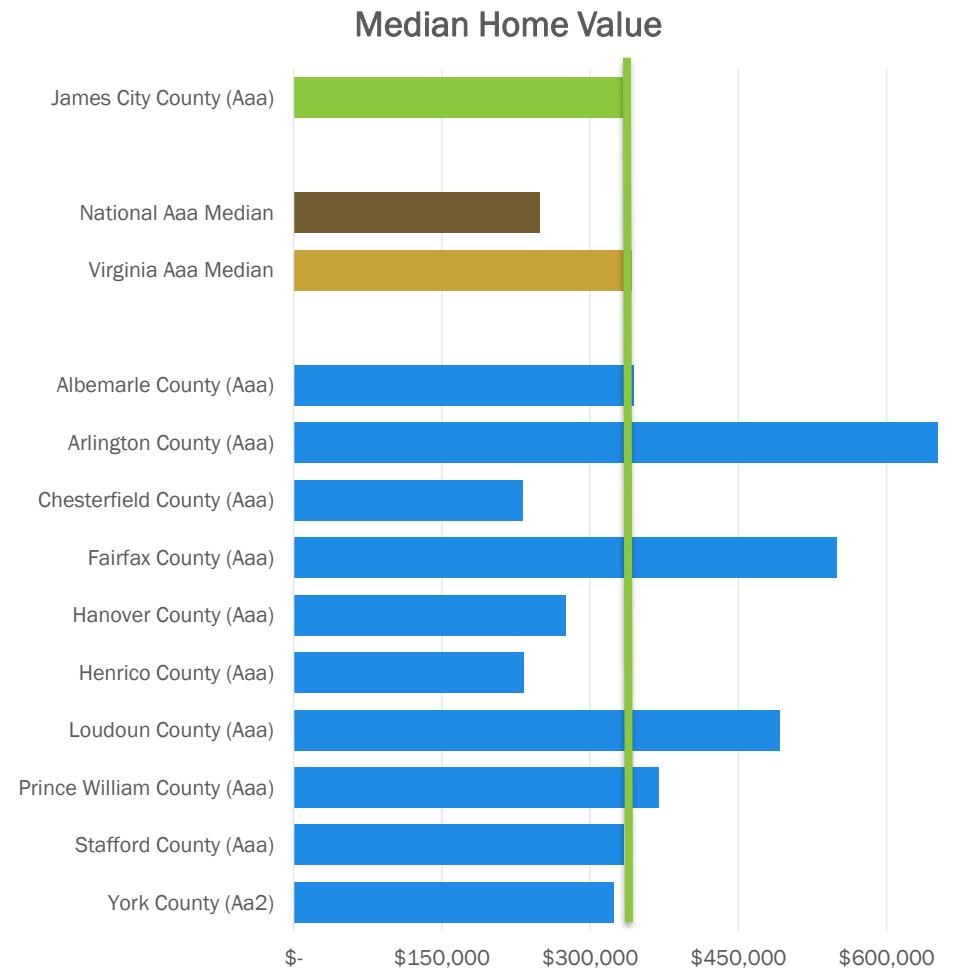
Locality	Per Capita Income
James City County (Aaa)	\$ 43,815
National Aaa Median	38,334
Virginia Aaa Median	41,468
Albemarle County (Aaa)	42,085
Arlington County (Aaa)	69,051
Chesterfield County (Aaa)	36,641
Fairfax County (Aaa)	54,725
Hanover County (Aaa)	39,604
Henrico County (Aaa)	37,999
Loudoun County (Aaa)	53,408
Prince William County (Aaa)	39,262
Stafford County (Aaa)	40,850
York County (Aa2)	39,071



Note: While not rated 'Aaa' by Moody's, York County is rated 'AAA' by S&P.
Source: Moody's Municipal Financial Ratio Analysis & U.S. Census Bureau.

Peer Comparatives – Median Home Value

Locality	Median Home Value
James City County (Aaa)	\$ 339,600
National Aaa Median	249,150
Virginia Aaa Median	342,050
Albemarle County (Aaa)	344,500
Arlington County (Aaa)	669,400
Chesterfield County (Aaa)	231,700
Fairfax County (Aaa)	550,000
Hanover County (Aaa)	275,800
Henrico County (Aaa)	233,400
Loudoun County (Aaa)	492,300
Prince William County (Aaa)	369,300
Stafford County (Aaa)	334,600
York County (Aa2)	324,400



Note: While not rated 'Aaa' by Moody's, York County is rated 'AAA' by S&P.
Source: Moody's Municipal Financial Ratio Analysis & U.S. Census Bureau.

Historical Financials

James City County, Virginia

Historical General Fund Financial Results

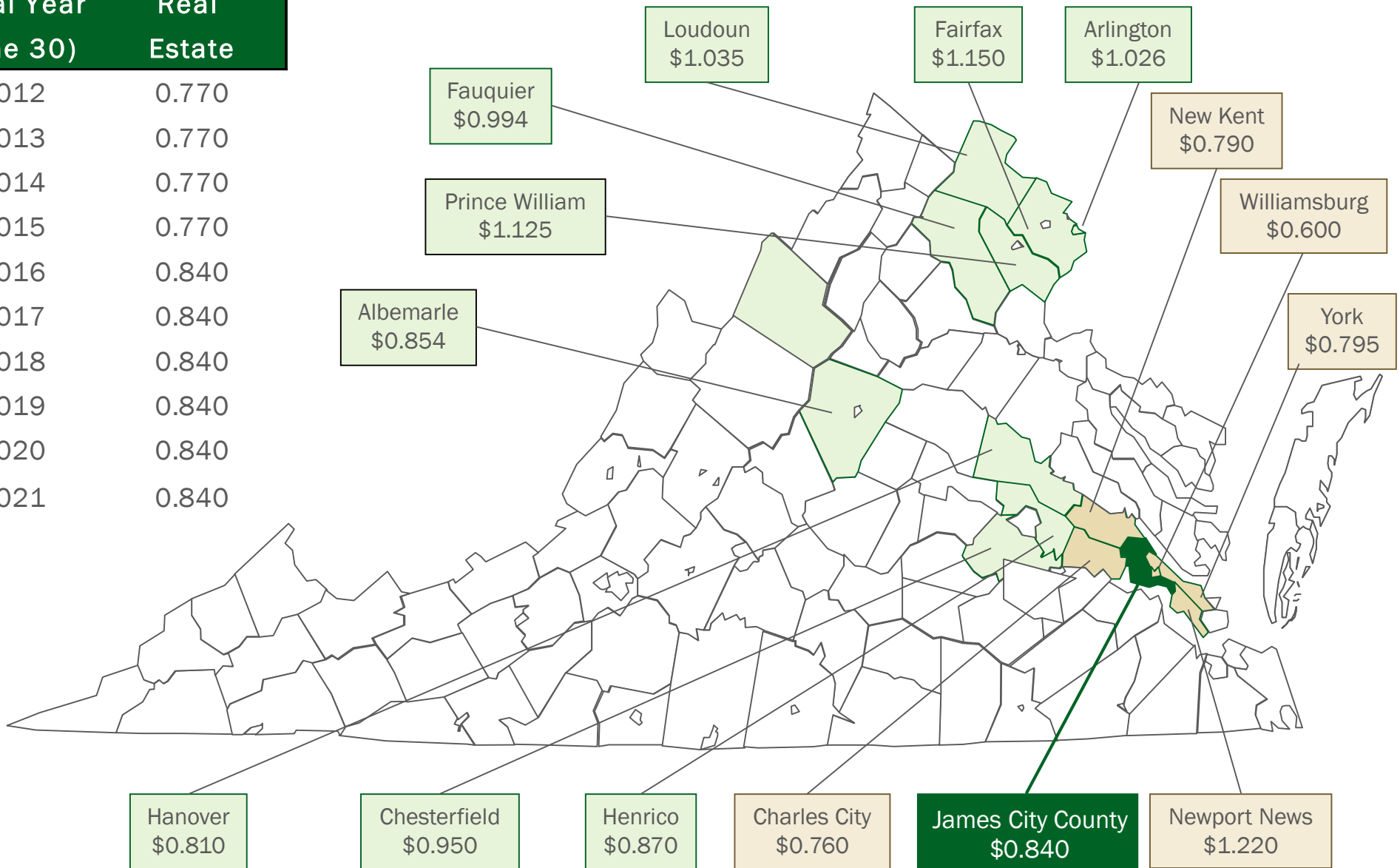


	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020
Revenues					
General Property Taxes	\$ 124,363,595	\$ 128,094,252	\$ 130,402,106	\$ 134,744,837	\$ 138,724,196
Other Local Taxes	23,243,899	23,767,254	23,627,630	28,531,163	25,371,283
Permits, Fees and Licenses	8,779,496	9,049,208	8,892,499	9,496,531	8,878,568
Fines & Forfeitures	309,278	270,716	265,561	292,518	231,608
Use of Money and Property	205,768	204,793	181,013	166,340	198,996
Charges for Services	6,623,273	6,471,404	6,656,889	6,586,341	6,291,204
Miscellaneous	250,331	1,372,795	816,300	281,529	221,688
Intergovernmental	27,079,952	27,365,450	26,901,889	27,747,002	28,998,454
Total Revenues	\$ 190,855,592	\$ 196,595,872	\$ 197,743,887	\$ 207,846,261	\$ 208,915,997
Expenditures					
General Government Administration	\$ 9,678,060	\$ 9,753,450	\$ 10,083,807	\$ 11,583,103	\$ 11,712,490
Judicial Administration	4,195,078	4,381,661	4,329,842	4,497,831	4,455,718
Public Safety	27,003,530	27,820,630	28,067,310	30,190,950	26,892,393
Public Works	7,066,548	7,818,851	7,623,362	8,212,497	8,635,840
Health and Human Services	1,865,341	1,963,770	2,104,509	2,291,017	2,470,939
Education	79,825,974	84,299,207	85,395,004	91,070,061	90,536,751
Parks, Recreation and Cultural	9,864,071	10,283,862	10,317,792	10,885,614	10,743,874
Community Development	5,809,243	6,016,220	5,783,201	5,548,535	5,951,281
Nondepartmental	1,183,538	-	-	1,015,671	16,128
Total Expenditures	\$ 146,491,383	\$ 152,337,651	\$ 153,704,827	\$ 165,295,279	\$ 161,415,414
Excess Revenues over Expenditures	\$ 44,364,209	\$ 44,258,221	\$ 44,039,060	\$ 42,550,982	\$ 47,500,583
Other Financing Sources (Uses)					
Transfers In	\$ 39,235	\$ 58,410	\$ 60,597	\$ 62,842	\$ 102,833
Transfers out	(40,773,308)	(40,687,096)	(40,244,074)	(41,503,213)	(34,912,342)
Total Other Financing Sources (Uses)	\$ (40,734,073)	\$ (40,628,686)	\$ (40,183,477)	\$ (41,440,371)	\$ (34,809,509)
Net change in fund balances	\$ 3,630,136	\$ 3,629,535	\$ 3,855,583	\$ 1,110,611	\$ 12,691,074

Competitive Tax Rate

Fiscal Year (June 30)	Real Estate
--------------------------	-------------

2012	0.770
2013	0.770
2014	0.770
2015	0.770
2016	0.840
2017	0.840
2018	0.840
2019	0.840
2020	0.840
2021	0.840



Assessed Value of Taxable Property

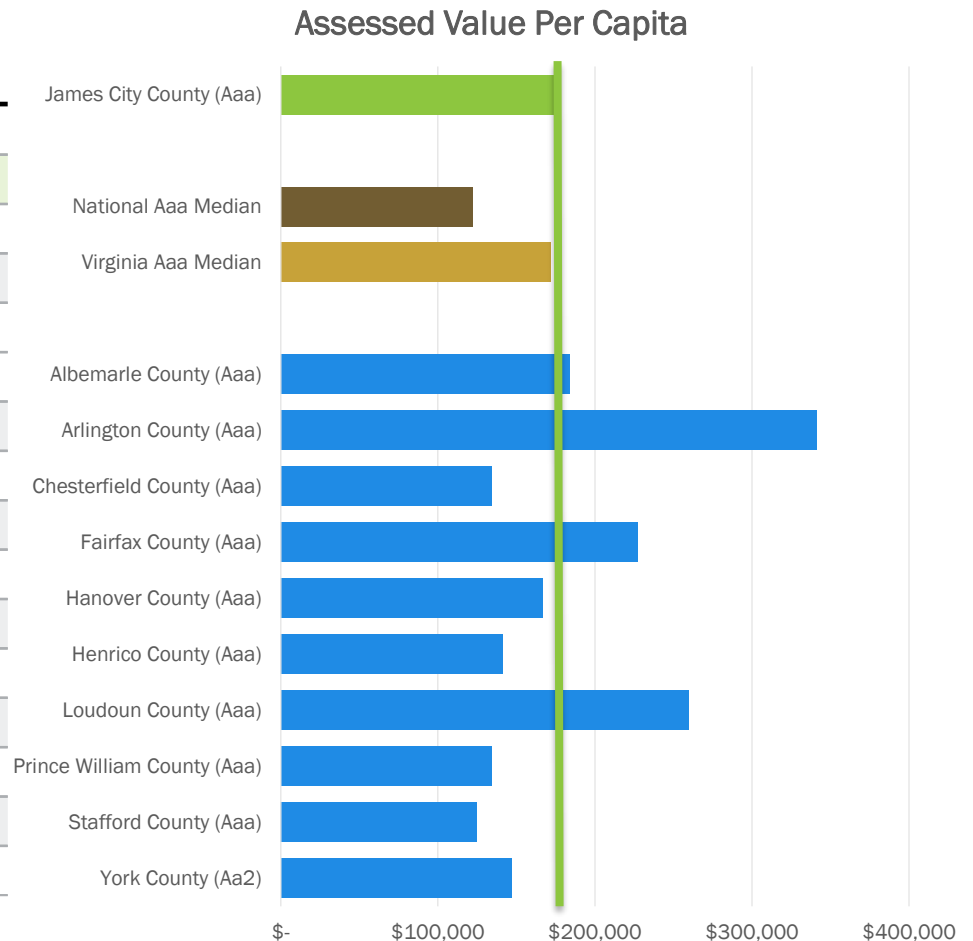


Assessed Value of Taxable Property								
Fiscal Year	Real Property	% Chg. From Prior Year	Total Personal Property	% Chg. From Prior Year	Public Service	% Chg. From Prior Year	Total Taxable Assessed Value	% Chg. From Prior Year
2011	\$ 11,172,929,700	0%	\$ 768,751,597	4%	\$ 210,802,200	7%	\$ 12,152,483,497	0%
2012	11,316,807,900	1%	802,225,966	4%	222,670,868	6%	12,341,704,734	2%
2013	10,921,180,200	-3%	838,145,072	4%	232,588,225	4%	11,991,913,497	-3%
2014	11,067,756,400	1%	864,017,834	3%	233,973,337	1%	12,165,747,571	1%
2015	11,148,405,300	1%	935,845,627	8%	336,370,602	44%	12,420,621,529	2%
2016	11,352,153,219	2%	923,006,481	-1%	236,177,856	-30%	12,511,337,556	1%
2017	11,608,801,433	2%	963,974,321	4%	245,349,999	4%	12,818,125,753	2%
2018	11,797,419,633	2%	1,020,082,452	6%	247,568,334	1%	13,065,070,419	2%
2019	12,089,303,067	2%	1,055,648,228	3%	262,267,902	6%	13,407,219,197	3%
2020	12,241,257,556	1%	1,057,675,114	0%	388,057,441	48%	13,686,990,111	2%

Source: James City County CAFRs.

Peer Comparatives – Assessed Value Per Capita

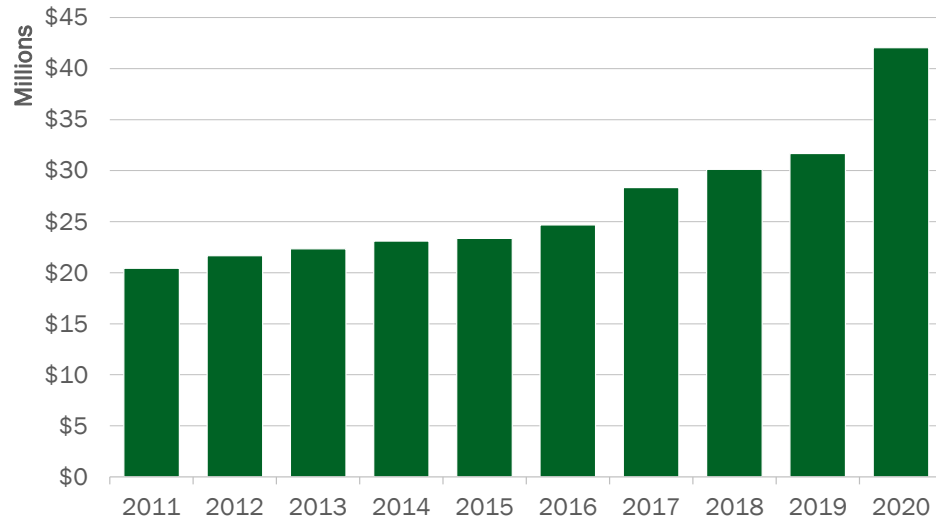
Locality	Assessed Value Per Capita
James City County (Aaa)	\$177,288
National Aaa Median	122,045
Virginia Aaa Median	171,964
Albemarle County (Aaa)	184,059
Arlington County (Aaa)	341,378
Chesterfield County (Aaa)	134,086
Fairfax County (Aaa)	227,568
Hanover County (Aaa)	166,996
Henrico County (Aaa)	141,297
Loudoun County (Aaa)	259,709
Prince William County (Aaa)	134,022
Stafford County (Aaa)	125,048
York County (Aa2)	146,914



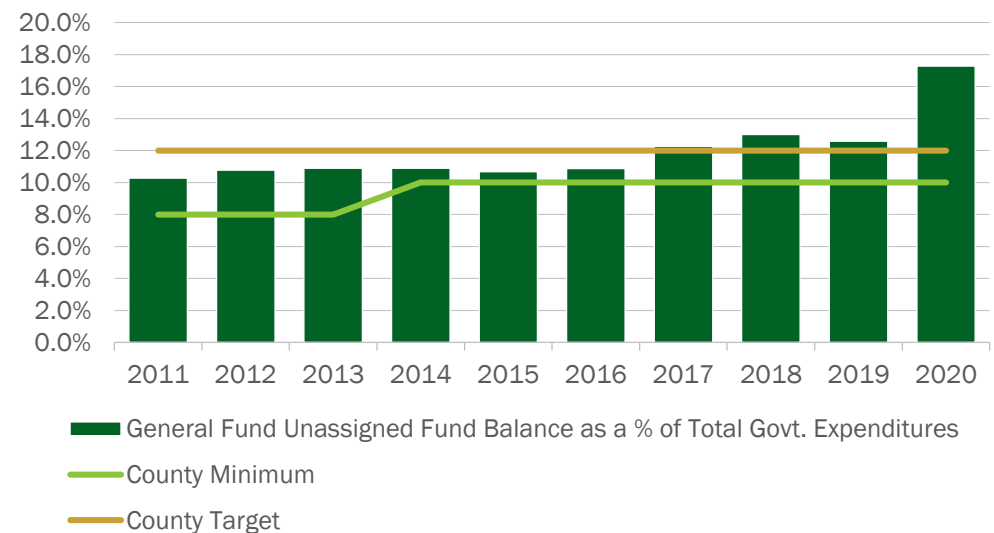
Note: While not rated 'Aaa' by Moody's, York County is rated 'AAA' by S&P.
Source: Moody's Municipal Financial Ratio Analysis & James City County Staff.

Unassigned Fund Balance

Unassigned Fund Balance



Unassigned Fund Balance as a % of Expenditures



Fiscal Year	General Fund Undesignated/ Unassigned Fund Balance	Total Govt. Expenditures	General Fund Unassigned Fund Balance as a % of Total Govt. Expenditures	County Minimum	County Target
2011	\$ 20,449,054	\$ 198,893,176	10.3%	8.0%	12.0%
2012	21,674,594	201,078,316	10.8%	8.0%	12.0%
2013	22,345,746	215,304,486	10.9%	8.0%	12.0%
2014	23,099,410	211,866,777	10.9%	10.0%	12.0%
2015	23,360,679	218,984,810	10.7%	10.0%	12.0%
2016	24,681,548	226,845,449	10.9%	10.0%	12.0%
2017	28,339,753	231,072,402	12.3%	10.0%	12.0%
2018	30,119,197	231,635,241	13.0%	10.0%	12.0%
2019	31,693,639	251,898,565	12.6%	10.0%	12.0%
2020	42,058,054	243,309,721	17.3%	10.0%	12.0%

County Fund Balance Policy:

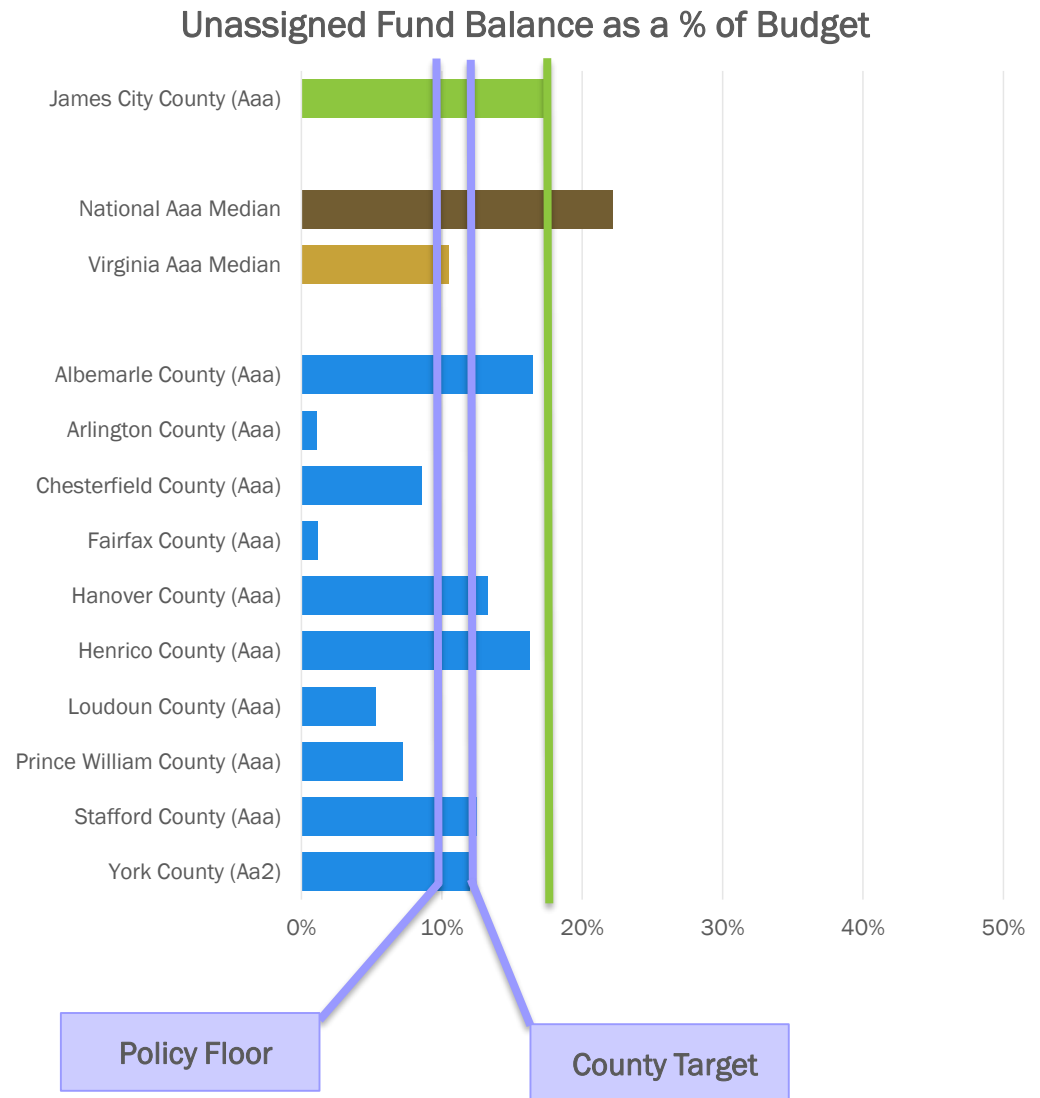
The County shall maintain a General Fund Unassigned Fund Balance (commonly referred to as “Fiscal Liquidity”) at the end of the fiscal year in an amount equal to or greater than 10%, with a target of 12% of the total governmental expenditures including the County’s share of the Schools operating expenditures.

Peer Comparatives – Unassigned Fund Balance as a % of Budget

Locality	Unassigned Fund Balance as a % of Budget
James City County (Aaa)	17.3%
National Aaa Median	22.2%
Virginia Aaa Median	10.5%
Albemarle County (Aaa)	16.5%
Arlington County (Aaa)	1.1%
Chesterfield County (Aaa)	8.6%
Fairfax County (Aaa)	1.2%
Hanover County (Aaa)	13.3%
Henrico County (Aaa)	16.3%
Loudoun County (Aaa)	5.3%
Prince William County (Aaa)	7.2%
Stafford County (Aaa)	12.5%
York County (Aa2)	12.0%

Notes:

- (1) While not rated 'Aaa' by Moody's, York County is rated 'AAA' by S&P.
- (2) Certain counties maintain additional sources of available dollars in designated reserve funds outside of Unassigned Fund Balance.
- (3) Moody's reports metric as a percentage of **Revenues**. James City County figure shown as a percentage of Expenditures in accordance with its policy.



Source: Moody's Municipal Financial Ratio Analysis.

Why an Unassigned Fund Balance is Important



- Why is maintaining a healthy unassigned fund balance important?
 - Provides adequate month-to-month cash flow and eliminates the need for costly cash-flow borrowing.
 - Provides funds for emergency situations (i.e. health crisis...ice/snow storm).
 - Provides funds for unforeseen expenditures or revenue shortfalls that occur during a fiscal year.
 - Allows for bond funded capital projects to begin prior to having borrowed funds on hand.
 - Helps mitigate/offset other financial weaknesses.
 - Provides comfort to potential lenders and the rating agencies as it relates to the County's financial strength / flexibility and thus allows the County to obtain competitive financing.

Use of Fund Balance over the Policy Target



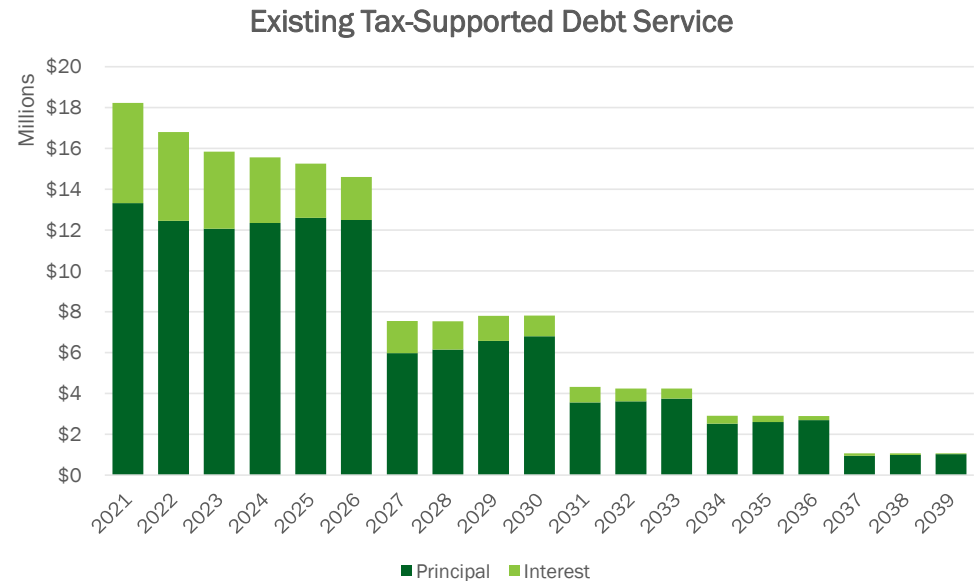
- It is important that the County be considerate of how it might use any fund balance over the target level.
- Using Unassigned Fund Balance for operations creates a budgetary imbalance that is not looked upon favorably by the rating agencies. The question then becomes how is that operational expenditure going to be paid for in the following budget year.
- It is better to use excess fund balance for one time uses such as capital or grant matching.
- It is acceptable to use the fund balance when an unforeseen shortfall in revenues or increase in expenditures happens during a budget year. But the higher rated localities also discuss a plan to put that fund balance back in place if the use causes the fund balance levels to fall below the policy target.

Debt Management

James City County, Virginia

Existing Tax-Supported Debt Service

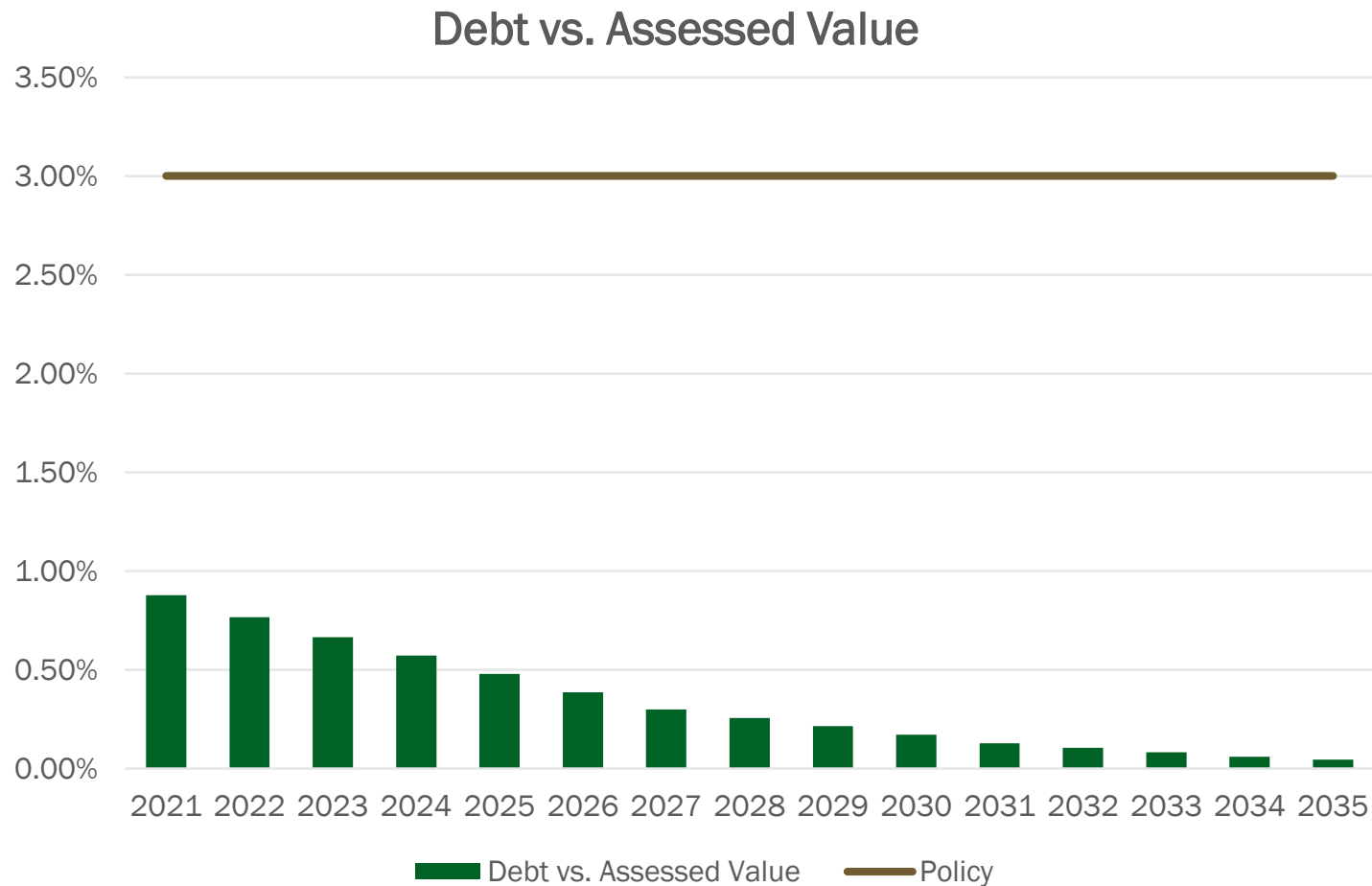
Existing Tax-Supported Debt Service ⁽¹⁾				
Fiscal Year	Principal	Interest	Total	Payout Ratio
2021	\$13,321,271	\$4,903,208	\$18,224,479	10.9%
2022	12,461,474	4,342,787	16,804,261	21.0%
2023	12,071,418	3,767,423	15,838,841	30.9%
2024	12,343,510	3,218,881	15,562,391	41.0%
2025	12,605,755	2,654,662	15,260,416	51.3%
2026	12,490,000	2,112,563	14,602,563	61.5%
2027	5,970,000	1,579,213	7,549,213	66.3%
2028	6,150,000	1,389,088	7,539,088	71.4%
2029	6,580,000	1,226,000	7,806,000	76.7%
2030	6,795,000	1,012,763	7,807,763	82.3%
2031	3,555,000	759,413	4,314,413	85.2%
2032	3,615,000	622,613	4,237,613	88.1%
2033	3,740,000	503,213	4,243,213	91.2%
2034	2,520,000	379,650	2,899,650	93.3%
2035	2,605,000	295,600	2,900,600	95.4%
2036	2,690,000	208,650	2,898,650	97.6%
2037	950,000	118,800	1,068,800	98.4%
2038	990,000	80,800	1,070,800	99.2%
2039	1,030,000	41,200	1,071,200	100.0%
Total	\$ 122,483,428	\$ 29,216,524	\$151,699,952	



The County's Payout Ratio measures the percentage of outstanding principal that is repaid after each year. Based upon the County's current outstanding debt, the County's 10-Year Payout Ratio is 82.3% which is well above the County's 60.0% policy floor. The credit rating agencies use the 10-Year Payout Ratio as a way of measuring how rapidly an issuer is paying down its outstanding debt.

Debt vs. Assessed Value

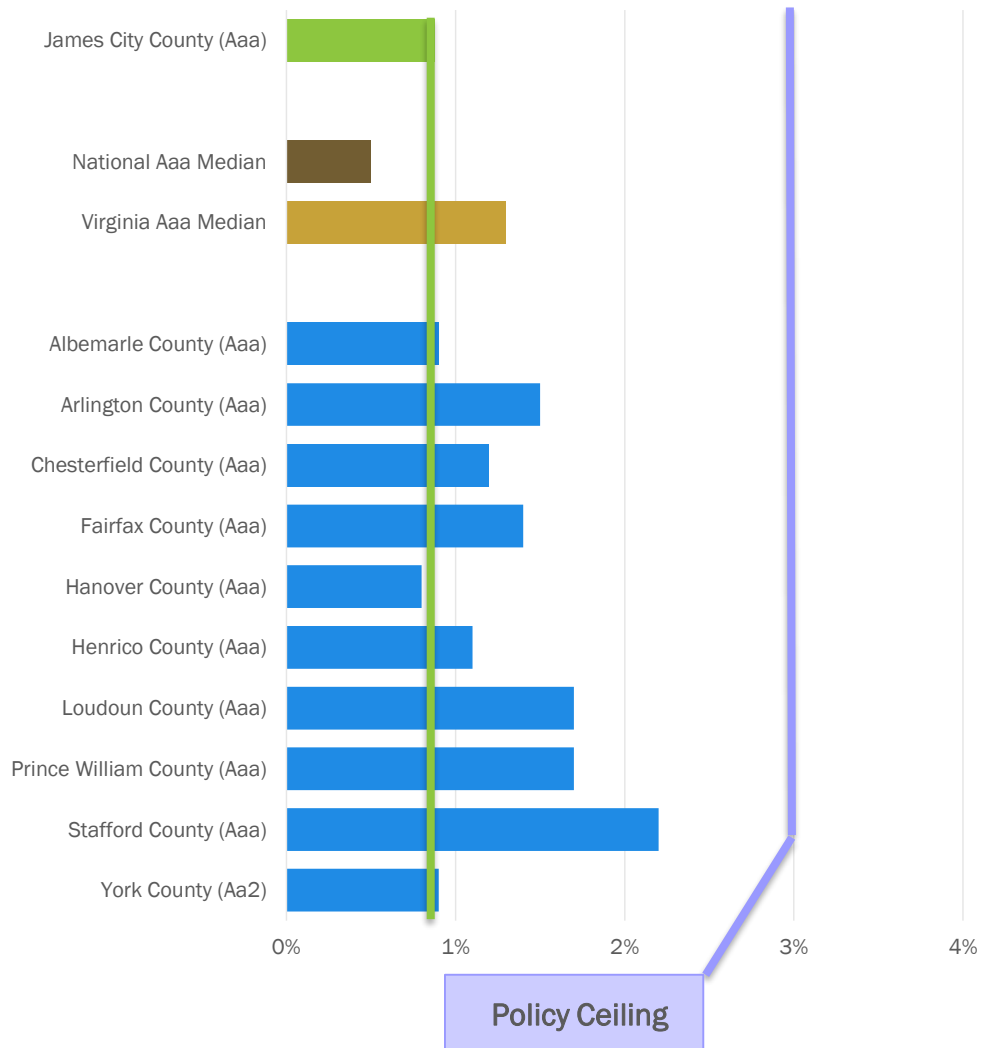
County Policy: Outstanding debt shall not exceed 3% of the assessed valuation of real and personal property.



Peer Comparatives – Debt vs. Assessed Value

Locality	Direct Net Debt as % of Assessed Value
James City County (Aaa)	0.9%
National Aaa Median	0.5%
Virginia Aaa Median	1.3%
Albemarle County (Aaa)	0.9%
Arlington County (Aaa)	1.5%
Chesterfield County (Aaa)	1.2%
Fairfax County (Aaa)	1.4%
Hanover County (Aaa)	0.8%
Henrico County (Aaa)	1.1%
Loudoun County (Aaa)	1.7%
Prince William County (Aaa)	1.7%
Stafford County (Aaa)	2.2%
York County (Aa2)	0.9%

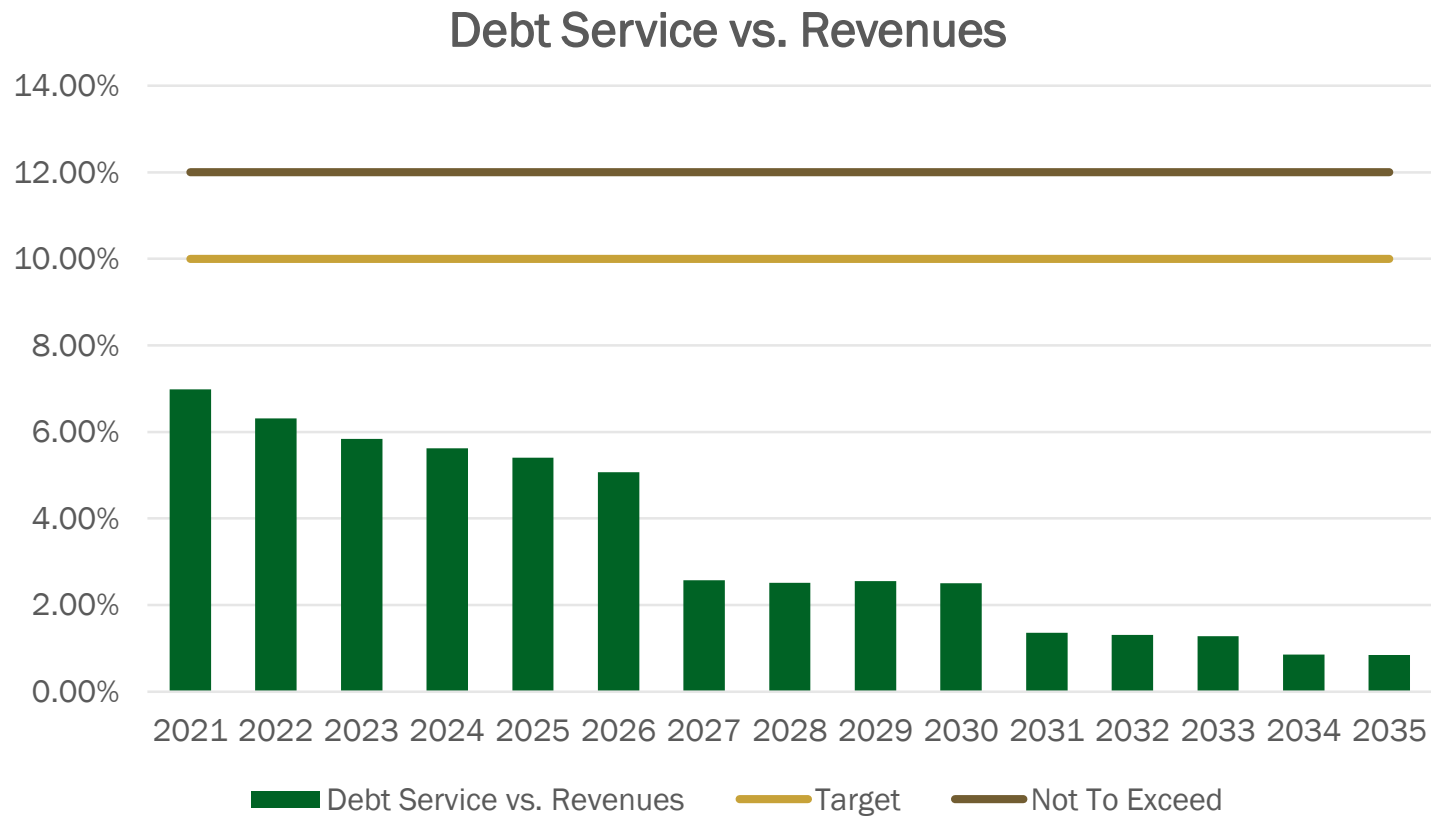
Direct Net Debt as % of Assessed Value



Note: While not rated 'Aaa' by Moody's, York County is rated 'AAA' by S&P.

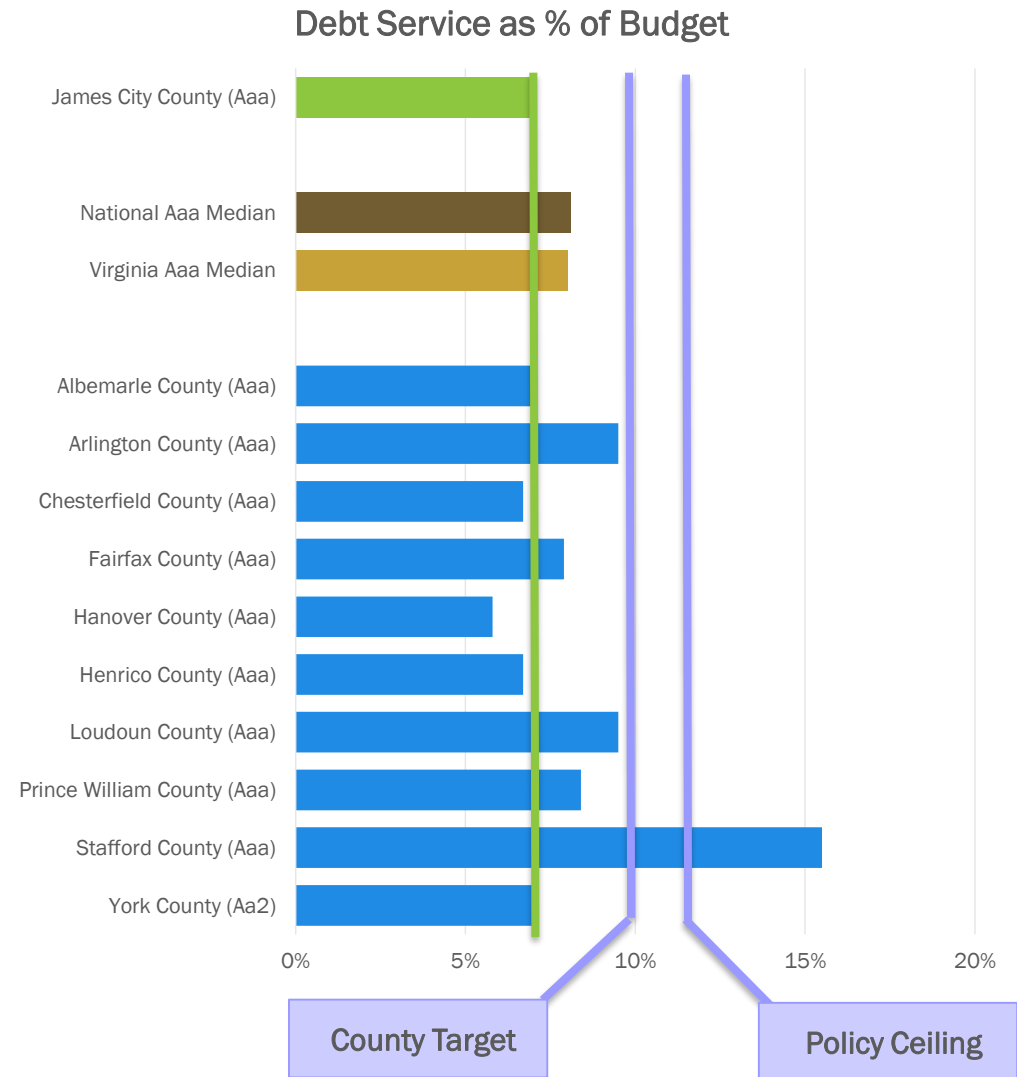
Debt Service vs. Revenues

County Policy: Annual debt service requirements should target 10% or less and shall not exceed 12% of total operating revenues, including revenues allocated to James City County for Public Education.



Peer Comparatives – Debt Service as a % of Budget

Locality	Debt Service as % of Budget
James City County (Aaa)	7.0%
National Aaa Median	8.1%
Virginia Aaa Median	8.0%
Albemarle County (Aaa)	7.0%
Arlington County (Aaa)	9.5%
Chesterfield County (Aaa)	6.7%
Fairfax County (Aaa)	7.9%
Hanover County (Aaa)	5.8%
Henrico County (Aaa)	6.7%
Loudoun County (Aaa)	9.5%
Prince William County (Aaa)	8.4%
Stafford County (Aaa)	15.5%
York County (Aa2)	7.0%



Note: Moody's reports Debt Service as a Percentage of Operating Expenditures rather than Revenues. James City County value is shown as a percentage of Revenues in accordance with the policy.

Note: While not rated 'Aaa' by Moody's, York County is rated 'AAA' by S&P.
Source: Moody's Municipal Financial Ratio Analysis.

Debt Capacity vs. Debt Affordability



- When considering whether or not to take on additional debt to fund capital projects, it will be helpful for the County to consider both its Debt Capacity and its Debt Affordability.

- Debt Capacity can be thought of as the amount of debt a locality can incur while staying within prudent financial guidelines.
 - Debt Capacity can be thought of as the County's credit card limit.

- Debt Affordability focuses more on the County's ability to repay its debt obligations given its current cash flows.
 - Debt Affordability can be equated to the ability of the County to pay its credit card bill.

Debt Capacity Analysis

- Of the two debt ratios presented previously, Debt Service vs. Revenues is the limiting factor for the County in terms of capacity.
- In the table below, Davenport has projected the amount of additional tax-supported debt that the County could issue without exceeding its 12% policy ceiling.
- Davenport has assumed that the County issues its debt with a 20-year Level Debt Service structure at a rate of 5%.

Fiscal Year	Existing Debt Service vs. Revenues Ratio	Policy Ceiling	Additional Capacity Gained Per Period	Cumulative Additional Capacity
2021	6.99%	12.00%	\$ 163,011,489	\$ 232,109,423
2022	6.32%	12.00%	25,501,626	
2023	5.84%	12.00%	19,989,898	
2024	5.62%	12.00%	11,562,978	
2025	5.40%	12.00%	12,043,432	
2026	5.07%	12.00%	16,644,070	\$ 136,828,606
2027	2.57%	12.00%	96,515,005	
2028	2.52%	12.00%	8,913,147	
2029	2.55%	12.00%	5,636,387	
2030	2.50%	12.00%	9,119,996	
10-Year Total				\$ 368,938,028

Debt Affordability Analysis



- As shown on the preceding page, Davenport has estimated that the County can issue approximately \$368.9 million over the course of the next 10 years without exceeding its 12% policy limit for Debt Service vs. Revenues.
- In the event that the County were to issue debt at those levels, it would need to come up with additional revenues in order to afford the additional debt service.
- Based upon the downward sloping structure of its existing debt service, the portion of the County's budget expected to be spent on debt service is expected to decline over time.
- Because of this, the County will free up some cash flow flexibility (relative to estimated 2021 spending) to take on new debt in the future.

Debt Affordability Analysis

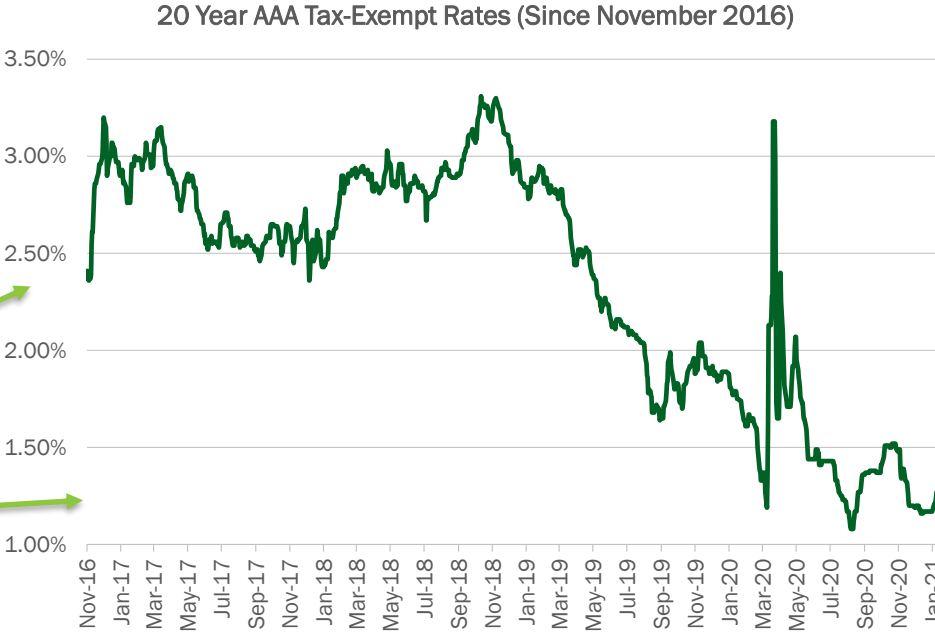
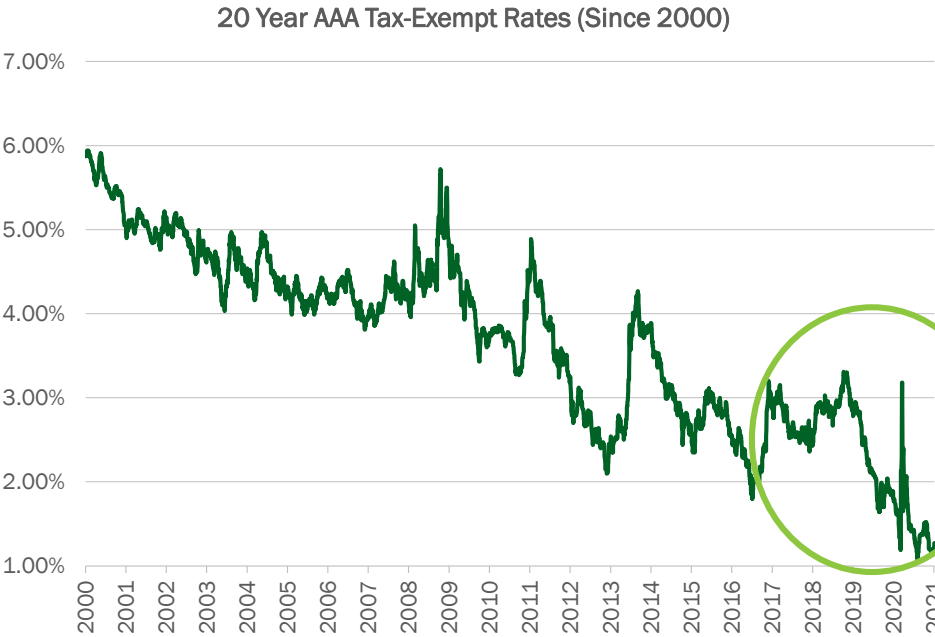
- In the table below, Davenport has projected the amount of additional debt that the County could issue in the future such that the County's aggregate annual debt service spending does not exceed the estimated Fiscal Year 2021 levels.
- Davenport has assumed that the County issues future debt with a 20-year Level Debt Service structure at a rate of 5%.

Fiscal Year	Current Debt Service	Annual Debt Service Dropdown	Affordability Gained from Dropdown	Cumulative Additional Affordability
2021	\$ 18,224,479	N/A	N/A	\$ 36,938,775
2022	16,804,261	1,420,218	17,699,050	
2023	15,838,841	965,420	12,031,271	
2024	15,562,391	276,450	3,445,178	
2025	15,260,416	301,975	3,763,276	
2026	14,602,563	657,854	8,198,311	\$ 92,876,538
2027	7,549,213	7,053,350	84,678,227	
2028	7,539,088	10,125	-	
2029	7,806,000	(266,913)	-	
2030	7,807,763	(1,763)	-	
10-Year Total				\$129,815,313

Overview of Current Market Conditions

James City County, Virginia

AAA Tax-Exempt 20-Year Interest Rate



Interest Rate Trends Since 2018 Refunding Bond Sale

20 Year AAA Tax-Exempt Rates (Since November 2018)

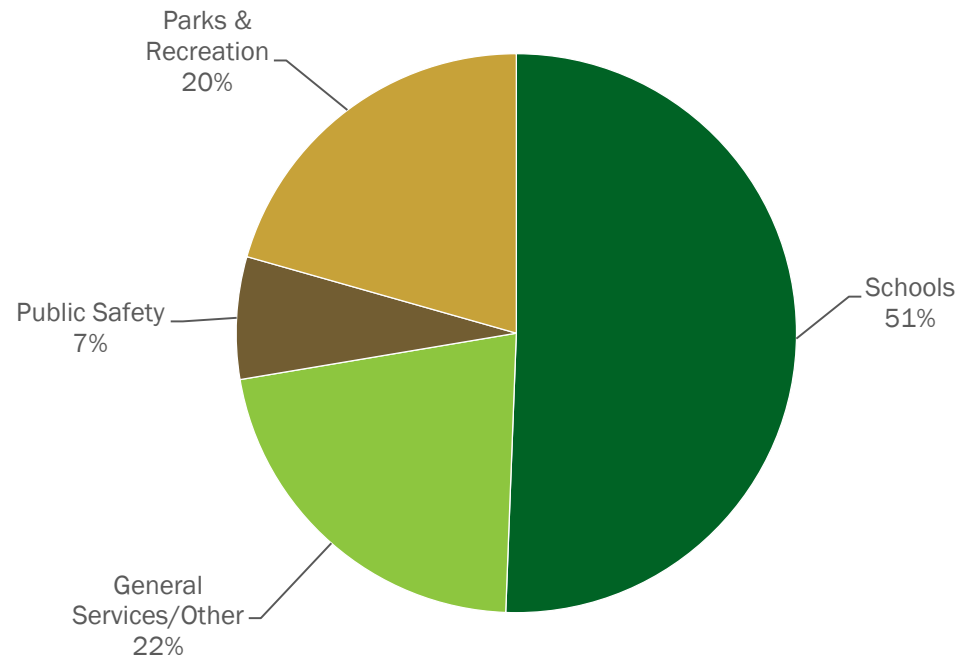


Since the County's last bond sale in November 2018, the 20 Year MMD has declined by approximately 200 basis points (2.00%).

Capital Planning

James City County, Virginia

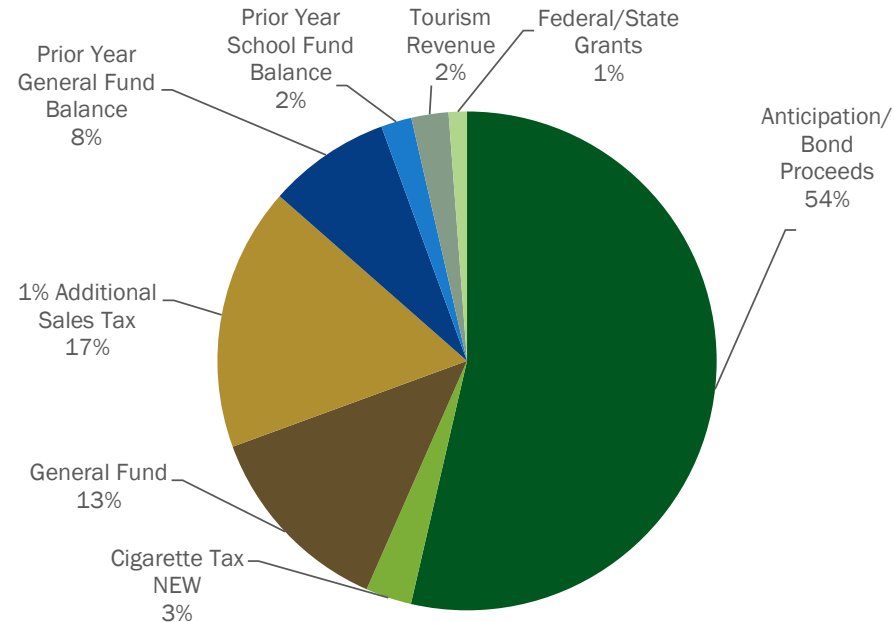
Capital Improvement Plan – Uses of Funds



Capital Improvement Plan - Uses of Funds

	2021	2022	2023	2024	2025	Total
Schools	\$ -	\$ 7,173,000	\$ 6,795,000	\$ 34,012,000	\$ 13,154,000	\$ 61,134,000
General Services/Other	2,623,290	6,166,460	6,203,950	6,387,800	4,883,500	26,265,000
Public Safety	3,800,000	2,414,000	605,000	400,000	1,325,000	8,544,000
Parks & Recreation	-	2,665,000	7,143,000	9,367,000	5,691,000	24,866,000
Total Uses	\$ 6,423,290	\$ 18,418,460	\$ 20,746,950	\$ 50,166,800	\$ 25,053,500	\$ 120,809,000

Capital Improvement Plan – Sources of Funds



Capital Improvement Plan - Sources of Funds

	2021	2022	2023	2024	2025	Total
General Fund	\$ -	\$ 3,702,010	\$ 3,813,000	\$ 3,927,000	\$ 4,045,000	\$ 15,487,010
1% Additional Sales Tax	1,523,290	4,700,000	4,750,000	4,800,000	4,850,000	20,623,290
Cigarette Tax NEW	-	900,000	900,000	900,000	900,000	3,600,000
Prior Year General Fund Balance	2,400,000	1,800,000	1,800,000	1,800,000	1,800,000	9,600,000
Prior Year School Fund Balance	-	600,000	600,000	600,000	600,000	2,400,000
Federal/State Grants	-	131,600	402,500	460,950	436,275	1,431,325
Anticipation/Bond Proceeds	2,500,000	5,859,850	7,756,450	36,953,850	11,697,225	64,767,375
Tourism Revenue	-	725,000	725,000	725,000	725,000	2,900,000
Total Sources	\$ 6,423,290	\$ 18,418,460	\$ 20,746,950	\$ 50,166,800	\$ 25,053,500	\$ 120,809,000

- On the following pages, Davenport has prepared a preliminary assessment of the impact that the County's potential future CIP borrowings would have on its compliance with its Key Debt Ratio policies.
- In the table below, Davenport has highlighted the estimated costs of the aggregate projects the County is contemplating borrowing for each year and the assumed borrowing term.

James City County Future CIP Project Borrowings		
Fiscal Year	Estimated Aggregate Project Costs	Assumed Borrowing Term
FY 2021	\$ 2,500,000	7 Years
FY 2022	5,859,850	20 Years
FY 2023	7,756,450	20 Years
FY 2024	36,953,850	20 Years
FY 2025	11,697,225	20 Years
	\$ 64,767,375	

Key Assumptions



- In connection with the development of the Fiscal Year 2021-2022 budget, County staff developed debt service estimates for its potential future CIP borrowings.
- Davenport has summarized the Key Assumptions that were incorporated into those estimates in the table below. On the following page, Davenport has illustrated the impact of the estimated future CIP debt service on the County's overall debt profile.

Borrowing	Projects	Cost	Closing/Debt Service Beginning	Term (Years)	Interest Rate
FY 2021	Public Safety	\$2.5 Million	FY 2021	7	4.00% Planning Rate
FY 2022	Schools, General Services, and Parks & Recreation	\$5.8 Million	FY 2022	20	4.00% Planning Rate
FY 2023	Schools and Parks & Recreation	\$7.7 Million	FY 2023	20	4.00% Planning Rate
FY 2024	Schools and Parks & Recreation	\$36.9 Million	FY 2024	20	4.00% Planning Rate
FY 2025	Schools and Parks & Recreation	\$11.6 Million	FY 2025	20	4.00% Planning Rate

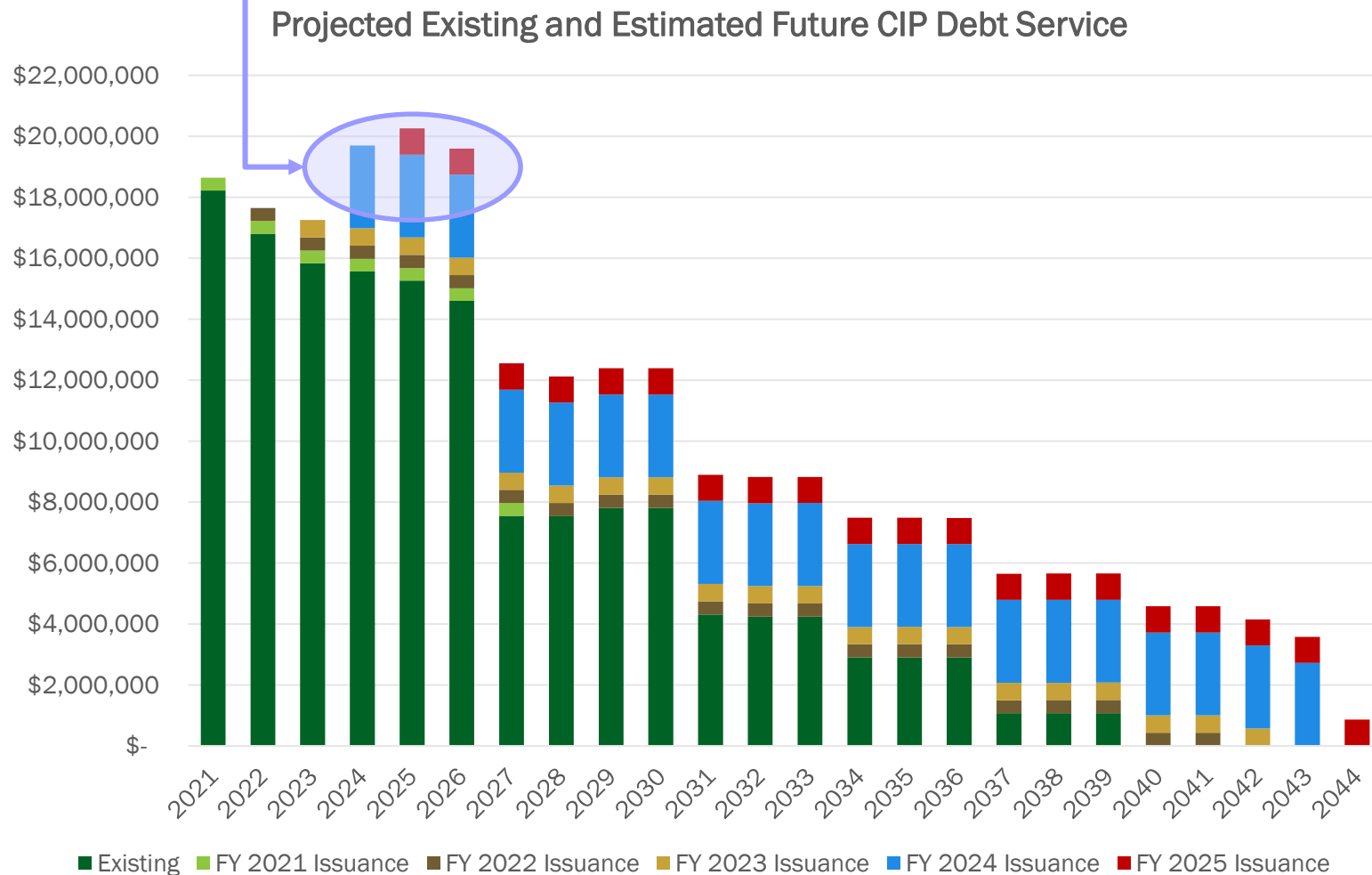
Projected Existing and Estimated Future CIP Debt Service



Projected Existing and Estimated Future CIP Debt Service								
Fiscal Year	Existing	FY 2021 Issuance	FY 2022 Issuance	FY 2023 Issuance	FY 2024 Issuance	FY 2025 Issuance	Projected Total	
2021	\$ 18,224,479	\$ 416,524	\$ -	\$ -	\$ -	\$ -	\$ 18,641,003	
2022	16,804,261	416,524	431,178	-	-	-	17,651,964	
2023	15,838,841	416,524	431,178	570,733	-	-	17,257,276	
2024	15,562,391	416,524	431,178	570,733	2,719,129	-	19,699,955	
2025	15,260,416	416,524	431,178	570,733	2,719,129	860,702	20,258,683	
2026	14,602,563	416,524	431,178	570,733	2,719,129	860,702	19,600,829	
2027	7,549,213	416,524	431,178	570,733	2,719,129	860,702	12,547,479	
2028	7,539,088	-	431,178	570,733	2,719,129	860,702	12,120,830	
2029	7,806,000	-	431,178	570,733	2,719,129	860,702	12,387,742	
2030	7,807,763	-	431,178	570,733	2,719,129	860,702	12,389,505	
2031	4,314,413	-	431,178	570,733	2,719,129	860,702	8,896,155	
2032	4,237,613	-	431,178	570,733	2,719,129	860,702	8,819,355	
2033	4,243,213	-	431,178	570,733	2,719,129	860,702	8,824,955	
2034	2,899,650	-	431,178	570,733	2,719,129	860,702	7,481,392	
2035	2,900,600	-	431,178	570,733	2,719,129	860,702	7,482,342	
2036	2,898,650	-	431,178	570,733	2,719,129	860,702	7,480,392	
2037	1,068,800	-	431,178	570,733	2,719,129	860,702	5,650,542	
2038	1,070,800	-	431,178	570,733	2,719,129	860,702	5,652,542	
2039	1,071,200	-	431,178	570,733	2,719,129	860,702	5,652,942	
2040	-	-	431,178	570,733	2,719,129	860,702	4,581,742	
2041	-	-	431,178	570,733	2,719,129	860,702	4,581,742	
2042	-	-	-	570,733	2,719,129	860,702	4,150,564	
2043	-	-	-	-	2,719,129	860,702	3,579,831	
2044	-	-	-	-	-	860,702	860,702	
Total	\$ 151,699,952	\$ 2,915,668	\$ 8,623,560	\$ 11,414,663	\$ 54,382,579	\$ 17,214,046	\$ 246,250,469	

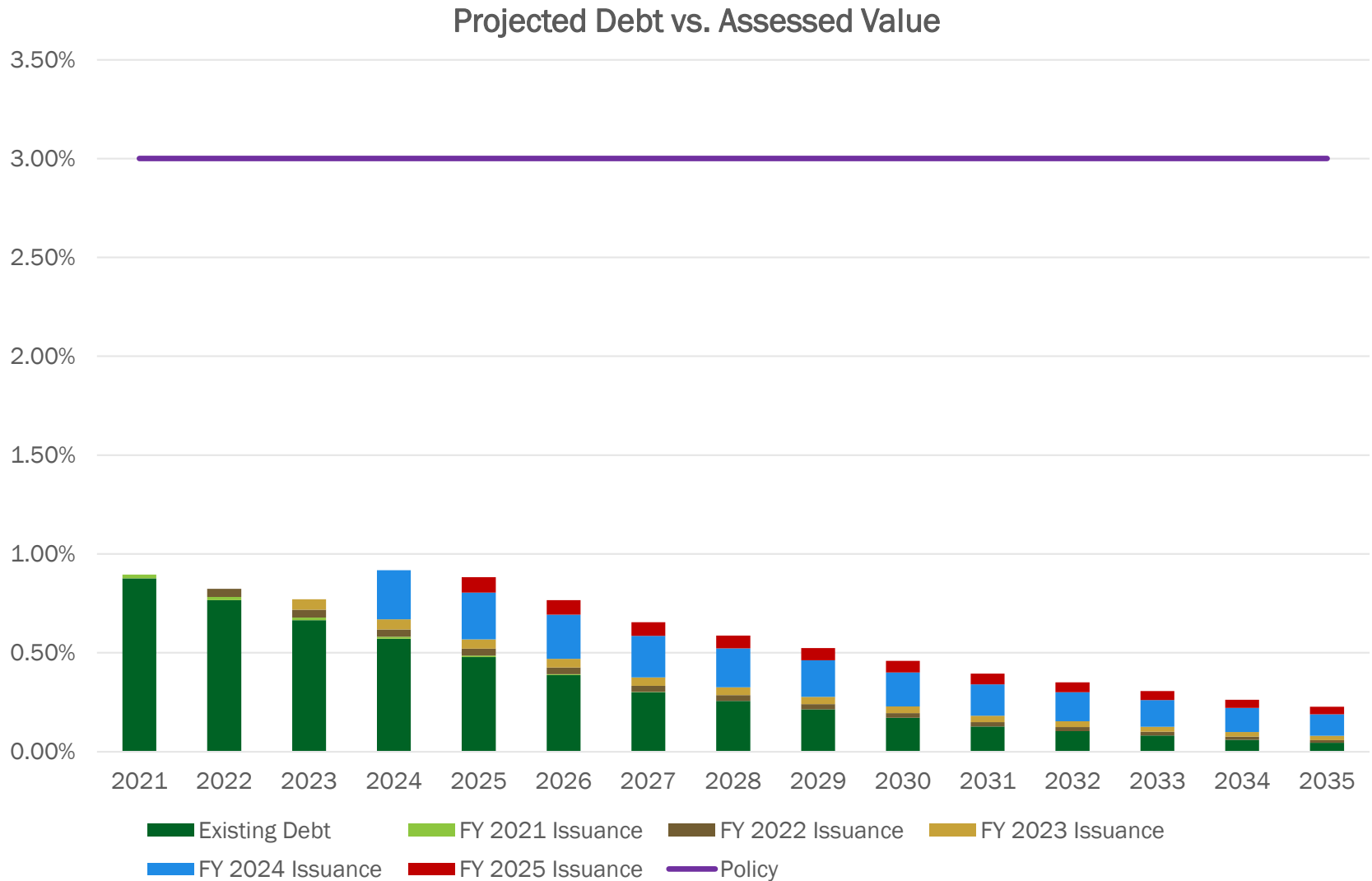
Projected Existing and Estimated Future CIP Debt Service (Continued)

Under Level Debt Service structures for the future borrowings, the County's debt service spending would be projected to increase above current levels in 2024 - 2026. The County could avoid this potential spike by using structuring options such as Interest Only periods or Capitalized Interest. These structuring options would increase the total debt service over the life of the borrowings but could provide a more favorable result from a cash flow perspective.



Projected Debt vs. Assessed Value

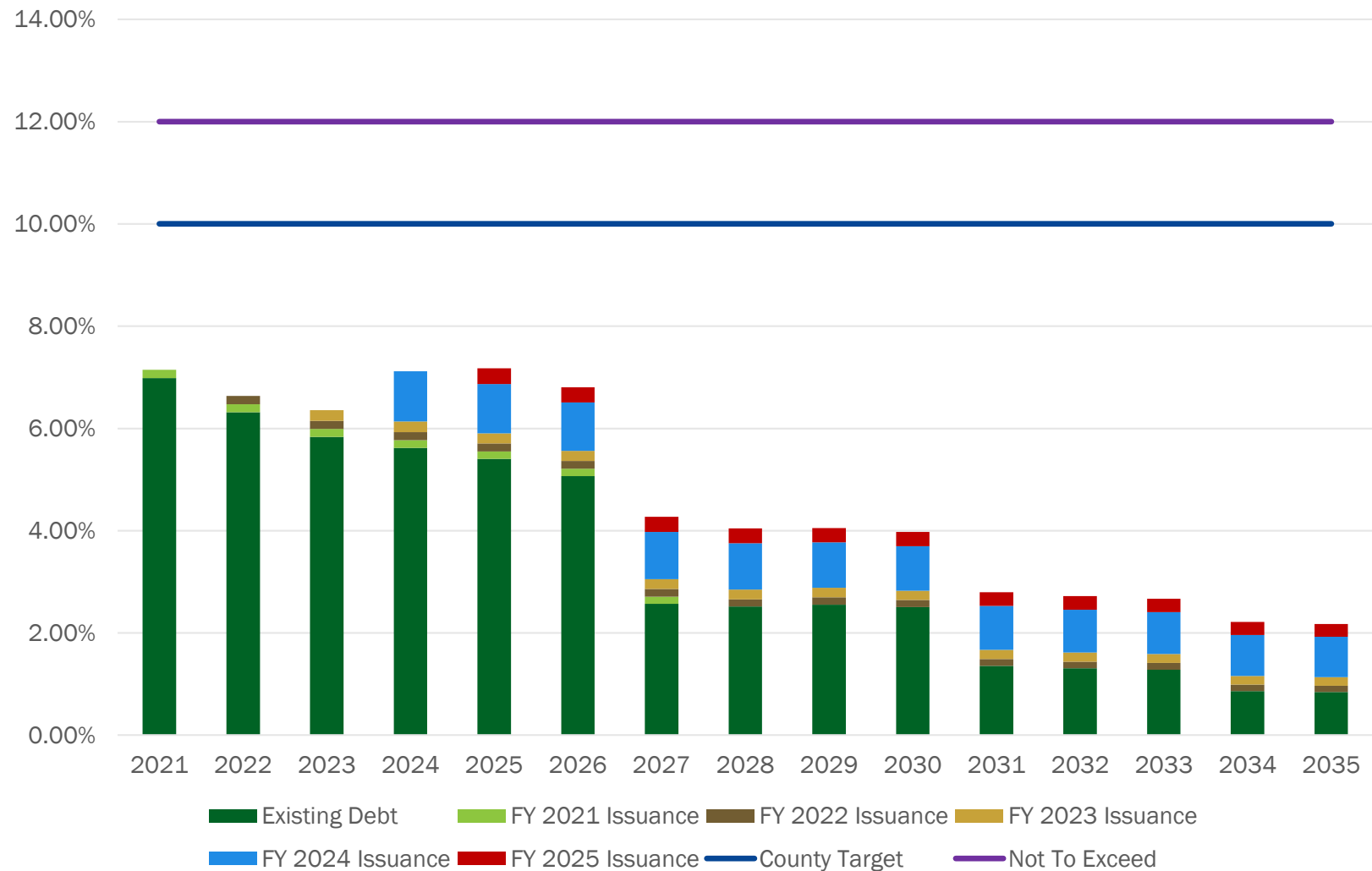
The County is projected to remain below its policy ceiling for Debt vs. Assessed Value.



Projected Debt Service vs. Revenues

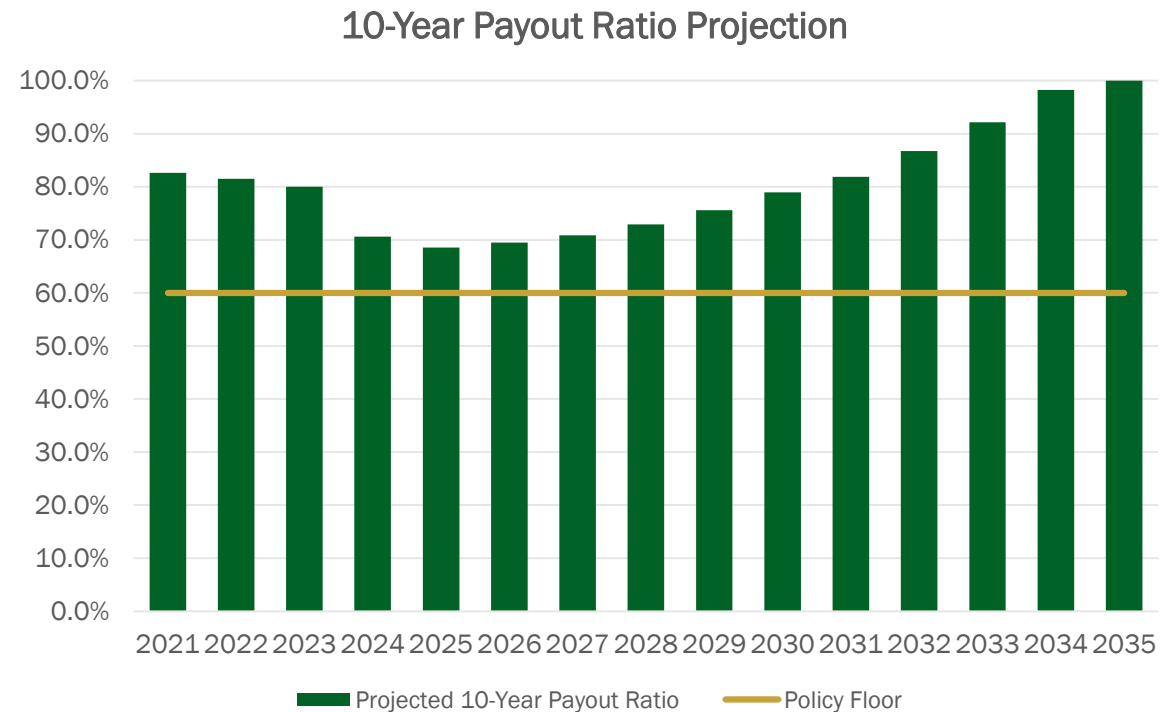
The County is projected to remain below its target for Debt Service vs. Revenues.

Projected Debt Service vs. Revenues



Projected 10-Year Payout Ratio

Year	10-Year Payout Ratio
2021	82.6%
2022	81.5%
2023	80.0%
2024	70.6%
2025	68.6%
2026	69.5%
2027	70.9%
2028	72.9%
2029	75.6%
2030	79.0%
2031	81.9%
2032	86.7%
2033	92.2%
2034	98.3%
2035	100.0%



The County is projected to remain above its 60% 10-Year Payout Ratio policy floor.

Potential Refunding

James City County, Virginia

Potential Refunding Opportunity



- Davenport regularly monitors the County's debt portfolio for possible refunding (i.e. debt service savings) opportunities.
- Typically, a refunding that produces in excess of 3.00% savings on a Net Present Value basis is deemed a reasonable refunding candidate.
- Davenport has preliminarily identified the County's Series 2012 Lease Revenue Bonds as a potential refunding candidate. Details regarding the Series 2012 Lease Revenue Bonds are summarized on the right.
- On the following page, Davenport has presented preliminary savings estimates for the refunding of the Series 2012 Lease Revenue Bonds using current market tax-exempt rates as of December 17th + 0.50%.

Bond Series	2012
Security Type	Lease Revenue
Callable Principal Amount Outstanding	\$13,200,000
Existing Interest Rate(s)	3.00 – 5.00%
Call Date	June 15, 2021
Final Maturity	June 15, 2033

Due to the change in the tax laws that went into effect in December 2017, the County is unable to refund its debt on a tax-exempt basis more than 90 days before the call date. Therefore, the earliest that the County could close on a potential tax-exempt refunding of the Series 2012 Lease Revenue Bonds is March 17th.

Estimated Refunding Results

Current Market Rates as of 12/17 + 0.50%



Summary of Bonds Refunded

Series	2012
Coupon(s)	3.00% – 5.00%
Maturities Refunded	2022 – 2033
Total Par Refunded	\$13,200,000

Summary of Estimated Refunding Results

Estimated Budgetary Savings	\$1,441,874
Estimated NPV Savings	10.15%
Estimated All-In TIC	1.62%
Estimated Par Amount	\$11,015,000

Estimated Refunding Results Series 2012 Lease Revenue Bonds

Fiscal Year	Net Prior Debt Service ⁽¹⁾	Refunding Debt Service	Savings
2021	\$ 111,306	\$ -	\$ 111,306
2022	1,347,613	1,236,382	111,230
2023	1,342,863	1,233,450	109,413
2024	1,345,463	1,231,700	113,763
2025	1,346,463	1,233,200	113,263
2026	1,345,863	1,232,700	113,163
2027	1,344,213	1,235,200	109,013
2028	1,346,663	1,235,450	111,213
2029	1,343,063	1,233,450	109,613
2030	1,343,563	1,234,200	109,363
2031	1,343,013	1,232,450	110,563
2032	1,343,363	1,233,200	110,163
2033	1,347,413	1,237,600	109,813
Total	\$ 16,250,856	\$ 14,808,982	\$ 1,441,874

Note: Depending on the County's desire to move forward with the RMS and CAD System Replacements outlined in the CIP, the County could borrow for those projects at the same time that the proposed Refunding Bonds are issued.

Proposed Timetable / Next Steps



Date	Action
January 26	<u>County Board of Supervisors Work Session:</u> <ul style="list-style-type: none">■ Davenport Introduces Potential Refunding Opportunity
Week of February 9	Zoom Meetings with Rating Analysts
February 16	<u>Economic Development Authority Meeting:</u> <ul style="list-style-type: none">■ Economic Development Authority Adopts Authorizing Resolution and Approves Forms of Financing Documents
On or About February 19	Receive Credit Ratings
February 23	<u>County Board of Supervisors Meeting:</u> <ul style="list-style-type: none">■ Board of Supervisors Adopts Authorizing Resolution and Approves Forms of Financing Documents
Week of March 1	Bond Sale
On or About March 23	Closing



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Version 01/13/2014 SG/AH/CR

James City County, Virginia

Planning Model Overview



January 26, 2021

Planning Model Overview and Assumptions



- Davenport & Company (“Davenport”), in our capacity as Financial Advisor to James City County (the “County”), has built a planning model that currently projects five years beyond FY 2022.
- The model includes each budget line item for all departments within the General Fund plus the contributions to the WJCC School Division, the Regional Library, Outside Entities and Transfers to Other Funds.
- Major Annual Expenditure assumptions for the initial projection include:
 - A 2% increase starting in Fiscal Year 2022 for the majority of Salary and Salary related line items (FICA, Worker’s Comp, Temporary Help etc.)
 - A 2% increase for many line items in excess of \$25,000
 - A 2% increase for many credits impacted by expenditure increases
 - A 3% increase for motor fuels
 - A 1.5% increase in the transfer to WJCC School Division
 - A 2% increase for Contributions to Other Regional Entities, Health Service Entities, Other Outside Agencies and most Transfers to Other Funds

Planning Model Overview and Assumptions (continued)



- Major Annual Revenue assumptions for an initial projection include:
 - Real Estate Taxes were 2% in Revaluation years and 1% in non-Revaluation years
 - A 3% increase in Personal Property
 - A 0.5% increase for Personal Property-Mobile Home and Personal Property-Machinery
 - A 3% increase for Public Service
- Model has a Capital Improvement component where information for bond funded projects are inputted and the debt service is included in the Debt Service Fund.
- There is an input section where additional ongoing operational expenditures caused by new capital projects can be added.
- For the initial projection, the FY 2021 approved capital program was assumed.
- Note that for Adopted 2021, the budget was reduced due to the anticipated financial impacts from the COVID-19 pandemic. The FY 2022 Plan assumed (at the time) that normal operations would resume, however the recovery is expected to be slow and occur over several years.
- Davenport and FMS staff have worked to develop a financial forecasting model over the past several months. The model will be used during the FY 2022 budget cycle and assumptions will be reviewed and adjusted based on new data and information. The following preliminary model is for informational purposes only to provide some insight into the model, what to expect in the coming months and to receive the Board's feedback.

Preliminary Model Output - Summary



	Actual 2020	Adopted* 2021	Plan* 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Revenues								
General Property Taxes	138,724,196	138,280,000	142,385,000	145,315,000	147,305,894	150,405,934	152,483,934	155,705,402
Taxes from RE Tax Increase								
Other Local Taxes	25,371,284	19,649,250	29,480,000	29,537,500	29,537,500	29,537,500	29,537,500	29,537,500
Licenses, Permits & Fees	8,878,568	6,276,000	9,584,000	8,869,000	8,869,000	8,869,000	8,869,000	8,869,000
Fines & Forfeitures	231,608	250,000	278,000	278,000	278,000	278,000	278,000	278,000
Use of Money & Property	198,996	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Commonwealth	28,905,026	22,761,000	29,105,337	29,245,337	29,245,337	29,245,337	29,245,337	29,245,337
Federal Government	93,428	8,200	8,200	8,200	8,200	8,200	8,200	8,200
Charges and Services	5,925,138	6,794,000	7,727,200	7,727,200	7,727,200	7,727,200	7,727,200	7,727,200
Miscellaneous	221,688	209,550	236,263	236,263	236,263	236,263	236,263	236,263
Other Financing Sources	37,045	-	-	-	-	-	-	-
Use of Fund Balance	-	1,810,400	-	-	-	-	-	-
Total Revenues	208,586,977	196,238,400	219,004,000	221,416,500	223,407,394	226,507,434	228,585,434	231,806,902
Expenditures								
General Administration	2,546,216	2,991,394	3,188,511	3,217,296	3,281,759	3,343,598	3,410,701	3,475,039
Court Services	3,902,493	4,302,740	4,302,380	4,489,652	4,548,570	4,659,166	4,721,474	4,835,529
Public Safety	23,470,669	27,666,426	29,281,004	29,951,880	30,522,454	31,104,584	31,698,504	32,304,454
Financial Administration	4,465,387	4,837,750	5,130,488	5,240,314	5,352,337	5,466,600	5,583,148	5,702,028
Information Resources Management	3,963,517	4,491,034	4,692,938	4,784,513	4,877,919	4,973,193	5,070,373	5,169,497
Community Development	3,288,173	2,969,635	3,274,164	3,336,751	3,400,593	3,465,715	3,532,142	3,599,902
General Services	11,551,523	11,815,667	13,038,280	13,271,334	13,509,062	13,751,558	13,998,916	14,251,236
Parks & Recreation	5,837,052	6,656,786	7,068,963	7,203,926	7,341,595	7,482,025	7,625,270	7,771,388
Projected O&M Relatd to New Capit	-	-	-	-	-	-	-	-
Total County Operations	59,025,029	65,731,432	69,976,728	71,495,666	72,834,289	74,246,438	75,640,530	77,109,072
Contr. to WJCC School Division-Ops	90,536,751	92,720,422	99,600,000	100,890,747	102,200,855	103,530,614	104,880,320	106,250,272
Contr. to WJCC School Division-Debt :	14,089,326	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000
Contr. to Wmbg. Regional Library	4,933,358	4,933,357	5,147,384	5,147,384	5,147,384	5,147,384	5,147,384	5,147,384
Contributions to Outside Entities	7,020,033	7,119,832	7,416,490	7,564,820	7,716,116	7,870,439	8,027,847	8,188,404
Transfers to Other Funds	20,731,468	10,633,357	20,653,457	20,816,961	20,896,244	20,977,114	21,059,600	21,143,737
Nondepartmental	89,570	300,000	1,409,941	409,941	409,941	409,941	409,941	409,941
Total Other	137,400,506	130,506,968	149,027,272	149,629,853	151,170,540	152,735,492	154,325,093	155,939,738
Total	196,425,535	196,238,400	219,004,000	221,125,519	224,004,830	226,981,930	229,965,623	233,048,810
Revenues Less Expenditures	12,161,442	-	-	290,981	(597,436)	(474,496)	(1,380,189)	(1,241,908)
Beginning Unassigned Fund Balance	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054
Addition/(Use) of Fund Balance	12,161,442	-	-	290,981	(597,436)	(474,496)	(1,380,189)	(1,241,908)
Ending Unassigned Fund Balance	54,219,496	42,058,054	42,058,054	42,349,035	41,460,618	41,583,558	40,677,865	40,816,146

* See 5th bullet on previous page.

Preliminary Model Output - Revenues



General Fund	Actual 2020	Adopted 2021	Plan 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
General Property Taxes								
REAL ESTATE	100,450,285	102,000,000	104,000,000	106,080,000	107,140,800	109,283,616	110,376,452	112,583,981
PERSONAL PROPERTY	25,199,126	24,800,000	26,000,000	26,780,000	27,583,400	28,410,902	29,263,229	30,141,126
PERSONAL PROPERTY-MOBILE HOME	56,188	50,000	50,000	50,250	50,501	50,754	51,008	51,263
PERSONAL PROPERTY-MACHINERY	6,359,224	6,000,000	6,100,000	6,130,500	6,161,153	6,191,958	6,222,918	6,254,033
PUBLIC SERVICE	3,791,987	3,050,000	3,100,000	3,193,000	3,288,790	3,387,454	3,489,077	3,593,750
DELINQUENT REAL ESTATE	979,050	825,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
DELINQUENT PERSONAL PROPERTY	718,589	750,000	950,000	950,000	950,000	950,000	950,000	950,000
DELINQUENT PP-MACH & TOOLS	(381)	-	-	-	-	-	-	-
DELINQUENT PP-MOBILE HOMES	7,740	10,000	10,000	10,000	10,000	10,000	10,000	10,000
DELINQUENT PUBLIC SERVICE	233,889	-	-	-	-	-	-	-
PENALTIES	587,976	525,000	725,000	688,750	688,750	688,750	688,750	688,750
INTEREST-DELINQUENT TAXES	340,523	270,000	350,000	332,500	332,500	332,500	332,500	332,500
Subtotal	138,724,196	138,280,000	142,385,000	145,315,000	147,305,894	150,405,934	152,483,934	155,705,402
Other Local Taxes								
LOCAL SALES TAX	10,402,615	6,660,000	11,100,000	11,100,000	11,100,000	11,100,000	11,100,000	11,100,000
HISTORIC TRIANGLE 1% SALES TAX	4,257,979	2,790,000	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000
TRANSIENT OCCUPANCY TAX	2,158,572	1,487,500	2,975,000	2,975,000	2,975,000	2,975,000	2,975,000	2,975,000
OCCUPANCY TAX PENALTIES	25,792	-	-	-	-	-	-	-
OCCUPANCY TAX INTEREST	4,811	-	-	-	-	-	-	-
CIGARETTE TAX	-	-	900,000	900,000	900,000	900,000	900,000	900,000
MEALS TAX	6,049,097	6,795,000	7,550,000	7,550,000	7,550,000	7,550,000	7,550,000	7,550,000
MEALS TAX PENALTIES	30,361	-	-	-	-	-	-	-
MEALS TAX INTEREST	11,692	-	-	-	-	-	-	-
DELINQUENT TAXES	-	-	-	-	-	-	-	-
DEEDS OF CONVEYANCE	412,922	323,000	380,000	380,000	380,000	380,000	380,000	380,000
BANK FRANCHISE TAX	484,998	616,250	725,000	725,000	725,000	725,000	725,000	725,000
BANK FRANCHISE PENALTY	-	-	-	-	-	-	-	-
BANK FRANCHISE INTEREST	-	-	-	-	-	-	-	-
RECORDATION TAXES	1,532,445	977,500	1,150,000	1,207,500	1,207,500	1,207,500	1,207,500	1,207,500
Subtotal	25,371,284	19,649,250	29,480,000	29,537,500	29,537,500	29,537,500	29,537,500	29,537,500

Preliminary Model Output – Expenditure Department Summary



	Actual 2020	Adopted 2021	Plan 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
GENERAL ADMINISTRATION								
Board of Supervisors (011)	137,841	151,299	160,376	160,376	164,212	164,212	168,239	168,239
County Administration (012)	796,749	876,718	895,763	912,882	930,343	948,154	966,320	984,850
County Attorney (014)	461,780	527,279	537,474	548,598	559,945	571,518	583,323	595,364
Economic Development (151)	237,234	326,635	370,749	378,264	385,930	393,749	401,724	409,859
Human Resources (019)	478,268	543,667	632,439	647,451	662,762	678,380	694,311	710,560
Voter Registration and Elections (131)	434,343	565,796	591,710	569,726	578,567	587,585	596,784	606,167
	2,546,216	2,991,394	3,188,511	3,217,296	3,281,759	3,343,598	3,410,701	3,475,039
COURT SERVICES								
Courthouse (176)	439,672	579,971	503,414	592,048	600,854	609,837	618,999	628,345
Clerk of the Circuit Court (041)	803,557	809,838	827,488	843,857	860,553	877,583	894,953	912,671
Commonwealth's Attorney (054)	1,114,779	1,114,746	1,163,903	1,187,030	1,210,620	1,234,682	1,259,225	1,284,258
Sheriff (061)	1,289,270	1,515,102	1,523,724	1,578,987	1,584,855	1,641,340	1,648,456	1,706,213
Courts/Judicial (177-181)	255,215	283,083	283,851	287,731	291,688	295,724	299,842	304,041
	3,902,493	4,302,740	4,302,380	4,489,652	4,548,570	4,659,166	4,721,474	4,835,529
PUBLIC SAFETY								
Police Department (062)	10,056,393	11,328,508	11,973,809	12,393,212	12,632,516	12,876,696	13,125,851	13,380,083
Animal Control (121)	136,446	162,799	258,444	178,980	182,586	186,264	190,016	193,843
Fire/EMS (071)	10,494,573	12,557,186	13,194,049	13,463,615	13,728,680	13,999,101	14,274,986	14,556,446
Emergency Management (073)	262,063	258,037	283,340	288,528	293,820	299,218	304,724	310,340
Emergency Communications (195)	2,521,194	3,359,896	3,571,362	3,627,545	3,684,852	3,743,305	3,802,927	3,863,741
	23,470,669	27,666,426	29,281,004	29,951,880	30,522,454	31,104,584	31,698,504	32,304,454

Preliminary Model Output – Expenditure Department Detail



General Fund	Actual 2020	Adopted 2021	Plan 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
BOARD OF SUPERVISORS (011)								
0100 SALARIES, BOARD	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 39,900	\$ 39,900	\$ 41,895	\$ 41,895
0110 SALARIES, FULL-TIME	0	0	0	0	0	0	0	0
0150 FRINGE BENEFITS	34,331	37,337	38,714	38,714	40,650	40,650	42,682	42,682
TOTAL PERSONNEL	72,331	75,337	76,714	76,714	80,550	80,550	84,577	84,577
0200 ADVERTISING	11,239	19,800	19,800	19,800	19,800	19,800	19,800	19,800
0203 CONTRACTUAL SERVICES	0	0	0	0	0	0	0	0
0206 DUES AND MEMBERSHIPS	29,807	30,000	30,000	30,000	30,000	30,000	30,000	30,000
0214 DUPLICATING	0	0	0	0	0	0	0	0
0215 EQUIPMENT MAINTENANCE	0	0	0	0	0	0	0	0
0218 POSTAGE	60	100	100	100	100	100	100	100
0219 TELECOMMUNICATIONS	6,484	5,100	5,100	5,100	5,100	5,100	5,100	5,100
0220 TRAVEL AND TRAINING	4,959	2,500	7,700	7,700	7,700	7,700	7,700	7,700
0222 LOCAL TRAVEL	0	0	0	0	0	0	0	0
0310 FOOD SUPPLIES	1,882	1,000	3,000	3,000	3,000	3,000	3,000	3,000
0311 RECOGNITION	8,761	14,500	14,500	14,500	14,500	14,500	14,500	14,500
0318 OPERATING SUPPLIES/MATERIALS	493	1,362	1,362	1,362	1,362	1,362	1,362	1,362
0319 OFFICE SUPPLIES	1,825	1,600	2,100	2,100	2,100	2,100	2,100	2,100
TOTAL OPERATING	65,510	75,962	83,662	83,662	83,662	83,662	83,662	83,662
TOTAL EXPENDITURES	\$ 137,841	\$ 151,299	\$ 160,376	\$ 160,376	\$ 164,212	\$ 164,212	\$ 168,239	\$ 168,239
COUNTY ADMINISTRATION (012)								
0110 SALARIES, FULL-TIME	\$ 559,443	\$ 601,021	\$ 601,021	\$ 613,041	\$ 625,302	\$ 637,808	\$ 650,564	\$ 663,576
0140 SALARIES, TEMPORARY	0	0	0	0	0	0	0	0
0150 FRINGE BENEFITS	209,524	250,244	254,924	260,022	265,223	270,527	275,938	281,457
TOTAL PERSONNEL	768,966	851,265	855,945	873,064	890,525	908,336	926,502	945,032
0200 ADVERTISING	-	0	0	0	0	0	0	0
0203 CONTRACTUAL SERVICES	6,129	0	0	0	0	0	0	0
0206 DUES AND MEMBERSHIPS	4,384	1,800	4,705	4,705	4,705	4,705	4,705	4,705
0214 DUPLICATING	0	0	0	0	0	0	0	0
0218 POSTAGE	29	100	100	100	100	100	100	100
0219 TELECOMMUNICATIONS	2,939	3,350	3,350	3,350	3,350	3,350	3,350	3,350
0220 TRAVEL AND TRAINING	2,346	3,000	11,100	11,100	11,100	11,100	11,100	11,100
0222 LOCAL TRAVEL	0	0	0	0	0	0	0	0
0310 FOOD SUPPLIES	130	0	1,000	1,000	1,000	1,000	1,000	1,000
0311 RECOGNITION	2,121	5,300	5,300	5,300	5,300	5,300	5,300	5,300
0312 MOTOR FUELS	56	150	155	155	155	155	155	155
0318 OPERATING SUPPLIES/MATERIALS	2,319	4,000	5,320	5,320	5,320	5,320	5,320	5,320
0319 OFFICE SUPPLIES	2,288	1,700	2,500	2,500	2,500	2,500	2,500	2,500
0327 SOFTWARE	5,043	6,053	6,288	6,288	6,288	6,288	6,288	6,288
TOTAL OPERATING	27,783	25,453	39,818	39,818	39,818	39,818	39,818	39,818
TOTAL EXPENDITURES	\$ 796,749	\$ 876,718	\$ 895,763	\$ 912,882	\$ 930,343	\$ 948,154	\$ 966,320	\$ 984,850

Preliminary Model Output



Debt Service Fund

	Adopted 2021	Plan 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Revenues							
General Fund - Schools	12,519,273	12,506,333	12,410,198	14,378,321	14,752,199	14,752,199	14,752,199
General Fund - Other	7,980,727	7,993,667	8,089,802	6,121,679	5,747,801	5,747,801	5,747,801
	20,500,000	20,500,000	20,500,000	20,500,000	20,500,000	20,500,000	20,500,000
QSCB	42,500	42,500	42,500	42,500	42,500	42,500	42,500
Total Revenues	20,542,500	20,542,500	20,542,500	20,542,500	20,542,500	20,542,500	20,542,500

School Debt:

QSCB VPSA 2011	92,500	97,500	97,500	97,500	97,500	97,500	97,500
Public Facilities 2012	1,030,760	1,032,675	1,029,036	1,031,028	1,031,794	1,031,334	1,030,069
GO Refunding 2014	2,229,975	2,214,975	2,215,975	2,212,475	2,209,750	2,209,150	2,206,750
LR Refunding 2015	5,823,750	5,579,250	5,340,750	5,103,000	4,861,000	4,620,000	-
LR 2016	1,830,288	1,827,038	1,826,288	1,826,188	1,830,938	1,827,438	1,830,938
LR 2018	1,512,000	1,513,400	1,512,800	1,518,200	1,513,200	1,510,200	1,513,000
Projected 2022							
Projected 2023							
Projected 2024							
Projected 2025							
Subtotal-School Debt	12,519,273	12,264,838	12,022,349	11,788,391	11,544,182	11,295,621	6,678,257

County Debt:

911 Telephone System	162,369	-	-	-	-	-	-
Radio System Upgrade	949,658	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
LR 2011	688,811	674,270	-	-	-	-	-
PF 2012	314,353	314,938	313,827	314,435	314,669	314,529	314,143
LR 2014	1,408,550	1,413,150	1,410,750	1,406,550	1,405,550	1,400,800	-
GO 2015A	1,450,313	1,405,563	1,360,563	1,320,313	1,264,563	1,214,063	178,563
LR 2018	378,000	378,350	378,200	379,550	378,300	377,550	378,250
Projected-2021	50,000	416,524	416,524	416,524	416,524	416,524	416,524
Projected 2022		116,000	426,774	426,774	426,774	426,774	426,774
Projected 2023			154,000	566,579	566,579	566,579	566,579
Projected 2024				738,000	2,715,167	2,715,167	2,715,167
Projected 2025					232,000	853,548	853,548
Subtotal-County Debt	5,402,054	5,718,795	5,460,638	6,568,725	8,720,126	9,285,534	6,849,548

Total Expenditures	17,921,326	17,983,632	17,482,986	18,357,116	20,264,307	20,581,155	13,527,805
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Revenues over Expenditures	2,621,174	2,558,868	3,059,514	2,185,384	278,193	(38,655)	7,014,695
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Beg FB	7,853,810	10,474,984	13,033,852	16,093,366	18,278,750	18,556,943	18,518,288
End FB	10,474,984	13,033,852	16,093,366	18,278,750	18,556,943	18,518,288	25,532,983



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Version 01/13/2014 SG/AH/CR

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Latara Rouse, Communications Manager & Jason Purse, Assistant County Administrator

SUBJECT: Annual Report

ATTACHMENTS:

	Description	Type
📎	Annual Report	Exhibit
📎	Presentation	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/19/2021 - 9:45 AM

James
City
County

VIRGINIA

Jamestown
1607

FY2020 ANNUAL REPORT



*We work in
partnership with
all citizens to
achieve a quality
community.*

Collaboration is one of James City County's core values, and this was evident in fiscal year 2020. The County sought to improve the efficiency and transparency of services to citizens through the introduction of new technology and innovative partnerships across departments. We also developed new strategies for engaging with citizens, including the Engage 2045 comprehensive plan update process, and the reaffirmation of a historic covenant of understanding between law enforcement and the community.

The latter half of FY2020 required an abrupt pivot, as County programs and services had to quickly adapt to meet the challenges presented by the COVID-19 pandemic. Collaboration was our greatest strength, as County employees worked together to continue providing services to citizens during a time of great uncertainty. Throughout this document, we highlight the ways in which the County responded to the unprecedented challenges of the pandemic. Now, even as our challenges continue, we celebrate the resiliency of James City County as an organization and as a community.

SCOTT STEVENS
County Administrator

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BOARD OF SUPERVISORS



Top Row, Left to Right: **Sue Sadler** (Stonehouse District), **John McGlennon** (Roberts District), **Ruth Larson** (Berkeley District); Bottom Row, Left to Right: **Michael Hipple** (Powhatan District), **Jim Icenhour** (Jamestown District)

STRATEGIC PLAN 2035



**Sustainable Long-Term
Water Supply**



**Modern Infrastructure,
Facilities and Technology Systems**



**Expanding and Diversifying
Local Economy**



**Protected Community Character
and an Enhanced Built Environment**



Exceptional Public Services



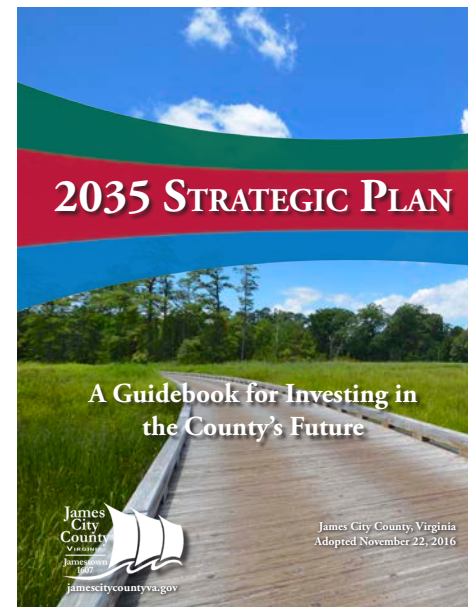
High Quality Education



Fiscally Efficient Government

RIISING TO THE CHALLENGE

The 2035 Strategic Plan sets out priorities to be incorporated into future County budgets and Capital Improvement Plans, as well as new initiatives undertaken by County departments such as the Comprehensive Plan update process that began its first phase this year.



2035 Strategic Plan

Scan or click the QR code to read the 2035 Strategic Plan.

CAPITAL IMPROVEMENT PROJECTS

CIP HIGHLIGHTS

Amblers House Exterior Restoration Improvements:

The exterior restoration of the Amblers House was completed in accordance with Virginia Department of Historic Resources guidelines, as the house is listed on the National Register of Historic Places and the Virginia Landmarks Register. Improvements included the slate roof, storm windows and door replacements, brick repair work, millwork and painting.

Columbia Drive Improvements: James City County completed the roadway improvements under close coordination with Virginia Department of Transportation (VDOT) to ensure the road met current road and bridge standards for acceptance into the VDOT right-of-way system. This allows Columbia Drive to be operated and maintained by VDOT and improves economic development opportunities in the James River Commerce Park.



Recreation Center Cardio Area: Improvements to the former hospital area of the recreation center included a larger open cardio area, classroom studio, personal training studio, and a new stretching and toning area.

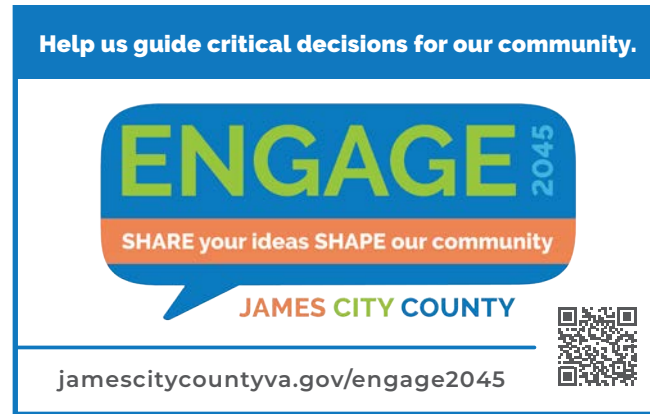
Woodland Farms Phase II Stream Restoration:

The construction phase of this project began to restore approximately 2,385 linear feet of degraded stream channel within the Taskinas Creek -York River watershed. The goal of this project to promote long-term stability and function.

James City County Library Idea Studio: The renovations included the addition of new carpeting, painting, improved electrical, millwork, exhibits, LED light fixtures for improved lighting and energy efficiency, and a glass storefront wall to separate the area, while adding soundproofing and enhanced security. The space known as the “Kiwanis Kids Idea Studio” has interactive elements throughout that will help kids of all ages build literacy skills while having fun at the library. Features include a giant illuminated pixel peg wall, a LEGO wall and virtual reality stations.

2020 ACCOMPLISHMENTS

- **Completed the first year of Engage 2045**, a two-year process to update the Comprehensive Plan, including a kick-off process, a Summit on the Future, and scenario planning to explore future alternatives for the County.
- **Awarded a \$1 million Community Development Block Grant** to undertake a two-year, Scattered Site Housing Rehabilitation benefiting 29 persons in 16 low- and moderate-income households, along with \$210,000 in matching funds from the County.
- **Work continued** on several significant roadway improvement projects:
 - **Centerville Road and News Road** intersection improvements. Anticipated completion: November 2020.
 - **Longhill Road** widening and corridor improvements. Anticipated completion: Fall 2021.



Help guide critical decision for our community!

Scan or click the image above to learn how you can participate in shaping James City County's future!



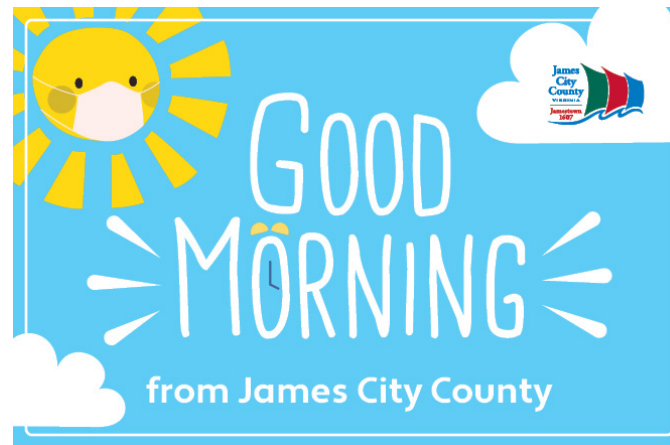
RESPONSE TO COVID-19

The Building Safety and Permits Division successfully transitioned to 100% online services and has begun conducting some inspections virtually.

Forty-two special event permits were issued and submitted in the first few months of calendar year 2020: three events took place before the COVID-19 restrictions took effect, nine events were able to go virtual or adjust to the new restrictions and 30 events were canceled.

2020 ACCOMPLISHMENTS

- **The launch of the new GovQA records request platform** helped to digitize Freedom of Information Act requests. The new technology automates communication between departments, expedites processing and tracking, and enhances transparency for the public.
- **The reorganization of the Communications Division** brought the communications manager onboard and moved graphic design under County Administration, providing greater support for the Public Information Office and enhancing the coordination of internal and external messaging.



RESPONSE TO COVID-19

Activated the County's Emergency Public Information Officers team to coordinate important messages to the public at the onset of the COVID-19 pandemic.

Coordinated daily COVID-19 updates in the form of news flashes and social media posts and worked with Information Resources Management to develop a new webpage with COVID-19 information and resources. They worked with Social Services to publicize community resources and set up distribution points with printed information for citizens who lacked internet access.



Check out our podcast!

Scan or click this code to find

THIS WEEK IN JAMES CITY COUNTY

which covers upcoming meetings and events, highlights services, staff and departments and does a deeper dive on challenging issues.

2020 ACCOMPLISHMENTS

- **Economic Development staff** announced the largest amount of investment in nearly two decades, totaling \$85.8 million from multiple businesses including Navien, Bicast, Diverging Approach, TOMCO and The Maine of Williamsburg.
- **Small businesses** continued to thrive with Sweethaven Lavender Farm launching e-commerce and expanding its product lines, Billsburg Brewery expanding to canning their craft beers, and the opening of a new entertainment attraction, Axe Republic.
- **Staff worked collaboratively** with the Virginia Economic Development Partnership on a bulk characterization study, which helped identify the business readiness of commercial and industrial sites over 25 acres in James City County.



RESPONSE TO COVID-19

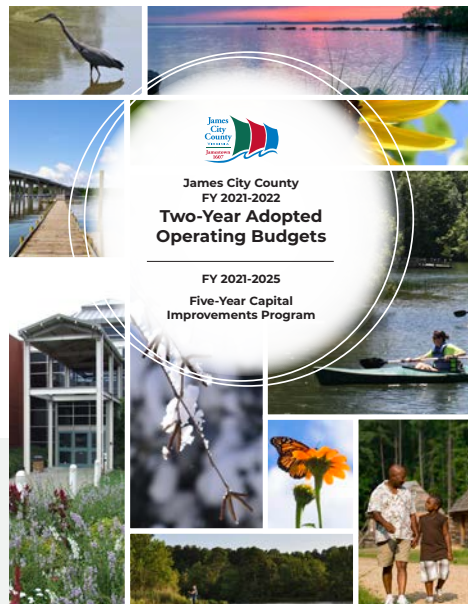
Staff coordinated with the Board of Supervisors and regional partners to offer exclusive funding to County small businesses from the Virginia 30 Day Fund. Nearly 100 applications were received and \$165,000 was distributed in the first 60 days of the program.

Through ongoing communication efforts, staff was able to distribute nearly 500 cloth masks and 200 infrared thermometers from FEMA to businesses and faith-based organizations.



2020 ACCOMPLISHMENTS

- **Formed a COVID-19 team** and enhanced collaboration with the vendor community. This allowed FMS to identify weaknesses in the supply chain and find creative solutions amid severe shortages of sanitizer, masks and personal protective equipment.
- **Risk Management** participated in the development of an infectious disease Preparedness and Response Plan, assessed risk levels for the County, and helped implement new safety protocols and training.
- **Satellite Services** was one of the first County offices to re-open to the public and quickly created an appointment-only service to continue to serve the public while also adhering to safety requirements.



Financial Honors

The Department of Financial and Management Services has been recognized for its financial reporting for the 34th year in a row and its distinguished budget presentation for the 2nd year in a row by Government Finance Officers Association (GFOA).

RESPONSE TO COVID-19

The Budget Division developed budgets based on nine potential scenarios of impacts from the COVID-19 pandemic for the Board of Supervisors' consideration.

The Budget, Accounting and Purchasing Divisions took part in a joint effort to successfully administer nearly \$14 million in CARES Act funding, the largest federal award the County has ever received.

Did you know?

Financial and Management Services releases the annual budget on the County's website. Click the image to the left to see the current Two-Year Adopted Operating Budgets.

2020 ACCOMPLISHMENTS

- **Enhanced the Community Outreach Network Educate Care Thrive (CONNECT)** program, a collaborative program through which Police and Fire can refer County residents aged 60 or older or those with disabilities to Social Services as needed. 158 individuals were referred to CONNECT; of those, 113 (or 71%) were new to Social Services. Of those referred, 71 individuals accepted voluntary services through CONNECT and 20 individuals were referred to Adult Protective Services.
- **Fire and Emergency Management staff** coordinated and served with five surrounding localities and multiple state agencies on the Peninsula COVID Operations Center to coordinate a region-wide response to COVID-19.
- **Two replacement ladder trucks and one rescue vehicle** were placed into service during FY2020. The new units replaced 20-year-old apparatus and they will serve citizens another 20 years.



RESPONSE TO COVID-19

Emergency Communications implemented enhanced screening process related to COVID-19 symptoms and exposure for all 9-1-1 callers.

Fire Department Operational Medical Director, Dr. Amir Louka, led a regional effort to update patient care protocols related to COVID-19, providing enhanced provider safety, current patient care guidance and a tiered response in the event that facilities become overwhelmed.

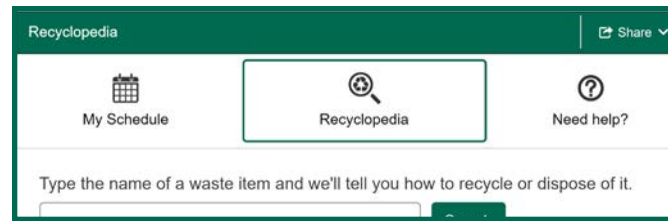


Sign Up for the Fire Department's Newsletter

Scan or click the code to learn about local health and safety trends as they develop, and never miss an opportunity to connect into with our community programs.

2020 ACCOMPLISHMENTS

- **The Recycling Division** launched ReCollect, a new digital recycling software program that includes features like collection day reminders and “Recyclopedia”, a search tool that identifies which materials are eligible for recycling.
- **The Grounds Division** implemented a Street Sign Replacement Program to systematically evaluate and replace missing, damaged or faded signs using a cloud-based GIS mobile application.
- **On behalf of the County**, the Stormwater and Resource Protection Division applied for and received a \$396,000 matching grant by the Virginia Environmental Endowment - James River Water Quality Improvement Fund for the Grices Run Stream Restoration Project.



RESPONSE TO COVID-19

The Custodial Services Division conducted twice-daily cleaning of frequently touched areas in County facilities, responded to potential COVID-19 exposures, and developed work station disinfection guidelines.

The Facilities Division built physical barriers at all public transaction counters, delivered hand sanitizer, sanitizing wipes, disinfectant and masks to employees, and installed enhanced filtration devices to HVAC systems.

The General Services Solid Waste Division saw a 26% increase in Convenience Center traffic over FY2019 during the initial COVID-19 shutdown as residents were spending more time at home.

The Fleet and Equipment Division coordinated and provided additional vehicles to departments so that staff could maintain safe separation. These additional vehicles allowed Grounds, Custodial and other divisions to safely continue with their primary responsibilities.

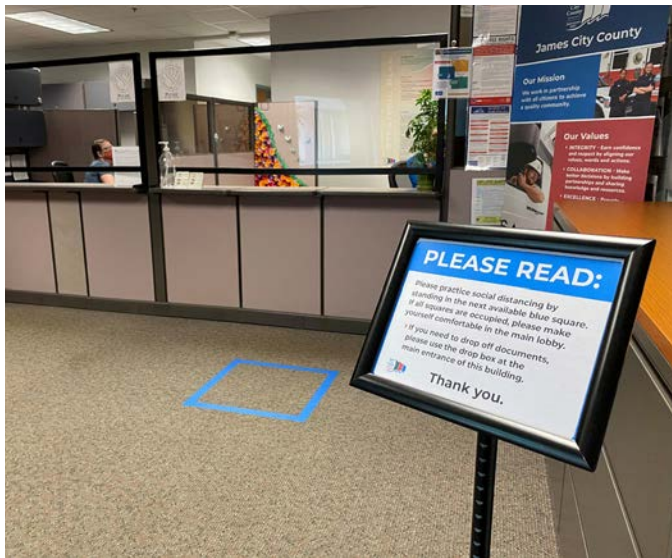


General Services Annual Report

Scan or click the code to read the General Services Annual Report, which highlights the Department's fundamental services, quantifies essential activities and shows the day-to-day operations performed by our dedicated staff.

2020 ACCOMPLISHMENTS

- **Human Resources** contracted with a new health benefits carrier for the County to provide more comprehensive coverage for employees.
- **Created a completely virtual Open Enrollment** for benefit elections including informational videos, online tutorials and a paperless benefits wizard for enrollment.



2019 Employee Service Awards

Click the image to the right to see a video of the 2019 Service Awards, which were hosted by Busch Gardens in January 2020.

RESPONSE TO COVID-19

HR led the County's internal COVID-19 pandemic response and accomplished all of the state requirements four months ahead of deadlines:

- › **Daily** health screenings
- › **Potential exposure response plan**, internal and external, including a notification system
- › **Daily potential exposure and tracking**, including requirements for return to work
- › **Online COVID** prevention and response training
- › **PPE guidance**
- › **Comprehensive** infectious disease plan for future use

HR launched and managed three new benefit programs during the COVID pandemic including EPS (Emergency Paid Sick Leave), EFMLA (Emergency Family Medical Leave Act) and the COVID Sick Leave Donation bank.



2020 ACCOMPLISHMENTS

- **At the request of Social Services,** IRM provided technical expertise to assist Williamsburg Health Foundation with the identification, purchase and implementation of software and services to track public health needs in the County.
- **IRM staff identified solutions,** purchased and implemented an online Freedom of Information Act (FOIA) system, which allows citizens to request, pay for and receive information electronically and with greater efficiency.



RESPONSE TO COVID-19

Infrastructure staff established work from home capability to more than 200 employees within 10 days at the beginning of the COVID-19 shutdown and an additional 100 staff members in the subsequent weeks.

Video Services developed proof of concept, created instructions, and provided support to board and commission members and staff for broadcasting public meetings remotely using Zoom.

Web staff worked in coordination with County Administration and Human Resources to publish COVID-19 information on the County website and the employee portal. They responded to 766 COVID-19 related requests involving 350 hours of staff time.

Application Support and Project Management programmers developed a COVID-19 Employee Health Tracking system using a daily survey answered by employees at the beginning of each workday.



2020 ACCOMPLISHMENTS

- **JCSA completed the installation** of new “radio read” meters for all customers and began monthly billing.
- **JCSA closed on a \$9 million bond** to expedite the replacement of aging infrastructure in two neighborhoods, White Oaks and Kingswood.
- **Six of JCSA’s lift stations** were either replaced or upgraded.



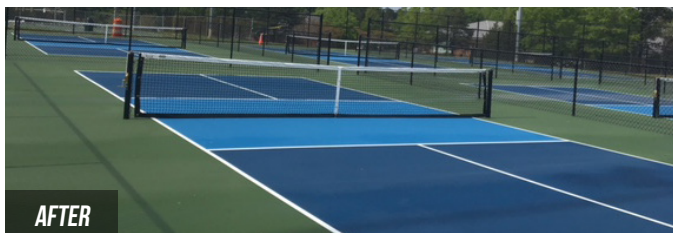
RESPONSE TO COVID-19

JCSA has suspended disconnections for non-payment.



2020 ACCOMPLISHMENTS

- **Received a \$687,500** Land and Water Conservation Fund matching grant for the purchase of 119 acres for the creation of Brickyard Landing Park.
- **The Veterans Park pickleball courts were constructed.** Citizens' requests for more dedicated pickleball courts and improved court surfaces led to the renovation of the existing tennis courts at Veterans Park. The renovation included the construction of eight pickleball courts on the existing tennis court footprint, fencing with two gates, a sidewalk connector, two coats of acrylic surfacing and court line striping, and brand new nets.
- **The fitness area expansion** at the James City County Recreation Center modernized the look and feel of the fitness area and provided increased space for cardio, stretching, toning, personal training and small group fitness classes to help patrons to meet their fitness goals.



RESPONSE TO COVID-19

Programming staff developed 25 new virtual programs and events to replace canceled in-person activities. Some employees were temporarily reassigned to other areas such as the Parks Division or the County's Convenience Centers.

Large attendance increases occurred at some County parks: Greensprings Interpretive Trail (106% increase), Powhatan Creek Park and Blueway (73.2%), Little Creek Reservoir Park (61.8%) and Brickyard Landing (43%) experienced large fourth quarter increases over the same period last year. The James City County Marina and Chickahominy Riverfront Park also saw year-over-year attendance increases for June 2020 (18.3% and 20.6% respectively). After COVID-19 restrictions were lifted at Jamestown Beach Event Park, revenue in June 2020 was 23.7% higher than June 2019.

James City County Recreation Center's fitness area was rearranged for social distancing. Staff implemented new cleaning procedures, signage and a health screening. New service windows were installed at the James City County Marina and Chickahominy Riverfront Park.

2020 ACCOMPLISHMENTS

- **James City County** was ranked as having the lowest crime rate of any other locality on the peninsula by the Virginia State Police annual crime report.
- **Reinstituted** comprehensive physical exams for all sworn officers.
- **Police entered into a partnership agreement** with Ring Neighbors to obtain video images from doorbell cameras and other residential security cameras to aid in solving crimes.
- **Colonial Community Corrections** conducted a Reentry Fair at the jail that was attended by nearly 100 inmates. Thirteen vendors shared information about housing, social services and employers.



RESPONSE TO COVID-19

School resources officers and crime prevention officers were reassigned to provide additional patrols. JCCPD saw substantial increases in domestic disputes and related calls for service during the shutdown.

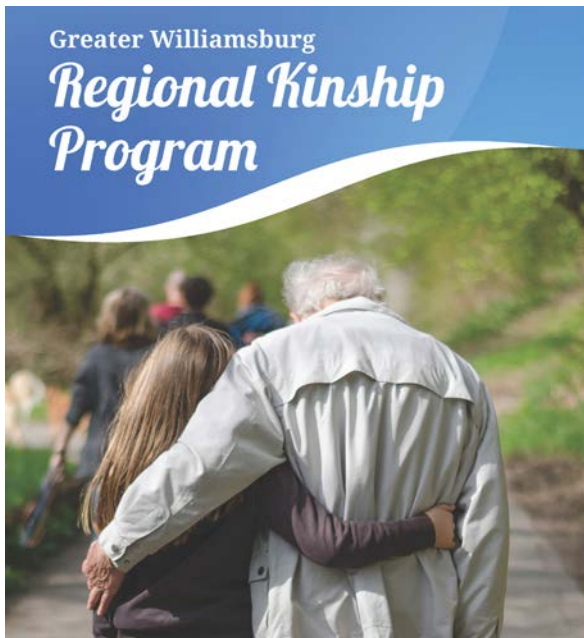
Due to shortages of hand sanitizer and disinfectant during the initial shutdown, JCCPD produced its own hand sanitizer in-house so officers and staff could continue providing essential services.

Pretrial cases increased by about 30% after the pandemic began. Colonial Community Corrections is also keeping cases longer as a result of court date deferrals.



2020 ACCOMPLISHMENTS

- **The Children's Services Act (CSA)** served 63 youth. CSA provide high quality, child centered, family focused, cost effective, community-based services to at-risk youth and their families.
- **The Care Team** served 26 families, including 38 caregivers and 63 children. The Care Team is a child health initiative that uses a multi-disciplinary and family-centered system where caregivers work in partnership with a nurse and social work case manager to improve children's health outcomes.
- **Kinship Navigator** served 35 caregivers and 36 children. Kinship Navigator is a regional program that provides assistance to kinship caregivers who are not involved in the foster care system.



RESPONSE TO COVID-19

A telework pilot program that began in FY2020 as a result of Social Services' strategic plan allowed the department's staff to quickly pivot toward teleworking at the beginning of the pandemic.

Requests for assistance through benefits programs such as SNAP (Supplemental Nutrition Assistance Program), Medicaid, TANF (Temporary Assistance for Needy Families), and Childcare Subsidy increased 5.25% between March and June 2020, with the highest percentage increases in SNAP (12.4%) and Medicaid (3.2%).

The Housing unit received a total of \$456,798 in funding to address housing-related needs and provided direct assistance to 50 households for emergency shelter, rental assistance and personal protective equipment.

2020 ACCOMPLISHMENTS

- *The national publication Library Journal* identified Williamsburg Regional Library (WRL) as one of the best public libraries in the U.S., naming WRL as one of only two libraries in Virginia to receive its prestigious star ratings.
- *In the fall of 2020*, the Williamsburg Regional Library began a major renovation project to transform the existing children's area at the James City County Library into the new Kiwanis Kids Idea Studio, a groundbreaking take on a children's library that integrates the existing collection of books, DVDs and other materials seamlessly with children's museum-style interactive elements. This renovation was made possible through a public-private partnership.



RESPONSE TO COVID-19

WRL made a quick shift to expanding its collections of digital resources: ebooks, downloadable audiobooks and magazines, and streaming music and video. Digital circulation rose by 73% with over 146,600 digital checkouts from March through June.

In response to needs for personal protective equipment in the early days of the pandemic, the library utilized its 3-D printers to produce over 1,500 face shields for local healthcare and government staff.

WRL worked with local partners to develop a mobile and long-term WiFi hotspot initiative funded by the Friends of WRL to make the internet more accessible to all.



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ANNUAL REPORT OVERVIEW

Fiscal Year 2020

A YEAR OF RESILIENCE AND COLLABORATION

- Improved transparency and efficiency of citizen services through technology
- Engage 2045 comprehensive plan update process
- Pivot toward COVID-19 pandemic response in final quarter
- Reaffirmation of historic covenant between law enforcement and community

CAPITAL IMPROVEMENT PROJECTS

- Ambler House Exterior restoration
- Columbia Drive improvements
- Recreation Center cardio area
- Woodland Farms Phase II stream restoration
- James City County Library Idea Studio



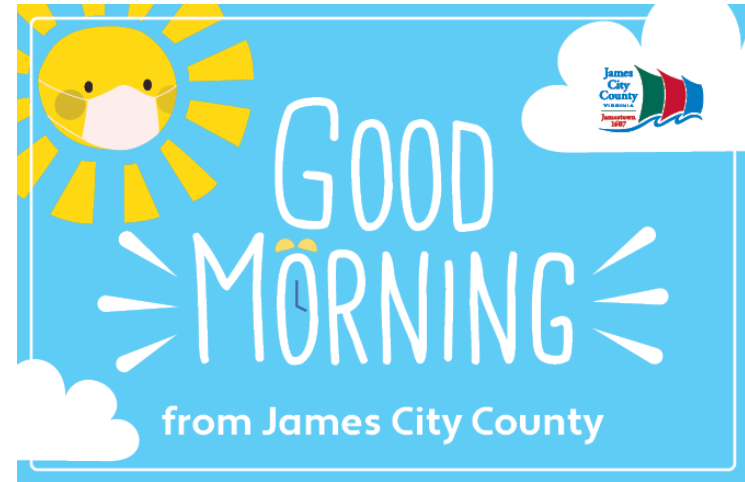
COMMUNITY DEVELOPMENT

- Engage 2045
- \$1M Community Development Block Grant
- Roadway improvements: Centerville & News Road, Longhill Road
- BS&P transition to online services
- Special event permits and adjustments



COUNTY ADMINISTRATION

- Launched GovQA records request platform
- Reorganization of Communications Division
- Activated Emergency PIO Team for early COVID-19 response
- Coordinated daily COVID-19 updates for the public



ECONOMIC DEVELOPMENT

- \$85.8M in investment from multiple businesses
- Small businesses thrived and expanded
- Bulk characterization in collaboration with Virginia Economic Development Partnership
- Coordinated with BOS on Virginia 30 Day Fund
- Distributed cloth masks and thermometers from FEMA to businesses and faith-based organizations



FINANCIAL & MANAGEMENT SERVICES

- Formed COVID-19 team to reevaluate supply chain and resolve shortages of PPE and sanitizer
- Helped develop infectious disease Preparedness and Response Plan and implement new safety protocols
- Developed nine potential budget scenarios in response to COVID-19
- Helped administer \$14M in CARES Act funding

FIRE DEPARTMENT

- Enhanced CONECT program
- Coordinated with peninsula agencies to staff Peninsula COVID Operations Center
- Placed two replacement ladder trucks and one rescue vehicle into service
- Enhanced COVID-19 screening for 9-1-1 callers

GENERAL SERVICES

- Launched ReCollect recycling program with the Recyclopedia search tool
- Implemented Street Sign Replacement Program
- Received \$396,000 matching grant from Virginia Environmental Endowment- James River Quality Improvement Fund
- Increased cleaning in County facilities and built physical barriers at customer transaction stations



HUMAN RESOURCES

- Contracted with new health benefits carrier
- Introduced virtual Open Enrollment
- Accomplished state requirements (exposure tracking, PPE guidance, etc.) for COVID-19 response ahead of deadlines
- Launched three new pandemic-related benefit programs: EPS, EFMLA, COVID Sick Leave Donation Bank



INFORMATION RESOURCES MANAGEMENT

- Established work from home capability for over 200 employees within 10 days of COVID-19 shutdown
- Managed transition to remote broadcast for public meetings
- Collaborated with County Administration to publish COVID-19 info online
- Developed COVID-19 Employee Health Tracking system



JAMES CITY SERVICE AUTHORITY

- Completed installation of “radio read” meters and began monthly billing
- Closed on \$9M bond for infrastructure replacement in White Oaks and Kingswood
- Replaced/upgraded six lift stations
- Suspended disconnections for non-payment due to COVID-19



PARKS & RECREATION

- Received \$687,500 Land and Water Conservation Fund matching grant
- Constructed pickleball courts at Veterans Park
- Developed 25 new virtual programs during pandemic
- Large attendance increases at County parks



POLICE DEPARTMENT

- Entered into partnership with Ring Neighbors to aid in solving crimes
- Colonial Community Connections hosted Reentry Fair
- Placed two replacement ladder trucks and one rescue vehicle into service
- Enhanced COVID-19 screening for 9-1-1 callers



SOCIAL SERVICES

- Care Team served 26 families
- Kinship Navigator served 35 caregivers, 36 children
- Requests for benefits (SNAP, Medicaid, TANF, childcare subsidies) increased
- Housing received \$456,798 in funding to assist 50 households with emergency shelter, rental assistance and PPE

WILLIAMSBURG REGIONAL LIBRARY

- Recognized by Library Journal as one of the best libraries in the U.S.
- Kiwanis Kids Idea Studio at JCC Library
- Expanded collection of digital resources
- Used 3-D printers to produce over 2,500 face shields
- Developed mobile and long-term WiFi hotspot program



Our Story Continues

FY2021: THE ROAD TO RECOVERY



ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	Nov. 24, 2020 Work Session	Minutes
☐	Dec. 4, 2020 Joint Meeting	Minutes
☐	Dec. 8, 2020 Regular Meeting	Minutes
☐	Jan. 4, 2021 Organizational Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:45 PM

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
November 24, 2020
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

C. BOARD DISCUSSIONS

1. 2021 Legislative Agenda

The Honorable Michael Mullin, Virginia House of Delegates, the Honorable Amanda Batten, Virginia House of Delegates, and the Honorable Montgomery Mason, Member of the Virginia Senate were in attendance.

Mr. Icenhour noted a copy of the legislative program, which addressed seven legislative items introduced on behalf of the County, had been provided to local legislators. He further noted an additional seven legislative items which were supported by the County were also included. Mr. Icenhour noted the first item addressed the distribution of online sales tax by physical address. He further noted Delegate Mullin indicated this item was also on York County's agenda and would be carried by their local delegate.

Delegate Mullin addressed the Board and confirmed the Honorable Martha Mugler, Virginia House of Delegates representative for the City of Hampton and York County had agreed to carry this bill on behalf of the members of the Historic Triangle.

Mr. Icenhour noted this legislation had been requested the previous year. He further noted difficulties with the apportionment of the taxes among the three localities.

Senator Mason noted the impact of this legislation particularly for area outlets. He inquired how this situation would be addressed and what mechanics of the bill were involved

Delegate Mullin noted his understanding was that Delegate Mugler had two separate ways. He further noted the first way addressed the retailers themselves apportioning the taxes properly. He added other jurisdictions in the United States allowed for this process, particularly large online retailers, but that involved an additional regulatory hurdle that the Commonwealth would need to determine. Delegate Mullin noted another option was to use street addresses adding his understanding was Delegate Mugler placing the impetus on the retailer.

Senator Mason questioned specific locations and zip codes. He referenced how e-commerce could distinguish which locality was involved and then remitting it to the proper jurisdiction.

Mr. McGlennon noted the provision of the address was the main locus for the tax to then determine if it was within the City of Williamsburg or in the counties.

Delegate Mullin noted this was an automatic process based on the address and confirmed by Geographic Information Systems. He further noted regulatory change would be required as well concern for the added responsibility on the retailers.

Ms. Larson noted the Commissioner of the Revenue for the City of Williamsburg had discussed this. She questioned the need for a zip code change for the Historic Triangle as part of York County was also within the 23188 zip code. She further noted three jurisdictions were sharing that same zip code, adding that may require change at the federal level. Ms. Larson noted the loss of revenue and finding a solution.

Mr. McGlennon noted misclassification of some businesses and the significance of the street address to clarify the specific locality with regard to the zip code. He further noted a request for additional information on post-distribution corrections.

Delegate Mullin noted larger online retailers such as Amazon did not have a problem with this proposition. He further noted smaller retailers would have issues, especially those who did not use larger hubs such as Etsy. Delegate Mullin noted previous discussion on a possible study to address this point, adding other localities were dealing with this also. He further noted the situation of a fully surrounded city within a county or another jurisdiction was similar to Winchester and Frederick County with cross-purpose in terms of taxation. Delegate Mullin added this was a commonwealth-wide problem and deferred to Senator Mason and Delegate Batten. He noted he was not aware of a study having been done to date.

Delegate Batten asked if the numbers were available which showed how much James City County was collecting that should go the City of Williamsburg or York County and vice versa.

Ms. Larson noted asking Ms. Sharon Day, Director of Financial and Management Services, for that information which then could be shared with Delegate Batten.

Mr. Icenhour noted the second item addressed amending the Virginia Code to allow localities to prohibit e-cigarette stores from locating within a 1,000 feet of a public school. He further noted this legislation had been requested last year, but had not been picked up and asked the delegates for an update.

Delegate Mullin asked what was the problem the Board was seeking to solve with this legislative request.

Mr. McGlennon noted he had made the original request. He further noted constituent concern for the proximity of vape shops to their children's local high school, Lafayette High School.

Delegate Mullin noted the shopping center near Lafayette High School and if it was within 1,000 feet of the school.

Mr. Icenhour noted a vape shop near Toano Middle School.

Discussion ensued.

Mr. Icenhour noted the third item addressed amendment of the Virginia Code to require

absentee votes be reported by precinct when more than 25 votes were cast in that precinct. He further noted basically early in-person voting and absentee voting ended up in a central absentee category with 60-70% unidentified to respective precincts. Mr. Icenhour noted this request at the local level would be labor intensive. He further noted specific voting machines could be identified for respective precincts, which would capture the information and provide a more meaningful reflection of the votes by precincts. Mr. Icenhour noted the data obtained from this recent election reflected on a county-wide level, not by precinct.

Delegate Batten noted she carried the legislation earlier in the year and would do so again. She further noted a change from 25 to 100 votes. Delegate Batten noted concerns on the low number and potential costs associated with different ballots. She further noted her support to carry it again as it raised awareness, but proposed carrying it at a later date due to redistricting at the local level. Delegate Batten noted she was not sure of the exact timeline, but added there was a heightened interest in the process to make the data more helpful, adding she would carry it.

Ms. Sadler questioned the date.

Delegate Batten noted the change would not be effective July 1, 2021, but probably the following year.

Mr. Icenhour noted the importance of getting the change started and making it visible was paramount.

Senator Mason noted other states were set up for precinct voting results. He further noted learning from those states. Senator Mason added the state registrars did an amazing job throughout the voting processes during the entire year. He noted the multiple primaries, numerous voting rules and changes and stressed the importance of the outstanding work of registrars.

Ms. Larson noted a way to thank them could involve legislative support for funding. She further noted the changes that assisted people with voting did not come with funding for localities. Ms. Larson added she had visited the Registrar's Office and saw firsthand the amount of work required in the short timeframe. She noted assistance with salaries would be a great starting point with the General Assembly taking on that task.

Senator Mason noted he had carried that multiple years.

Ms. Larson stated it needed to be carried again.

Senator Mason noted he had visited the Registrar's Office and was aware of the long hours the staff had put in during the election process. He further noted volunteers had also put in many hours. Senator Mason concurred with Ms. Larson that the staff was not paid nearly enough money.

Mr. Icenhour noted the volunteers had been a valuable asset to the staff in accomplishing what they had done. He further noted the County citizens who volunteered were to be commended. Mr. Icenhour added there were still some rough edges to be worked off, but the process and participation were in place.

Delegate Mullin noted the Board of Supervisors deserved credit for funding two temporary employees at the Registrar's Office. He further noted Delegate Batten's attention to pursuing this legislation.

The Board members thanked Delegate Batten also.

Senator Mason noted recommendations and suggestions from the volunteers for future elections.

Ms. Larson noted loss of money for postage, increased space for staff, and other factors to consider for future voting.

Mr. Icenhour noted the next item was a Virginia Code amendment to increase the litter tax on certain manufacturers, wholesalers, distributors, and retailers. He further noted this was a new request that stemmed from the desire to provide more non-local funding for litter prevention and cleanup.

Delegate Mullin asked if this request referenced masks being trashed.

Mr. Icenhour noted no.

Mr. Kinsman noted the annual taxes on establishments that had the particular products as well as the establishments that manufactured them. He further noted 95% of those funds returned to the localities for local litter prevention and cleanup. Mr. Kinsman noted to Delegate Mullin's point, this legislation went along with another item for consideration.

Mr. Icenhour suggested viewing both items together as Item 1-6 addressed the increased penalty for highway trash, debris, and such. He noted both items addressed the litter problem at the manufacturing level and the litter code enforcement.

There was no indication to carry either item.

Mr. Icenhour noted the next item referenced a Virginia Code amendment allowing local governments the option to require sprinklers in residential buildings. He deferred this item to Mr. Hipple.

Mr. Hipple noted the statewide Code and Compliance Code, in which counties could not make additional changes. He referenced specific James City County hunting restrictions which existed in addition to the statewide code. He further noted tailoring changes to localities rather than statewide and referenced the flooding impacts to the City of Roanoke versus the City of Norfolk area. Mr. Hipple noted the flexibility for counties to address specific issues to their localities.

Senator Mason noted local option could be helpful and commented on the hunting analogy, but he cautioned concerns and questions.

Discussion ensued.

Mr. Icenhour noted the next item addressed explicit allowance to the Board of Supervisors to provide sunset clauses on use permits. He further noted Delegate Mullin and Mr. Kinsman had discussed the Board of Zoning Appeals (BZA) had some authority in this area, but not the Board of Supervisors. Mr. Icenhour noted this change would allow the Board of Supervisors to essentially have the same authority as the BZA. He further noted special use permits followed the land and could go on for extended periods of time and this authority could be beneficial to the community.

Delegate Mullin noted he would carry this provision change. He questioned the provision.

Mr. Kinsman stated the BZA is appointed by the Circuit Court Judge. He further commented that this would provide some clarity and consistency.

Mr. Icenhour noted the next items were those supported by the County. He further noted the Virginia Department of Transportation's (VDOT's) plan for a traffic circle to address improvements at the Richmond Road and Airport Road intersection.

Delegate Mullin questioned if VDOT had the roundabout on Richmond Road.

Mr. Icenhour noted VDOT planned to replace the intersection of Mooretown Road and Airport Road with a roundabout on the other side of the train tracks. He further noted the lack of funding for the project.

Delegate Mullin questioned the cost.

Mr. Icenhour noted it was approximately \$2 to 3 million.

Discussion ensued on the project.

Senator Mason asked Mr. Hipple where a project was in the transportation timeline.

Mr. Hipple noted it was probably six to 10 years out after review from the various committees. He further noted funding was also a factor and the availability of SmartScale money. Mr. Hipple noted the successful taxation program that had been used in the Hampton Roads area.

Senator Mason acknowledged Mr. Hipple's outstanding work with the Hampton Roads Transportation Accountability Commission (HRTAC). He noted the importance of the various transportation committees such as HRTAC in addition to SmartScale. Senator Mason questioned the use of SmartScale at this local level and the timeline.

Discussion ensued.

Ms. Sadler noted Delegate Batten would be joining her via a Zoom meeting for discussion with VDOT on speed limit reductions in various parts of the County. She further noted the number of accidents at particular locations. Ms. Sadler noted she and other Board members would be reaching out to legislators for assistance to address these issues also. She added Ms. Larson had concerns for several locations within her district.

Mr. Hipple noted three traffic lights (for Stonehouse, Berkeley, and Powhatan) were needed and each one cost a half million dollars.

Delegate Batten noted concern for the location at Barnes Road and the one in the Stonehouse District, but asked about the Powhatan District location.

Mr. Hipple replied it was Jolly Pond Road and Centerville Road. He noted the need was warranted, but the funding was unavailable.

Ms. Larson noted the frustration of residents and travelers along the Route 5 and Centerville Road area. She further noted traffic issues also at Route 5 and Greensprings Road. Ms. Larson noted there was a plan, but nothing was happening and she stressed the importance of safety.

Discussion ensued.

Mr. Icenhour noted the additional items for consideration that the County supported.

Senator Mason expressed his appreciation of County staff and its work regarding Item 2-6 and the Eastern State Hospital property.

Mr. Icenhour thanked him.

Mr. McGlennon asked the representatives about their expectations for the upcoming short session of the General Assembly. He asked whether a full or limited agenda would be likely based on some discussions during the Special Session. Mr. McGlennon referenced the approval of Special Use Permits (SUPs) with a timeframe of three years. He noted the Board addressed the SUPs as they arose, but questioned a possible limited scope for the upcoming General Assembly session.

Delegate Mullin noted the Senate and the House had placed an unprecedented restriction on themselves regarding the number of bills they would carry. He further noted the session would last 30 days, which entailed weekend and overnight work.

Delegate Mullin noted the business of the people would get done in those 30 days. He further noted SUPs came up every year, but added local governments would be addressing rebenchmarking for student school attendance. Delegate Mullin noted the benchmarking would have to occur as well as addressing decreased funding during the attendance decline. He further noted discussion regarding marijuana legalization and impact to communities.

Ms. Larson asked Delegate Mullin if May was when the schools would need to do a recount on students. She noted September 30, 2020 was the first time. Ms. Larson added the counts were done in September and March.

Delegate Mullin agreed and noted the September count had been delayed until March 2021. He noted the question would then be if the March evaluation was delayed until the next September. Delegate Mullin further noted that created additional cost for the commonwealth, but buoyed the localities in the interim. He noted enrollment reductions were occurring in all localities and the challenge that presented to Virginia Association of Counties and the Virginia Municipal League.

Delegate Batten agreed with Delegate Mullin and noted the General Assembly would likely be on 24-7 schedule, but their respective offices would be available for questions at any time. She noted some technology issues during testimonies and encouraged Board members to reach out to their legislators regarding bills of particular interest to the County.

Senator Mason noted the House of Delegates was all up for reelection so there would be numerous bills being promoted. He further noted tackling major policy initiatives in a 30-day session would be difficult in addition to the bills surrounding marijuana. Senator Mason reiterated some of the technology issues legislators and constituents had faced. He noted some cities in southeastern Virginia had time issues and had requested extensions regarding SUPs. Senator Mason thanked the Board for the information from the School Boards regarding student number. He further noted the reduction in student populations across the state with the exception of the cities of Richmond and Radford. He noted the impact of online learning.

Delegate Mullin noted he and Delegate Batten would be having virtual sessions from their offices as would most House of Delegate members.

Ms. Larson expressed her appreciation over assistance with the Busch Gardens situation. She noted her frustration and cited how well Virginia Beach and the Outer Banks had thrived. She further noted the significance of both areas as beach locations, but added Busch Gardens had a plan to utilize its outside facilities. Ms. Larson noted the uncertainty of the times, particularly for the local area which has a tourism-driven economy. She further noted an increase in

tourism may not be noticeable until 2022.

Delegate Mullin noted that Busch Gardens was not included in the restrictions the Honorable Governor Ralph Northam had imposed within the past two weeks. He further noted he was hopeful Christmas Town would provide forward momentum.

The Board thanked the representatives.

At approximately 5:03 p.m., the Board of Supervisors recessed for the James City Service Authority Board of Directors meeting.

At approximately 5:29 p.m., the Board of Supervisors recessed for a short break at the adjournment of the Board of Directors meeting.

At approximately 5:34 p.m., the Board of Supervisors reconvened its current meeting.

2. Presentation - Street Sign Replacement Program

Mr. Matt Austin, General Services, addressed the Board noting he and Kim Hazelwood, Geographic Information System (GIS) Supervisor, were presenting a street sign replacement program which they had designed inhouse. He noted in the PowerPoint presentation that the purpose was to identify a systematic process to evaluate the current green, reflective street signs that the County maintains. He further noted the system would identify signs for missing street information as well as damaged or faded conditions.

Ms. Hazelwood noted General Services had requested an online GIS application which used a cell phone or a tablet with drop-down choices for sign conditions which eliminated typing. She further noted the system allowed for consistency with the standard application and ease of data manipulation. Ms. Hazelwood noted in the PowerPoint presentation that several applications were explored to ensure the information captured best suited General Services' needs. She further noted the steps used to obtain the information.

Mr. Austin noted in the spring of 2020, the street signs were evaluated along Route 60 and Route 30 within the County. He further noted all the necessary sign replacements had been completed by June 2020 along that same route. He noted the next step involved reviewing the primary roads as listed in the PowerPoint presentation. Mr. Austin added to date most of those sign replacements had been completed. He continued the PowerPoint presentation highlighting the cost breakdown per intersection.

Ms. Hazelwood noted after the data was collected in the field, then it was manipulated in the GIS system for bar graphs and spreadsheets. Mr. Austin noted the Fiscal Year 2021 budgeted \$4,000 for street sign replacement. He further noted the next steps in the process included evaluating and ranking developments and neighborhoods that had County maintained signs. He noted once those areas were ranked, then a replacement schedule would be established and funding identified.

Mr. Hipple asked about citizens who lived in an area with no County street signs in addition to multiple roads. He noted the only signs were personal markers from residents of the area, but asked what would be the steps necessary to have County signs put up in those areas.

Ms. Hazelwood asked if he was referencing private roads.

Mr. Hipple noted yes.

Discussion ensued on private roads and signs.

Mr. Hipple asked if residents in such an area would have the option to apply and purchase signs which matched the green reflective County street signs.

Ms. Grace Boone, Director of General Services, noted that situation had not been presented previously. She further noted that was an option to explore.

Ms. Hazelwood noted there were several local private roads with signs on them.

Mr. Hipple noted the street signs also assisted Fire and Emergency Management Services (EMS) on calls. He thanked the group for looking into the request.

Mr. McGlennon asked how many signs were out there in the County.

Ms. Hazelwood noted they were still reviewing the data from the main arteries.

Mr. McGlennon asked if there was an estimate on the life expectancy of the green signs.

Discussion ensued on field data collection and street sign inventory.

Mr. McGlennon questioned what percentage of the allocated \$4,000 would go toward replacement of damaged signs.

Mr. Austin noted roughly \$2,000-2,500. He further noted street signs were being replaced on a weekly basis.

Mr. McGlennon questioned if the replacements were due to accidents as opposed to fading.

Mr. Austin noted some were faded and had lost the reflective coating and were not visible. He further noted other replacements were due to accidents and theft. Mr. Austin noted Fire and EMS also notified General Services when signs were missing as well as a work order system the general public could use.

Mr. McGlennon inquired on the size of the sign lettering.

Ms. Boone noted a change going forward on future signs based on feedback from the Board which incorporated the font size and other elements.

Discussion ensued.

The Board thanked the group for the presentation and their work.

Ms. Boone noted her appreciation of the work Ms. Hazelwood and Mr. Austin had put into the sign project and the application they had developed.

3. Retaining Walls

Mr. Paul Holt, Director of Community Development and Planning, addressed the Board noting the adoption of an Initiating Resolution in February 2020 to study potential amendments to the County Code regarding specific retaining walls. Mr. Holt highlighted in a PowerPoint presentation tall retaining wall structures and cited possible safety issues and potential liabilities, particularly in residential areas. He noted a review of other codes within the state and potential options for moving forward on this point. Mr. Holt further noted three options were available:

1) limiting the total height of retaining walls as a firm design requirement in the County Code with no exceptions for options or allowance for increased height; 2) limiting the total height of retaining walls as a design requirement of the County Code and allowing taller wall heights only as approved by the Board of Supervisors, possibly through a Height Waiver application; and 3) creating design standards within the Code that allowed for taller wall height, but with certain performance and design criteria that addressed safety concerns, community character features, and costs. Mr. Holt continued the PowerPoint presentation showing the use of stepped walls if a wall exceeded the designated height requirement and which could be addressed administratively. He noted the specific separation requirements between the stepped areas. Mr. Holt welcomed the Board's input as staff drafted the next steps in a possible Code amendment.

Mr. Icenhour asked about the dimensions in the third option and the steep angle depicted.

Mr. Holt noted those were representative pictures only.

Mr. Icenhour noted the stepped walls were preferably to one large, tall wall.

Mr. Holt noted staff had not found many communities in the state that had any design requirements. He further noted the stepped walls represented in the PowerPoint presentation were from Albemarle County, Virginia, adding that was the only representation in the state that staff had found.

Mr. Icenhour noted the height of a retaining wall in New Town. He further noted the third option, which allowed for administrative approval and not Board action. Mr. Icenhour noted the third option addressed the need for Board action on Height Waivers and established design criteria.

Mr. Holt noted that would help. He further noted the use of a conceptual basis regarding height limitations prior to the engineering details. Mr. Holt noted with the stepped walls as an engineering design, that design would be incorporated from the beginning of the process.

Mr. Hipple noted materials such as landscaping timbers, which had a life of 15-20 years. He further noted incorporation of building material types for use in the retaining walls. Mr. Hipple noted the need for additional space for construction equipment if a wall failed and repairs were required. He referenced an incident with a homeowner and the James City Service Authority where a retaining wall had failed and the homeowner's concern for his home. He noted several engineering concerns and properly building retaining walls, particularly for drainage.

Mr. Holt noted those points were important to include in the Performance Criteria.

Ms. Larson asked if a fence was required around the retaining wall represented in the PowerPoint presentation.

Mr. Holt noted the Building Code had specifics on the fencing and distance requirements.

Ms. Larson noted she thought the lack of fencing was an issue regarding the retaining wall at the Settlement at Powhatan.

Mr. Holt noted a fence was required based on the elevation off the ground level.

Ms. Larson noted she preferred the first option, but was fine with the third option.

Mr. McGlennon noted he liked rigorous design standards. He further noted those standards could pose the question to the developer if a retaining wall was the best choice for the

development plan.

Mr. Icenhour agreed. He noted in some land use cases, there were attempts to put something into the topography that normally would not be allowed without substantial change to the topography. He further noted he favored the third option with more respect for the land.

Mr. Hipple noted reviewing the flow of water behind the retaining wall and possible engineering impacts to the land around it.

Mr. Holt noted these points would be reviewed with staff. He further noted bringing additional options before the Board for consideration at a later meeting.

4. Solid Waste Consolidation

Ms. Boone addressed the Board and noted at the November 2019 Work Session, students in the Masters Public Policy Program at the College of William & Mary, who had conducted research on solid waste consolidation, presented their findings to the Board. She noted Supervisor McGlennon had recommended the research on this particular project as the County had recently implemented the fee-based recycling program. Ms. Boone continued the PowerPoint presentation highlighted the areas of advantages, disadvantages, available alternatives, and possible legal constraints. She noted an advantage of the program was one contractor with fewer trucks on the road and less neighborhood disruption. She further noted this also ensured safe operational and inspected vehicles were in use. Ms. Boone noted the possibility of combining trash and recycling fees into a 'one-stop shop' approach. She further noted the County was eighteen months into the recycling program with approximately 14,250 County residents participating in curbside recycling. She noted the average for the current fiscal year was 12,436 participants. Ms. Boone further noted the low contamination level and that participants were recycling more responsibly. She noted the program showed stability, but improvements were being evaluated. Ms. Boone noted additional advantages in the PowerPoint presentation. She further noted disadvantages included push back from citizens, establishment of a billing system, gated communities, and other factors. Ms. Boone noted staff's recommendation to the Board focused on pursuit of a Request for Proposal (RFP) to conduct a solid waste study. She highlighted the details of the RFP. Ms. Boone noted if the Board approved the RFP for the study, the timeline for the study's completion would be before June 2021 with presentation to the Board in July 2021, which would place it in advance of the 2023-2024 budget.

Mr. Icenhour asked the estimated cost of the RFP.

Ms. Boone noted she received a rough estimate of \$100,000.

Ms. Larson asked about storm debris. She noted York County provided trash collection as well as storm debris collection. Ms. Larson asked if storm debris would be part of the services the County provided if this option was chosen.

Ms. Boone noted that should be part of the study. She further noted the consultant could review area programs such as York County and the City of Newport News for services they provide to citizens.

Mr. Stevens noted the consultant conferring with surrounding localities and addressing bulk curb collection, leaf, and limb collection. He further noted the cost surrounding the infrastructure and increased services. Mr. Stevens noted the public's need for storm debris removal.

Mr. Hipple asked if the consultant would meet with the Board initially for its opinions, requests, and district needs, particularly regarding the Primary Service Area (PSA). He noted citizens had numerous questions regarding the PSA. He further noted the concept of the one-stop shop would be very beneficial.

Ms. Boone noted this study would be similar to the Space Needs Study. She further noted that would allow for the Board to have discussion with the consultant.

Ms. Sadler concurred with Mr. Hipple on concerns for the inside/outside PSA aspect. She noted the need to address that within the County.

Mr. McGlennon noted his support of the consultant study. He further noted the impact on currently existing County businesses.

Discussion ensued.

Mr. Icenhour noted the Board's consensus to move forward on the RFP for the study.

5. Capital Improvement Plan (CIP) Discussion

Mr. Stevens addressed the Board noting a colored handout which had been discussed at the May 2020 Work Session. He noted a delay on many CIP projects due to the uncertain financial situation created during the COVID-19 Pandemic. He further noted the need to retain cash holdings during this time. Mr. Stevens noted the yellow highlighted projects that had moved forward with Board approval. He further noted some of the previously budgeted projects that had been put on hold were now being approved to move forward for various departments as their respective schedules allowed. Mr. Stevens noted further evaluation of project details was possible, but added he felt comfortable moving forward. He further noted if the Board was comfortable with releasing the projects and moving forward on the yellow and red highlighted projects shown on the Board's handout.

Mr. Icenhour noted the yellow highlighted projects reflected an approximately \$11 million cost with slightly over \$5 million for red highlighted projects.

Mr. Stevens confirmed yes. He noted the \$11 million reflected an approximate \$3 million reduction that was related to the James City County Marina as well as a \$1.6 million project at Chickahominy Riverfront Park, and the Brickyard Landing purchase of \$1.4 million, which totaled approximately \$5 million. Mr. Stevens highlighted several projects that would come before the Board included a land facilities and these projects would not take place in January or February 2021. He noted these projects would still come before the Board for approval before beginning them.

Mr. Hipple inquired if these were projects that had already been slated and were not contingent on funds being borrowed.

Mr. Stevens noted some projects, such as the Marina, had money set aside annually. He further noted some projects had been around for many years. Mr. Stevens noted he felt these projects were not contingent on borrowed funds, but rather they were cash in the bank that had been set aside in previous years. He added that he would confirm that point.

Mr. Hipple asked about closure at the Marina.

Mr. Stevens noted with the recent contract award there, a notice had gone out to the public. He further noted closure to the public would begin the week of November 30, 2020 with

access down the main driveway. Mr. Stevens noted boats in the rental slips had been moved. He further noted access would be maintained to Billsburg Brewery as well as the covered boat slips that were not part of this first project. He added the contractor hoped to have that main area completed and open by Memorial Day 2021 with completion of the additional work by the bulkhead in the July 2021 timeframe.

Mr. Hipple noted he had been contacted by citizens of whom some were duck hunters. He further noted they had paid for annual ramp rental, which they were no longer able to access.

Mr. Stevens noted he would follow up with Mr. Hipple on that point. He further noted if other citizens contacted Mr. Hipple, he could direct them to contact Parks and Recreation to either refund that portion or extend the time for use. Mr. Stevens noted as the contract had just been awarded, there would not have been time for notification in the late summer.

Mr. Hipple asked if the duck hunters would be able to access the ramp.

Mr. Stevens noted the challenges of dredging, equipment, and no docks. He further noted he was unsure of opportunities there during the construction. Mr. Stevens noted he would look into that question, but did not think the Marina would be available until completion.

Mr. McGlennon noted he was comfortable with the proposals that Mr. Stevens had presented and moving ahead.

Mr. Stevens thanked Mr. McGlennon and noted many of the CIP projects would come before the Board for approval before moving forward on them.

Mr. McGlennon noted the December 4, 2020 meeting with the School Board and the City Council on the Williamsburg-James City County Schools CIP. He further noted the School CIP did not prioritize the early education, pre-Kindergarten (pre-K) facilities that the Board of Supervisors had discussed previously because there had not been a community conversation about it. Mr. McGlennon suggested discussing the creation of a taskforce at the December meeting which would address the need to provide facilities that would allow the incorporation of those children in need of services who are currently not being served by the school system. He noted then a long-range plan to provide the option of pre-K on a broader community basis and address the issue of this need as well as relieve some pressure on elementary school classrooms.

Mr. Hipple noted his agreement adding that this had been a discussion point on the Board of Supervisors for several years. He further noted the importance of Bright Beginnings and reducing some pressure off the schools.

Mr. McGlennon noted there were children in the community who were in need of these services, but the schools were unable to provide them.

Ms. Larson noted the money could go to the schools, but it was the school system's decision how to use it. She further noted that was how the state set that process up. Ms. Larson noted the County allocated the money, but had no say on its usage.

Discussion ensued on accountability and funding.

Ms. Larson noted the set-up between the School Board, the Board of Supervisors, and the City Council did not work properly. She further noted the difficulty navigating it and stressed the County was driving the financial engine in the partnership.

Mr. Hipple noted the County's 105% allocation to the school system. He further noted the

Board's support of the schools, but added a taskforce could help identify the need. Mr. Hipple noted specific questions needed to be asked to identify the need. He further noted pre-K was essential.

Ms. Sadler noted FutureThink and the projected number of children who were coming from age-restricted communities. She further noted the importance of these numbers and the demographics. Ms. Sadler noted a disconnect there.

Ms. Larson noted there would need to be agreement on the taskforce.

Ms. Sadler questioned how.

Mr. McGlennon noted it was a question of efficiency, but also of equity. He further noted the pre-K services were provided, but the identified needs of the community were still not being met.

Mr. Hipple noted early intervention was paramount.

Ms. Larson noted she heard both sides' conversations, but added even with the creation of a taskforce, the decision regarding the budget belonged to the School System.

Discussion ensued.

Mr. Stevens noted the budget will be presented at the joint meeting, prior to adoption. He further noted the budget would be presented for discussion with the County and the City Council prior to its adoption the following week.

Ms. Larson noted the Board of Supervisors participates in these joint meetings, but she further noted it is not equal. She added the County represents 90%. Ms. Larson noted she did not have the answer and she respected her City colleagues, adding their numbers were lower than those of James City County numbers.

Mr. Icenhour noted the idea of a taskforce was a valid point. He further noted if there was agreement on the taskforce then what were the areas of common agreement. Mr. Icenhour noted the School System had an educational responsibility and the County had a fiduciary responsibility. He further noted establishing a common ground initially.

Mr. McGlennon noted the main objection was that no conversation had taken place. He further noted it was time to have the conversation.

Mr. Icenhour noted in addition to the three jurisdictions, community engagement be part of the taskforce.

Ms. Larson questioned if the School budget had to follow specific line items for specific expenditures.

Mr. Stevens noted he would follow up with the Finance Director, but several options were available for how the County gave money to the school system. He further noted approval of the operating budget for the year with monthly expenses presented to the County. He noted upon submission of those monthly expenses, the County then reimburses the school system. Mr. Stevens noted that was the current operating process. He further noted the expenses could be done by category or activity. Mr. Stevens noted some ability to control expenses was available, but did not think that applied to CIP projects as that money was held on a project-to-project basis. He added he would verify that point for the Board.

Mr. McGlennon noted the need to use the current facilities in a more efficient, productive way. He further noted the need for a better way to serve the financial aspects and provide the services that the children need.

Mr. Stevens noted an additional handout for review as the five-year financial forecast was being prepared for January 2021. He further noted the recommendation to drop three projects: a water rescue boat for which a grant award from the Port Authority of Virginia was received this year; and two Marina projects that included building repair, a bathroom addition, and some structural component which could be addressed later as well as a potential restaurant, which could be a public-private partnership at a later date also.

The Board agreed with the recommendations.

D. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler wished everyone a Happy Thanksgiving.

Mr. McGlennon noted he had shared reports presented at the recent Hampton Roads Combined Workforce Council.

Ms. Larson noted a recycling truck that had dropped a significant amount of glass. She further noted a shout-out to Ms. Boone for personally cleaning up the glass from the street. Ms. Larson also gave a shout-out to Mr. John Carnifax, Director of Parks and Recreation, about the County's great facilities in the Berkeley District. She noted the Marina specifically. Ms. Larson further noted she receives many questions about events and activities taking place and Mr. Carnifax is always responsive with answers and information. Ms. Larson referenced a newspaper article about the number of children failing and County concern. She noted the many uncertainties surrounding COVID-19 and the impact on the school systems with lack of student attendance, even virtually. She further noted she hoped School Superintendent Olwen Herron would address the point at the joint meeting. Ms. Larson noted she was hopeful that 2021 would allow more students to return to their classrooms. She further noted a moment of personal privilege regarding one of her constituents, Mr. Kyle Klyman, is in need of a life-saving liver transplant, Type O. She asked if anyone out there felt a call to help, please contact her at her County email for information (Ruth.Larson@jamescitycountyva.gov) and to keep the Klyman family in thoughts and prayers.

Mr. Hipple wished everyone a Happy Thanksgiving.

Mr. Icenhour noted he had a groundbreaking at 7 p.m., November 25, 2020, at the King of Glory Church.

E. CLOSED SESSION

None.

F. ADJOURNMENT

1. Adjourn until 9 a.m. on December 4, 2020 for the Joint Meeting with WJCC School Board and City Council

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

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

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

At approximately 6:54 p.m., Mr. Icenhour adjourned the Board of Supervisors.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
Joint Meeting with Williamsburg-James City County School Board, Board of Supervisors,
and Williamsburg City Council
via Zoom
December 4, 2020
9:00 AM

A. CALL TO ORDER

Ms. Ownby called the School Board to order at 9 a.m.

Mr. Pons called the City Council to order at 9 a.m.

Mr. Icenhour called the Board of Supervisors to order at 9 a.m.

B. ROLL CALL

Board of Supervisors: Present were Ms. Sue Sadler, Mr. John McGlennon, Ms. Ruth Larson, and Mr. James Icenhour (Chair). Mr. Michael Hipple joined the meeting at 9:05 a.m. Also present was Mr. Scott Stevens, County Administrator.

City Council: Present were Mr. Caleb Rogers, Ms. Barbara Ramsey, Mr. Douglas Pons (Mayor), Mr. Pat Dent, and Mr. Ted Maslin. Also present were Mr. Andrew Trivette, City Manager, and Ms. Sandi Filicko, Clerk of Council.

School Board: Present were Dr. James Beers, Ms. Kyra Cook, Mr. Greg Dowell, Ms. Julie Hummel, Mr. Jim Kelly, Ms. Lisa Ownby (Chair), and Mrs. Sandra Young. Also present were Dr. Olwen Herron, Superintendent; Ms. Rene Ewing, CFO; and Ms. Janet Cerza, Clerk of the Board.

C. JOINT MEETING AGENDA ITEM

1. Presentation of Superintendent's Proposed FY 22-FY 31 Capital Improvements Plan

Dr. Herron and Ms. Ewing presented the Superintendent's Proposed FY 22-FY 31 Capital Improvements Plan. (*See attached presentation*) The presentation included:

- Current CIP Project Status
- Enrollment Information
- CIP Focus/Information
- Projected Enrollment vs. Capacity: High Schools
- High School Capacity Modifications
- Projected Enrollment vs. Capacity: Middle Schools
- Projected Enrollment vs. Capacity: Elementary with PreK
- Elementary Capacity Modifications
- Modifications to FY 22
- Modifications to 10-Year Plan
- Additions to 10-Year CIP
- CIP: HVAC/Window Replacement
- CIP: Roof Replacement/Repair/Refurb.
- CIP: Other Projects
- Facilities - New Construction
- Recommended Projects FY 22-FY 26

There was discussion on the number of elementary school classrooms dedicated to PreK; creating an advisory group including Ms. Vinroot, Director of James City County Social Services, Child Development Resources, Community Action Agency and a member from the County, City and School Division to evaluate information on PreK needs; and, hiring a qualified researcher to assist the advisory group. The advisory group/task force would be charged to look at the current PreK options and determine the PreK needs in the community. Some questions would be: should there be dedicated spaces in the community to deal with PreK; what is the available amount of space in the elementary schools; what is the most efficient and effective way to address the needs. A qualified researcher (funded through grants or by the County and City) could be hired for 6-9 months at the cost of \$50,000 to \$100,000 to work with the advisory group/task force. The advisory group/task force would present their findings by September 2021.

There was discussion on asking the School of Education to participate on the advisory group/task force; the timing of the elementary school without having the analysis done on PreK; whether PreK enrollment was included in the FutureThink projections; community housing growth; growth in special education, English language learners and homeless students; stress on the teaching staff; responsibility of the County and City to fund all the needs with limited funds; trailers are being used at two elementary schools (Matthew Whaley and Stonehouse); future growth merges with programs (dealing with COVID-slide); and, smaller class sizes would provide greater educational opportunities.

Discussion followed on plans for school staff to receive the COVID vaccine; taking a macro-view of the situation (teacher pay, school sizes compared to nearby localities); and, comparable communities' data (number of schools, class sizes).

There was consensus to move forward with an advisory group/task force with details to be dealt with by the School Liaison Committee in January.

The same (enrollment/housing) growth numbers should be used by the localities and the schools (age restricted communities should be taken into account); district funding of school divisions (County and City contribution); what intent of families is in regard to educating their children (virtual, home school, private school); and, maintenance of existing schools.

D. ADJOURNMENT

1. Adjourn

At 10:27 a.m. the School Board, the City Council, and the Board of Supervisors adjourned.

The Board of Supervisors took a roll call vote to adjourn the meeting until 5 p.m. on December 8, 2020, which carried 5:0.

The City Council took a roll call vote to adjourn the meeting, which carried 5:0.

The WJCC School Board adjourned at 10:27 a.m.

Superintendent's Proposed FY22-31 Capital Improvement Plan

December 4, 2020

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Current CIP Project Status

School	Project Description	Status
Norge	Partial Refurbishment	On hold
James River	Partial Refurbishment	On hold
Stonehouse	Partial Refurbishment	On hold
Matoaka	Repaint & Resurface Roof	On hold
Berkeley	Partial Roof Repair	On hold; 30% complete
Berkeley	HVAC Replacement (design)	On hold; 30% complete

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Current CIP Project Status

School	Project Description	Status
Norge	Replacement of gym floor	On hold
Norge	Restroom update	On hold
Norge	Partial Refurbishment (tiles)	On hold
Stonehouse	Roof Evaluation & Repairs	In process
Jamestown	Walk in Refrigerator/Freezer	In process
Warhill	Auxiliary Gym (Design)	In process
Division	Parking repairs	In process

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Enrollment Information

- **Low Projection from October 2019: 11,389**
- **Current Year Enrollment (Sept. 30th): 10,858**
- **Enrollment Projections (October 2020)**
 - **Low: 10,729**
 - **Moderate: 10,929**
 - **Most Likely: 10,973**
 - **High: 11,016**

CIP Focus/Information

- **Projects presented include:**
 - anticipated A&E costs
 - contingency
 - escalation at a rate of 3% annually
- **A new project may appear in the CIP for the first time due to new or updated information**

Projected Enrollment vs. Capacity: High Schools*

						PROJECTION (Based on Future Think Report Oct. 2020)									
	Capacity	85% Capacity	90% Capacity	95% Capacity	Enrollment 9/30/20	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
High															
Lafayette	1,314	1,117	1,183	1,248	1,123	1,131	1,124	1,129	1,114	1,120	1,103	1,099	1,113	1,083	1,120
Jamestown	1,208	1,027	1,087	1,148	1,257	1,266	1,258	1,264	1,246	1,253	1,235	1,229	1,246	1,213	1,253
Warhill	1,441	1,225	1,297	1,369	1,340	1,349	1,341	1,347	1,328	1,336	1,315	1,311	1,328	1,294	1,336
High Total					3,720	3,746	3,723	3,740	3,688	3,709	3,653	3,639	3,687	3,590	3,709
Available Capacity	3,963	3,369	3,567	3,765	243	217	240	223	275	254	310	324	276	373	254
Capacity Percentage					93.9%	94.5%	93.9%	94.4%	93.1%	93.6%	92.2%	91.8%	93.0%	90.6%	93.6%
					85-89%		90-94%			95-99%			100% or Greater		

* FutureThink “Moderate” Projection

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High School Capacity Modifications

- **Jamestown High School**
 - Cafeteria Expansion (FY22/FY23)
 - School Expansion (from FY24/FY25 to FY27/FY28)
- **Lafayette High School**
 - Renovation Construction (from FY24 to FY23)
- **Warhill High School**
 - School Expansion (FY27)

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Projected Enrollment vs. Capacity: Middle Schools*

						PROJECTION (Based on Future Think Report Oct. 2020)									
	Capacity	85% Capacity	90% Capacity	95% Capacity	Enrollment 9/30/20	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Middle															
Berkeley	779	662	701	740	599	587	592	587	588	583	578	603	623	647	646
Toano	790	672	711	751	628	617	620	617	617	612	606	632	654	678	677
James Blair	608	517	547	578	533	523	527	523	524	519	514	536	556	575	575
Hornsby	952	809	857	904	795	781	785	779	780	774	767	799	828	858	858
Middle Total					2,555	2,508	2,524	2,506	2,509	2,488	2,465	2,570	2,661	2,758	2,756
Available Capacity	3,129	2,660	2,816	2,527	574	621	605	623	620	641	664	559	468	371	373
Capacity Percentage					81.7%	80.2%	80.7%	80.1%	80.2%	79.5%	78.8%	82.1%	85.04%	88.1%	88.1%
					85-89%		90-94%			95-99%			100% or Greater		

* FutureThink “Moderate” Projection

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Projected Enrollment vs. Capacity: Elementary with PreK*

						PROJECTION (Based on Future Think Report Oct. 2020 PLUS PREK)									
School	Effective Capacity	85% Capacity	90% Capacity	95% Capacity	Current PK-5 Enrollment	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Clara Byrd Baker*	599	509	539	569	519	527	534	540	549	557	571	574	575	581	584
Laurel Lane*	574	488	517	545	506	515	520	526	536	543	557	560	559	566	570
DJ Montague*	578	491	520	549	494	504	509	517	526	534	548	552	552	559	561
Norge*	725	616	653	689	660	671	678	687	697	707	724	728	729	737	742
Matthew Whaley	449	382	404	427	429	438	444	449	460	466	480	482	482	489	493
James River	528	449	475	502	428	438	442	448	458	464	479	482	482	488	491
Stonehouse	747	635	672	710	718	732	741	752	767	780	804	808	807	819	824
Matoaka	747	635	672	710	674	687	695	705	721	732	754	759	758	768	774
Blayton*	609	518	548	579	550	558	564	572	579	588	602	606	605	612	616
Total					4978	5,070	5,127	5,196	5,293	5,371	5,519	5,551	5,549	5,619	5,655
Available Capacity	5,556	4,723	5,000	5,278	578	486	429	360	263	185	37	5	7	(63)	(99)
Capacity Percentage					89.6%	91.3%	92.3%	93.5%	95.3%	96.7%	99.3%	99.9%	99.9%	101.1%	101.8%
					85-89%		90-94%		95-99%		100% or Greater				

* FutureThink “Moderate” Projection

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Elementary Capacity Modifications

- **New Elementary School**
 - Design (from FY26 to FY24)
 - Construction (from FY27 to FY25)
- **Preschool Space**

Modifications to FY22

- **High School Expansions**
 - Jamestown Cafeteria
- **Division Combined**
 - Parking lots/Sidewalk/Concrete Repairs
 - Playground Equipment
- **Impact:** Total increase of \$391,400

Modifications to 10 year Plan

- **Laurel Lane**
 - Replacement of electrical switch gear (FY23)
- **Stonehouse**
 - Roof replacement (from FY28 to FY27)

Additions to 10-Year CIP

- **FY27-FY31**

- DJ Montague (Roof)
- Blayton (HVAC & Roof)
- Hornsby (HVAC & Roof)
- Division parking/sidewalk/concrete repair funds
- Division playground funds
- School bus additions

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CIP: HVAC/Window Replacement

\$17,131,400 or 24% of Total Five-Year CIP

HVAC Repair/Replacement
Matthew Whaley Elementary
Stonehouse Elementary
Berkeley Middle*

Window Replacement
Matthew Whaley Elementary
Toano Middle

*FY22 Project

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CIP: Roof Replacement/Repair/Refurb.

\$7,275,700 or 10% of Total Five-Year CIP

Roof Replacement/Repair
Laurel Lane Elementary
Berkeley Middle

Auditorium/Gym Refurbishment
Matthew Whaley Elementary
Berkeley Middle

Refurbishment (Carpet, Tile, Paint, Restroom Renovations - Elementary)
Clara Byrd Baker Elementary
Laurel Lane Elementary
DJ Montague Elementary
Norge Elementary
Matthew Whaley Elementary
Matoaka Elementary
Blayton Elementary

Refurbishment (Carpet, Tile, Paint, Restroom Renovations – Middle & High)
Toano Middle*
Berkeley Middle
Hornsby Middle
Lafayette High
Warhill High*

*FY22 Projects

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CIP: Other Projects

\$5,448,800 or 8% of Total Five-Year CIP

Exterior Repairs (Parking lots, brickwork, fire panels, playground equipment, sidewalks, turf, running tracks)
Division-wide*
Cooley Field
Berkeley Middle
James Blair Middle
Hornsby Middle
Toano Middle

Electrical Repair/Replacement
Laurel Lane Elementary
Norge Elementary

Other Projects (paved playground space, walk-in refrigerator/freezer, baseball field refurbishment, generator, lighting, bus canopy)
Clara Byrd Baker Elementary
Laurel Lane Elementary
Norge Elementary
Matthew Whaley Elementary
James River Elementary
Stonehouse Elementary
DJ Montague Elementary
Berkeley Middle*

*FY22 Projects

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Facilities – New Construction

\$40,874,200 or 58% of Total Five-Year CIP

Facilities
New Elementary School
High School Capacity Expansions/Renovations

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Recommended Projects FY 2022-26

Fiscal Year	Total Recommended CIP Projects
FY 22	\$8,558,400
FY 23	10,585,400
FY 24	7,785,300
FY 25	33,837,100
FY 26	9,963,900
Total	\$70,730,100

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Superintendent's Proposed FY22-31 Capital Improvement Plan

December 4, 2020

INDIVIDUALISM | INTEGRITY | INNOVATION | ACCOUNTABILITY | COLLABORATION



MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
December 8, 2020
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

Mr. Icenhour led the Board and citizens in the Pledge of Allegiance.

Mr. Icenhour noted Ms. Sadler would open the James City Service Authority (JCSA) Board of Directors meeting, which would run concurrently with the Board of Supervisors meeting. He further noted a later presentation would be made which affected both Boards.

E. PRESENTATIONS

1. Chairman's Awards

Mr. Icenhour thanked his fellow Board members for their input regarding the awards. He noted awards were usually given to an organization or staff and another for an individual. He further noted this year he would be giving three awards. Mr. Icenhour welcomed Ms. Peg Boarman and acknowledged her as the recipient of the individual award. He noted her involvement with the Clean County Commission began in 1979 and cited her beautification efforts in the County over the past 40 years.

Ms. Boarman thanked Mr. Icenhour and the Board for the honor.

Mr. Icenhour noted 2020 had been an unusual year. He further noted the next award went to election officials and volunteers. Mr. Icenhour noted the changes in place during the 2020 election process and the establishment of a new County voting location within limited time constraints. He further noted the volunteer efforts included 395 hours of service from September 12 to October 1, 2020 and 15,000 prepackaged envelopes with ballots, instructions, "I voted" stickers, and return envelopes. Mr. Icenhour noted the volunteers assisted in the certification of over 11,000 ballots which were requested by voters. He further noted the volunteers included: Ms. Linda Rice, Ms. Priscilla Peterson, Ms. Eden Glenn, Ms. Jo Solomon, Mr. Les Solomon, Ms. Laura Tripp, Ms. Mary Chris Miller, Mr. Jim Akridge,

Ms. Susan Bivins, Ms. Suzan Griffin, Ms. Mary Bull, Ms. Sherry Walker, Ms. Kathy Casey, Ms. Sandy Anthony, Ms. Nancy Moye, Mr. Bill Moye, Ms. Maryann Simpson, Mr. Jim Simpson, Ms. Bobbie Falquet, Mr. Alan Falquet, Ms. Susan Carron, Mr. Mike Carron, Ms. Mary Kenney, Ms. Brenda Duncan, Ms. Mary Ann Moxon, Ms. Jane Gingrich, Ms. Ginny Wertman, and Ms. Sherry Donnell. Mr. Icenhour noted from October 1 to November 6, 2020, Ms. Eden Glenn, Ms. Carole Lynn Duffy, and Ms. Mary Ann Simpson volunteered 165 hours to assist with unprecedented absentee voting efforts and hundreds of phone calls. He further noted an additional 150 election officers devoted countless time to the newly formed voting center. Mr. Icenhour noted the dedication and hard work of the Registrar, Ms. Dianna Moorman, and her staff as well as the Electoral Board of Mr. J. “Tom” Gee, Chairman, Mr. Perry DePue, Vice Chairman, and Ms. Kay Cheves, Secretary. He further noted almost 50,000 James City County citizen votes were counted due to the efforts of these groups. Mr. Icenhour thanked everyone for their dedication and service to the County. Mr. Icenhour expressed his appreciation to Ms. Moorman noting the number of citizen emails and phone calls received complimenting staff for an outstanding job.

Ms. Moorman thanked Mr. Icenhour and the Board for the award. She noted her appreciation to staff and volunteers who assisted during the unprecedented year. She further noted this year marked her 37th election, adding it was the hardest.

Mr. Icenhour invited Police Chief Brad Rinehimer to the podium for the next award. Mr. Icenhour noted the community and national challenges that were presented to police in 2020 with civil unrest over protest of police brutality and overall racial inequality. He further noted the Police Department’s ongoing efforts of mutual respect, trust, and professionalism with each other and the community. Mr. Icenhour noted this relationship was evident during peaceful community demonstrations in May and June of 2020. He further noted the considerable time and effort of planning involved to ensure safe and peaceful demonstrations, adding these factors were a testament to the Police Department’s commitment to professionalism and ongoing dedication to community policing by working with all citizens to achieve a quality community. Mr. Icenhour presented the award to the James City County Police Department for its dedicated service to the County and the community.

Chief Rinehimer noted this was the result of a departmental initiative and commended the department on the work. He presented various officers and staff who had been involved in the process: Sergeant (Sgt.) Greg White, Master Police Officer (MPO) Brandon Frantz, MPO Tiarra Suggs, MPO Prasit Niranont, Crime Analyst Ms. Alicia Lamm, Sgt. Thomas Johnson, Major (Maj.) Eric Peterson, Maj. Tony Dallman, and Deputy Chief Steve Rubino. Chief Rinehimer noted it was a lot of people, but a lot of people were needed to ensure the safety of individuals during the protests. He further noted it served as a testament to officers who had served prior and for those to come. Chief Rinehimer thanked his department and Mr. Icenhour for the honor.

Mr. Icenhour and the Board extended their thanks to the department.

2. Elections Update

Ms. Moorman addressed the Board with an overview of the Presidential election. She noted different challenges throughout the year included the pandemic and regulatory changes. Ms. Moorman further noted in her PowerPoint presentation, the number of registered voters in 2004 was 37,439 with 61,529 in 2020. She continued the presentation highlighting projected versus actual turnout numbers for both absentee and Election Day voting. Ms. Moorman noted the organizational structure had changed due to the exponential growth of the absentee voting aspect of the process. She further noted the new law which addressed the creation of ballot drop-off stations throughout the state. Ms. Moorman continued the PowerPoint

presentation highlighting transactions processed under various categories such as death or other factors. She noted 8,889 transactions were processed from September to Election Day on November 3, 2020. She further noted the new laws, guidelines, court orders, last minute changes in who will be on the ballot, and a redesign of Absentee Ballot Envelopes all took place within the two-week timeline on the first mailing. Ms. Moorman continued the PowerPoint presentation highlighting the statistics of the Absentee Ballot process. She noted the work of staff and volunteers to accomplish the work and meet the two-week timeline. She further noted a stagnant absentee turnout from 2008 to 2016, adding the 2020 election numbers were 37,335. Ms. Moorman noted the Virginia Public Access Project (VPAP.org) reported James City County was second in the state's 133 localities for absentee voter turnout, which was a major event in consideration of some of the Northern Virginia localities' turnouts. She further noted James City County was the highest County turnout in the state. Ms. Moorman continued the PowerPoint presentation detailing the statistical breakdown regarding absentee ballots. She noted the positive feedback from citizens regarding the James City County Vote Center. Ms. Moorman continued the presentation noting the breakdown on the ballot drop stations and the cost for the two additional locations. She noted the COVID-19 restrictions that were in place on Election Day. She further noted the number of permanent staff members was three full-time and one part-time; the same number since prior to 2004. Ms. Moorman noted in the presentation, the amount of hours worked, adding the need for additional staffing. She further noted the assistance of On-call Assistant General Registrars and volunteers. Ms. Moorman expressed her appreciation to the Police Department, Sgt. White, and the Election Taskforce for Police presence on Election Day. She noted her appreciation of Voter On-call Officer, Ms. Debbie Colvin, who managed the Vote Center and the ballot drop-off stations. Ms. Moorman continued the presentation highlighting the three grants received: Coronavirus Aid, Relief, and Economic Security Act (\$69,748), Center for Tech and Civic Life (\$38,745), and USC Schwarzenegger Institute for State and Global Policy (\$20,000) for a total of \$128,493. She noted the need for more space as the Registrar's Office had outgrown the current facility. Ms. Moorman further noted upcoming factors included state unfunded mandates, which included a full software upgrade with an approximate cost of \$50,000-\$100,000 and an upgrade of the electronic poll books. She noted redistricting would be coming up and changing the County's map. Ms. Moorman noted the next election would be June 8 or August 24, adding if redistricting took place, then the election would be August 24. She further noted preparation for same-day voter registration in 2022 and ensuring equipment upgrades were ready at that time. Ms. Moorman noted a news team from Washington, DC, had shadowed her during the entire election process in October and November. She further noted the five-part series was called "Counted On", available on www.newsy.com, and which highlighted Electoral Board meetings and daily processes.

Ms. Sadler expressed her appreciation to Ms. Moorman on behalf of James City County.

Mr. McGlennon expressed his appreciation. He noted the stress and pressure during the election process. He further noted the need to ensure the General Assembly's responsibility to promote democracy by properly funding elections in Virginia.

Ms. Larson thanked Ms. Moorman. She asked about the upcoming gubernatorial election, possible early voting, and any feedback.

Ms. Moorman noted historically North Carolina has been a reference point for early voting and vote center projections. She further noted the County's vote center would remain as a voting facility. Ms. Moorman noted the different factors that impacted voter turnout.

Ms. Larson noted the lower number of in-person voting and asked about possibly scaling down within districts and what criteria would be considered.

Ms. Moorman noted staffing, supplies, and the expense. She further noted over \$68,000 was

paid to election officers alone in the recent Presidential election. Ms. Moorman noted her opinion was not toward the smaller precincts, but added that new laws and the early voting numbers could have an impact on that point as well as decisions from the Redistricting Commission regarding lines and census blocks.

Mr. Hipple noted the great job the Registrar's Office had done in the timeframe provided. He further noted the presentation allowed citizens to see the detailed work of Ms. Moorman's office and the volunteers. Mr. Hipple noted Ms. Moorman had done an outstanding job keeping the Board informed of the numerous changes and the subsequent funding impact. He further noted the efficiency of the voting process at the James City County Recreation Center.

Ms. Moorman noted staff was busy through the month of December with mailings due to recent laws. She further noted the increase of applications had jumped from 200 to approximately 7,000, adding staff would have those ready for mailing by the December 15, 2020 due date.

The Board thanked Ms. Moorman.

Mr. Icenhour noted the next item would be joint for both the Board of Supervisors and the James City Service Authority Board of Directors. He further noted a technical issue, adding the next item would be the Public Comment while the issue was addressed.

At approximately 5:49 p.m., the respective Boards recessed.

At approximately 5:53 p.m., the respective Boards reconvened.

Mr. Icenhour noted the presentation for the Audit Report would continue as scheduled due to the resolution of the technical issue. He welcomed Ms. Leslie Roberts to the meeting via Zoom.

3. James City County Audit Report (including JCSA Audit)

Ms. Leslie Roberts, Partner with Brown Edwards and Company, LLP, addressed the respective Boards. She noted in past years she had presented both the County and the JCSA audit reports together, but due to some governance changes at JCSA, its numbers would not be blended with the County's numbers. She further noted the JCSA numbers would be reflected in a similar manner to the School Board's report as a separate column in the Comprehensive Annual Financial Report (CAFR). Ms. Roberts noted overall both audits were able to be completed on time with help from both County and JCSA staff. She further noted the independent auditor's report for both the County and JCSA indicated clean, unmodified opinions. Ms. Roberts noted the section Management Discussion and Analysis offered insight and explanation on both groups. She further noted both the County and JCSA had strong net financial positions. Ms. Roberts detailed the statistical and financial breakdown for the respective entities, adding both were above the normal percentage of governmental entities. She noted the County's lower revenue due to COVID-19, particularly in the Meals Tax area. She further noted expenditures were below budget with departmental spending reductions which helped the year-end numbers. Ms. Roberts noted that was a job well done. She further noted JCSA ended its year on a positive note also. Ms. Roberts noted the reports showed no significant deficiencies or instances of non-compliance and were very clean. She further noted additional reports that addressed procurement, conflict of interest laws, and other factors that are mandated for review during the audit process. Ms. Roberts noted the auditors found no exceptions on those procedures for either the County or JCSA. She further noted inclusion of the Coronavirus Aid, Relief, and Economic Security (CARES) Act program in the report for compliance. Ms. Roberts noted there were no exceptions. She further noted the final

compliance supplement on the CARES funding was not currently available, but if additional procedures were needed, those would be addressed. Ms. Roberts noted as it currently stood, a clean compliance had been issued on the handling of federal funds. As there were no questions from the Board, Ms. Roberts moved to the next section of the report, the Management Letter. She noted the auditor team members' contact information was available there. She further noted any significant estimates the team wanted brought to the Boards' attention were listed there. Ms. Roberts noted the significant estimates for the County included Other Post-Employment Benefits (OPEB) liability, pension liability, useful life of capital assets, and uncollectable accounts. She further noted the significant estimates for JCSA included both OPEB and pension liabilities as well as useful life of capital assets. Ms. Roberts noted both groups were heavily invested in capital assets. She further noted new Governmental Accounting Standards Board (GASB) requirements, adding GASB deferred changes this year due to the COVID-19 Pandemic. Ms. Roberts noted free training to County staff would be available via webinar in the winter to address those changes. Ms. Roberts expressed her appreciation to the finance teams at the County and JCSA for their assistance with the audits.

The JCSA Board of Directors meeting continued following the audit presentation.

Upon the adjournment of the JCSA Board of Directors meeting, Mr. Icenhour resumed the James City County Board of Supervisors meeting agenda.

4. 2020 Employee Engagement Survey Results

Mr. Icenhour noted Item No. 4 was postponed until January 2021.

F. PUBLIC COMMENT

1. Ms. Barbara Henry, 141 Devon Road, addressed the Board expressing her concerns regarding misinformation surrounding COVID-19, detriment to children due to public school closures, and impacts to local businesses. She noted a copy of a resolution was before each Board member. She further noted the resolution was part of an online petition which had garnered 170 signatures within five days. Ms. Henry noted the resolution requested the Board not recognize the Honorable Governor Ralph Northam's decree regarding the gathering of no more than 25 people as unconstitutional. She further noted the resolution requested the Board direct the Chief of Police and any officers in the department to disregard Governor Northam's orders, direct the Commonwealth's Attorney to not prosecute the unconstitutional mandate, and the County fund the legal defense of its officers. Ms. Henry noted the resolution also requested the Board notify the Superintendent of the Williamsburg-James City County Schools to open schools no later than January 11, 2021. She further noted getting back to normal in all areas with the condition that failure to do so would result in a withholding of funding. Ms. Henry noted her purpose in presenting the resolution was to prompt immediate discussion on these issues and hold her elected officials accountable to upholding the Constitution.

2. Mr. Chris Henderson, 101 Keystone, addressed the Board noting the complications of 2020 and the desire to return to some sense of normal in 2021. He noted the ability of citizens to address elected officials in public meetings was critical. He further noted his request to have Public Comment opportunities at each Board of Supervisors meeting. Mr. Henderson noted his call that Board meetings return to a 7 p.m. start time to gain more citizen participation as the 5 p.m. start time was difficult for business owners and others. He further noted his support of the resolution presented by Ms. Henry. He encouraged like-minded citizens to visit "change.org" and type in 'JCC citizens demand no shutdown and open schools' and sign on as backers. He noted the need to reopen schools and businesses in James City County.

3. Ms. Peg Boarman, 17 Settlers Lane, addressed the Board to 'talk trash'. She noted trash is still out in the County and ready for pickup. She further noted the Clean County Commission

completed the Litter Index survey in November, which included a complete tour of the entire County traveling the roads along the five watershed areas. She noted those areas included Ware Creek, Gordon's Creek, Yarmouth Creek, Powhatan, and Skiffes Creek. Ms. Boarman noted the tour showed little litter accumulation and a few illegal dumping sites. She further noted the litter and trash have begun to accumulate since that time. Ms. Boarman noted the loaning of personal litter pickup kits which could be used throughout the County. She further noted the Clean County Commission had the kits and interested parties could contact her at 757-565-0032 or email her at PBoarman@cox.net for distribution of the kits. Ms. Boarman noted the signage throughout the County had received much feedback, but several signs had been taken at three different County locations. She thanked the Board for its ongoing support of the Clean County Commission.

4. Ms. Heather Cordasco, 113 Alexander Place, addressed the Board supporting the need to reopen schools and the Board's "power of the purse" with regard to school funding. She noted the school positions impacted and cited custodial, administrative, and other positions that were not being paid. Ms. Cordasco further noted concerns regarding drug abuse, suicides, technological challenges, and other factors with schools remaining closed and not providing necessary attention to student needs.

G. CONSENT CALENDAR

Mr. Icenhour asked if any items were to be removed.

Ms. Larson noted she would like an introduction to the new Fire Marshal if he was in attendance.

Mr. Kenny Lamm, Fire Marshal for James City County, addressed the Board. He introduced Mr. Jared Randall, Assistant Fire Marshal for the County. He noted Mr. Randall's completion of the state mandated training, adding the resolution before the Board addressed authorization of police powers to Assistant Fire Marshal Randall.

Ms. Larson thanked Fire Marshal Lamm for the introduction and welcomed Assistant Fire Marshal Randall.

1. Minutes Adoption

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

The Minutes Approved for Adoption included the following meetings:

- October 27, 2020, Work Session

- November 10, 2020, Regular Meeting

2. Appointment and Authorization of Police Powers for Assistant Fire Marshal Jared Randall

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

3. Authorization of Two Percent General Wage Increase

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

4. Fire Department Overhire Authorization

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

5. Grant Award - Coronavirus Aid, Relief, and Economic Security Act Broadband Funding - \$88,196

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

6. Grant Award - Virginia Department of Environmental Quality Fiscal Year 2021 Litter Grant - \$12,632

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

7. Grant Award - HUD CARES Act Housing Assistance Payments - \$47,643

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

8. Participation in the Coronavirus Aid, Relief, and Economic Security Act Delinquent Utility Bill Grant Program as Fiscal Agent

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

H. PUBLIC HEARING(S)

None.

I. BOARD CONSIDERATION(S)

1. Authorization for an Application Support Analyst Position and Related Budget Appropriation

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

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

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

Mr. Patrick Page, Director of Information Resources Management (IRM), addressed the Board noting the replacement of the current financial software system for the Financial and Management Services (FMS) Department. He further noted the system was critical to all County departments, adding it is the primary system used for Accounting, Purchasing, and budgetary control. Mr. Page noted the timeline of March-April 2021 for daily operational support. He further noted this position would assist FMS and General Services. Mr. Page noted this position would create a smooth transition while also allowing the current project manager to focus on the next project, Computer Aided Dispatch and Police Records

Management. He further noted the resolution addressed the budget appropriation.

Mr. McGlennon inquired about the significance of upgrading the County's system.

Mr. Page noted the financial system replacement was one of two or three major system replacements IRM had been working on for a while.

Mr. McGlennon noted the necessary support to ensure a smooth transition.

Mr. Page confirmed yes.

J. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler extended holiday greetings to everyone. She noted a reminder to the business community that the Board had unanimously supported funding for the VA 30-Day Fund in conjunction with the Williamsburg Community Foundation. She further noted grants had been given to over 100 community businesses. Ms. Sadler noted funding was still available and encouraged small business owners to visit the County's website, as well as the Williamsburg Communication Foundation website, and apply for the grants. She further noted the positive feedback received from businesses regarding the funding. Ms. Sadler thanked Mr. Jason Purse, Assistant County Administrator, for his assistance organizing a recent Zoom meeting with the Virginia Department of Transportation (VDOT) regarding the speed limit and dangerous area surrounding Route 30 and Barnes Road. She noted the Honorable Delegate Amanda Batten, the Honorable Delegate Scott Wyatt, and New Kent County Board of Supervisor John Lockwood in the discussion with VDOT. Ms. Sadler expressed her thanks to her Board colleagues and to Mr. Icenhour for his leadership. She noted her thanks to staff and citizens.

Mr. McGlennon echoed season greetings. He noted his recent participation at the Police Department's Toy Drive and thanked the department for its work with that program. He further noted community responsibility during the difficult time of the pandemic. Mr. McGlennon referenced citizen responses earlier in the meeting on constitutionality and the Virginia Supreme Court's rulings to date. He thanked his Board colleagues, County Administration, and staff for hard work and efficiency during the difficult times and adapting to the uniqueness of the past year's events.

Ms. Larson requested a deeper look into the broadband issue for 2021. She noted her appreciation of what had been done on that point with the CARES Act money. She further noted addressing accessibility and affordability, and vendor options. Ms. Larson referenced an earlier comment and noted she was unaware of school employees such as bus drivers, front desk, and teacher assistants being placed on furlough. She further noted if there were questions on that point, they should address them to the School Board. Ms. Larson noted her appreciation of the joint meeting of the Board of Supervisors, the Williamsburg-James City County School Board, and the City of Williamsburg on December 4, 2020 and the discussion there, particularly regarding teachers and vaccinations. She thanked her Board colleagues, adding the challenges of the past year and working remotely. Ms. Larson noted the importance of the continuation of government during this unprecedented time. She thanked staff and Mr. Stevens for communication and staff safety. Ms. Larson noted her pride in the citizens of James City County in adherence to safety protocols and support of local businesses. She further noted the lack of tourism and the impact to the local economy, but added she had seen an increase recently.

Mr. Hipple noted technological challenges and the stressful situation of the year, adding the citizens and staff had done an outstanding job. He further noted the need to look into the

broadband concerns, but thanked Cox Communications for its recent work in his area. Mr. Hipple noted the push for Bright Beginnings and the need for the program had been addressed at the recent joint meeting with the School Board. He extended his thanks to County administration and staff to address the necessary personnel safety issues. Mr. Hipple thanked his Board colleagues.

Mr. Icenhour noted his regret at the loss of 22 citizens, but added his gratefulness the situation had stabilized. He further noted the difficulty of losing close friends. Mr. Icenhour noted his appreciation of his Board colleagues for their support over the past two years. He expressed his appreciation to the teachers in the local schools and the difficult circumstances of the year. Mr. Icenhour noted he was on the Business Council, of which he was also a member of the Military Affairs Committee. He further noted the group was able to raise funds for the Home for Christmas program to give \$300 for travel expenses to approximately 17 young enlisted service people from local bases.

K. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens noted he had no report, but wanted to follow up on several comments. He thanked the Board for its guidance during a strange year, adding many decisions were made with compliance to government mandates as well as medical ones. Mr. Stevens thanked staff and particularly those who conducted face-to-face services with the community daily.

L. CLOSED SESSION

A motion to Amend the Agenda to add a Closed Session item for consideration of the acquisition of real property at 8961 Pocahontas Drive was made by Ruth Larson, the motion result was Passed.

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

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

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

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

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

At approximately 7:04 p.m., the Board entered Closed Session.

At approximately 7:51 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about in Closed Session was made by John McGlennon, the motion result was Passed.

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

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

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commission pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
2. Re-Appointment to the Historic Triangle Bicycle Advisory Committee

A motion to Re-Appoint Ms. Brenda Barrera was made by John McGlennon, the motion result was Passed.

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

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

Mr. McGlennon noted Ms. Barrera's term would extend until December 31, 2023.

3. Appointment to the Chesapeake Bay Board and Wetlands Board

A motion to Appoint Mr. Larry Waltrip was made by John McGlennon, the motion result was Passed.

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

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

Mr. McGlennon noted Mr. Waltrip's appointment for a five-year term which would commence February 28, 2026.

4. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, including but not limited to the terms of the lease of WISC, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia

Ms. Sadler inquired about the James City County ornament and if it was made by Bicast.

Mr. Stevens noted Governor Northam's Office had reached out to localities for ornaments. He further noted the County had contacted the local company, Bicast, who created the ornament at no charge to the County. Mr. Stevens noted the ornament would decorate the Christmas tree at the Governor's Mansion. He further noted the ornament's availability for purchase with information to that point forthcoming.

M. ADJOURNMENT

1. Adjourn until 4 p.m. on January 4, 2021 for the Organizational Meeting

A motion to Adjourn was made by Ruth Larson, the motion result was Passed.

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

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

At approximately 7:53 p.m., Mr. Icenhour adjourned the Board of Supervisors.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 4, 2021
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

C. ORGANIZATIONAL MEETING

At approximately 4:01 p.m., Mr. Icenhour recessed the Board of Supervisors organizational meeting for the James City Service Authority Board of Directors organizational meeting.

At approximately 4:09 p.m., Mr. Icenhour reconvened the Board of Supervisors organizational meeting.

Mr. Icenhour requested a motion to amend the agenda under Board Considerations with the addition of a second item. He noted the item was a resolution named Owner Applications which addressed rezoning issues.

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

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

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

1. Organizational Meeting

Mr. Icenhour sought a motion for the appointment of the Chairman for the upcoming year.

Ms. Sadler thanked Mr. Icenhour for his service to the Board.

A motion to Appoint Michael Hipple as Chairman was made by Sue Sadler, the motion result was Passed.

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

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

Mr. Icenhour passed the gavel to his successor. Mr. Icenhour thanked his fellow

Board members for the opportunity to serve as Chairman, particularly during 2020.

Mr. Hipple thanked Mr. Icenhour for his service. He then sought nominations for the Vice Chairman position.

A motion to Appoint Sue Sadler as Vice Chairman was made by Ruth Larson, the motion result was Passed.

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

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

Mr. Hipple sought a motion to Adopt the resolution addressing the meetings and times associated with the Board's 2021 calendar. He noted the Board's Retreat meeting time was not confirmed yet. He asked Ms. Larson for an update.

Ms. Larson noted she would contact her fellow Board members for Retreat dates.

Mr. McGlennon made the motion on the Board's 2021 calendar, noting a time change of 1 p.m. for the second meeting of the month, which is the Work Session.

Ms. Larson expressed concern over schedule conflicts and noted some flexibility might be needed. She further noted she had spoken with Mr. Kinsman about protocol if meeting times needed to be adjusted.

Mr. Hipple noted the 1 p.m. meeting time allowed for the Board to work on more County items. He further noted it allowed the Board for time to also work with staff.

A motion to Adopt the 2021 calendar was made by John McGlennon, the motion result was Passed.

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

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

2. Supervisor Seats for Regional Boards and Commissions

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.

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

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

Mr. Hipple noted discussion on the various Boards and Commissions would take place during Closed Session.

At approximately 4:15 p.m., the Board of Supervisors entered a Closed Session.

At approximately 4:27 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about in Closed Session was made by John McGlennon, the motion result was Passed.

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

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

A motion to Approve the list of Supervisor Seats for Boards and Commissions was made by James Icenhour, the motion result was Passed.

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

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

Mr. Icenhour noted the list of Supervisors and their respective Boards or Commissions.

Board/Commission Committee Board Member 2021

- Community Action Agency: Ms. Charvalla West to serve in lieu of a Board member with a term expiration of 9/25/2022
- Hampton Roads Military & Federal Facilities Alliance(HRMFFA): Michael Hipple
- Hampton Roads Planning District Commission (HRPDC): James Icenhour
- Hampton Roads Transportation Planning Organization (HRTPO): James Icenhour
- Hampton Roads Transportation Accountability Commission (HRTAC): Michael Hipple
- School Liaison: Ruth Larson and John McGlennon
- Agricultural and Forestal (AFD) Advisory Committee: Sue Sadler
- Economic Development Authority (EDA): Sue Sadler
- Williamsburg Tourism Council: Ruth Larson
- Community Services Board of Directors: Barb Watson - representative until 1/1/2023
- Greater Peninsula Workforce Board: John McGlennon
- Virginia Peninsula Regional Jail Authority: Sue Sadler
- Historic Virginia Land Conservancy: John McGlennon
- Greater Williamsburg Business Council: James Icenhour
- High Growth Coalition: John McGlennon
- Williamsburg Area Medical Assistance Corp (WAMAC): Ruth Larson

3. Seating Assignments

Mr. Hipple noted he would move next to the County Administrator in order on the dais. He further noted numbers would be drawn for positions two through five.

The seating assignments were:

1. Hipple
2. McGlennon
3. Larson
4. Icenhour
5. Sadler

D. BOARD CONSIDERATION(S)

1. Grant Award - COVID-19 Municipal Utility Relief Program - \$315,872

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

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

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

Ms. Sharon Day, Director of Financial and Management Services, addressed the Board noting the earlier announcement of James City Service Authority's award of

\$315,872 of federal Coronavirus Aid, Relief, and Economic Security Act funds. She noted the funds would provide economic relief to eligible utility customers and provided the details of the program. Ms. Day further noted staff recommended adoption of the resolution.

2. Owner Applications

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

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

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

Mr. Icenhour noted this resolution was drafted by the County Attorney at the request of the Board with respect to the Comprehensive Plan. He further noted the resolution addressed no active consideration on new land zoning cases by the Board of Supervisors until the Comprehensive Plan was “refreshed.” Mr. Icenhour noted the Comprehensive Plan was the guiding document for the Board’s land use decisions. He further noted current land applications would be heard as well as government properties seeking rezoning, but other applications would be held until completion of the Comprehensive Plan.

Mr. Hipple asked if there were any questions.

Ms. Larson asked Mr. Kinsman if this action had been done previously, specifically in consideration of the previous Comprehensive Plan.

Mr. Kinsman noted he did not know. He further noted other localities had done this action in the past. Mr. Kinsman noted it was within the Board’s purview to not calendar any such actions for a year, but rather this was an announcement of that Board ability to do so.

Mr. McGlennon noted he did not remember this action being taken previously.

E. CLOSED SESSION

Mr. Hipple noted the Closed Session had occurred earlier in the meeting with the appointments to various Boards and Commissions.

F. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler thanked her fellow Board members and staff for all their efforts in 2020. She noted she was glad it was a new year.

Mr. McGlennon noted the New Year and a better sense of the vaccine roll-out. He further noted getting the vaccines out to people.

Mr. Hipple thanked Mr. McGlennon for his comments. Mr. Hipple noted Fire Chief Ryan Ashe would address the Board later in the meeting with an update on the vaccine roll-out in the County. He further noted there would be an opportunity for the Board to ask questions at that time.

Ms. Sadler noted recent contact with the Honorable Amanda Batten, Virginia House of Delegates, on updates and correspondence. She further noted an email sent to the Board from the Honorable United States Congressman Rob Wittman with

updated Virginia Department of Health information. Ms. Sadler noted the need to stay updated on information and to share it with citizens.

Ms. Larson thanked Mr. Hipple for Chief Ashe's participation in the meeting. She extended New Year greetings and congratulations to her newly elected Board members for their 2021 positions. Ms. Larson noted the passing of Mr. Dan Barner, Athletic Director of Lafayette High School, over the holiday. She further noted he had been a long-time supporter of the community and expressed her condolences.

Mr. Icenhour noted he hoped 2021 was heading in the right direction. He further noted questions from constituents regarding what vaccine group they would be in and other concerns.

Mr. Hipple extended New Year wishes to everyone. He noted his appreciation of his fellow Board members and staff and looking forward to 2021.

1. COVID-19 Vaccine Update

Mr. Hipple welcomed Chief Ashe to address the Board.

Chief Ashe provided an update on the vaccinations. He noted a Virginia website that indicated approximately 400,000 doses had been received, but he did not have an exact distribution of how those doses were allocated across Virginia. Chief Ashe noted the Peninsula Health District had received vaccines and were administering them to Group 1a healthcare workers in the local area, specifically the City of Hampton Fire Department and its Emergency Medical Services (EMS) providers this week. He further noted the Riverside Health Systems has worked with the Peninsular Health District to take care of the other Fire Departments on the peninsula. Chief Ashe noted James City County firefighters started receiving first dose vaccinations early this morning. He further noted the focus was on providing vaccinations for the Group 1a, which is comprised of all healthcare providers and long-term healthcare facilities. Chief Ashe noted the Centers for Medicaid Services, commonly known as CMS, was partnering with commercial pharmacies CVS and Walgreens to assist in the process. He further noted weekly checks on the long-term facilities with the County's Department of Social Services and EMS, adding the process would hopefully start in the next few weeks at County facilities. Chief Ashe noted 26,000 healthcare workers in the Peninsula Health District who were not associated with the healthcare system and the focus on those workers who wanted the vaccine as part of the Group 1a. He further noted the Peninsula Health District would then move to Group 1b which was comprised of frontline essential workers and those aged 75 years and older. Chief Ashe noted Group 1b had not started yet as Group 1a had not been completed. He noted the analogy to the springtime COVID-19 testing and availability was similar to the vaccination schedule. Chief Ashe noted the Virginia Department of Health (VDH) thought the transition to the Group 1b would begin in the next few weeks. He further noted this group included firefighters who were not EMS providers, Police officers, 911 dispatchers, other essential County government staff, and some essential staff at other facilities. Chief Ashe noted the Centers for Disease Control's (CDC's) criteria for essential worker groups. He further noted later this week or next week, Virginia was hoping to have a clearer interpretation of essential worker as defined in Group 1b, particularly in relation to local businesses. Chief Ashe noted the VDH Board was working through definitions to the different groups. He further noted the 65-74 age group or the 16-64 with a preexisting condition constituted the next group. Chief Ashe noted the VDH felt the third vaccine from Astra-Zeneca could be available then to distribute

to assist in the vaccination process. He further noted that the possibility of commercially available vaccinations could be at CVS, Walgreens, or other pharmacies at that time and would also aid in the process. Chief Ashe noted there were unknowns regarding timeline, staffing needs, and number of available vaccines. He further noted the Peninsula Health District planned to open four vaccination clinics with one in the City of Hampton, one in the City of Newport News, one in James City County which will also serve the City of Williamsburg and upper York County, and one in the lower York County area. Chief Ashe noted the Williamsburg facility was slated to open third, but details were still being addressed. He further noted there was currently no sign-up availability for the vaccine, but added reaching out to your doctor's offices if you are in one of the high-risk groups. Chief Ashe noted the VDH has indicated it will have a registration system where individuals will be able to register for appointments and the steps of that process. He further noted the frustration, but added the vaccinations had started.

Ms. Sadler asked the timeline between the first and the second doses.

Chief Ashe noted that depended on which vaccine an individual received. He further noted for the Pfizer vaccine, it was 21 days for the second dose. He noted the Moderna vaccine was 28 days for the second dose.

Ms. Sadler asked if the Astra Zeneca was the refrigerated vaccine and not the deep freeze.

Chief Ashe noted he was not sure, but he would research the question. He further noted that vaccine had been released in Europe and the United States was awaiting the Federal Drug Administration approval.

Ms. Sadler asked how tracking would work if an individual went to CVS for the first dose in relation to the timeline for the second dose.

Chief Ashe noted some questions would be addressed with the specific commercial pharmacies. He further noted he received his first dose that morning and received a card from the CDC with the vaccine information. Chief Ashe noted his follow-up appointment was scheduled on-site while he was at Riverside Doctors' Hospital. He further noted he felt the process would be similar, but added the CDC had indicated the second dose could be at a different location, but that was fine. Chief Ashe noted the importance centered on receiving the same vaccine for the second dose. He further noted he was unsure if commercial pharmacies would require the second dose also take place there.

Ms. Larson asked about the different locations. She noted the two-part shingles vaccination process. She further noted the location where she received the first vaccination indicated it would hold the second dosage aside upon shipment delivery for her return within a particular timeline. Ms. Larson questioned how that could impact various locations for the second vaccine and tracking that data. Ms. Larson noted commercial pharmacies were familiar with this process.

Chief Ashe noted the VDH had a registration system that logged the individual's vaccination information. He further noted a phasing aspect to the timing, with a resupply becoming available for anticipated second vaccinations.

Ms. Larson questioned why individuals would not return to the original vaccination location.

Chief Ashe noted the majority of people probably would return to the original location for the second dose. He further noted the follow-up appointment for the second vaccine was made at the time of the first to monitor the needed future doses.

Ms. Larson noted other localities seemed to be further along in the vaccination process. She asked if that point had been discussed. She further noted the process of volunteering and information on that point.

Chief Ashe noted that would be a question for the VDH. He further noted reviewing the Memorandum of Understanding and training, but added County EMS was familiar with this type of injection in their field work on a regular basis. Chief Ashe noted the skill itself had been performed many times, adding review of the specifics for a vaccination clinic was ongoing. He further noted videos and online training recommended by the CDC as well as state requirements. Chief Ashe noted staffing and the Peninsula Health District's intention to provide enough staff for a seven-day clinic availability at each of the four centers. He further noted the District was also reviewing these clinics remaining open over the next year for vaccinations.

Mr. McGlennon asked about eligible County EMS and other staff and the willingness to receive the vaccination.

Chief Ashe noted firefighters specifically had been asked several weeks prior who would want to receive the vaccination now, who wants to wait, and who was uninterested in receiving the vaccination. He further noted slightly over 50% wanted to receive the vaccine now and 25-30% who wanted to wait to see after others received the vaccine. Chief Ashe noted additional names have appeared since the registration for the vaccine began and more information on the vaccine and its science are widely available. He further noted contact with other localities' Fire Departments and minimal reaction to vaccines, though he added different reactions for people could be noted. Chief Ashe noted the vaccine was a personal choice. He further noted after researching the science behind the vaccine, he felt it was safe and he was comfortable receiving it.

Mr. Hipple noted people referencing some discomfort after the second vaccine. He questioned the scheduling impact if staff was absent after the second dose.

Chief Ashe noted he had requested staff to receive their vaccinations on days they were not scheduled to work and particularly during their multi-day breaks in the work rotation. He further noted staff had been encouraged to participate off-duty, adding the 21-day cycle worked well with the department's three-week cycle. He noted some challenges with the 28-day vaccination and the request to staff to schedule the 21-day vaccination. Chief Ashe noted timing factors had been considered in the staffing needs and scheduling. He further noted the focus on staff interested in receiving the vaccinations and the ability to do so in the correct timeframe.

Mr. Hipple noted some of the larger local medical facilities might be available to dispense the vaccinations in the upcoming months.

Chief Ashe noted that had been the case with some of those facilities assisting with the COVID-19 testing earlier. He hoped that type of community engagement would continue for the vaccinations.

Mr. Hipple asked about the vaccination temperature and relocation implications to effectiveness.

Chief Ashe noted the Pfizer vaccination required an ultra-cold freezer. He further noted Moderna was similar, but that six hours seemed to be the usage time once the vaccine was removed from the freezer. Chief Ashe noted staff reviewed the appointments and removed the necessary number of vaccines based on that schedule.

Mr. Hipple thanked Chief Ashe for the update.

Chief Ashe noted this had been an ongoing discussion with the Peninsula Health District when COVID-19 began. He further noted future planning throughout the year and the weekly communication with the Fire Department, local health department, and EMS staff over the past few months.

The Board thanked Chief Ashe.

G. ADJOURNMENT

1. Adjourn until 5 p.m. on January 12, 2021 for the Regular Meeting

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

At approximately 5:02 p.m., Mr. Hipple adjourned the Board of Supervisors.

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Nathan Green, Commonwealth Attorney

SUBJECT: Grant Award – Commonwealth Attorney – V-Stop Grant Program Fund – \$59,779

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:47 PM

M E M O R A N D U M

DATE: January 26, 2021

TO: The Board of Supervisors

FROM: Nathan R. Green, Commonwealth Attorney

SUBJECT: Grant Award – Commonwealth Attorney – V-Stop Grant Program Fund – \$59,779

The Commonwealth Attorney has been awarded a \$59,779 grant (\$28,372 federal share; \$31,407 local match) from the V-Stop Grant Program Fund through the State Department of Criminal Justice Services.

The grant will fund the personnel costs for the continuation of one full-time position for victims of crimes involving domestic violence, sexual assault, and stalking. The Commonwealth Attorney has been successful in obtaining this grant for more than 10 years, and plans to apply for this grant in the future.

Staff recommends that the Board of Supervisors authorize acceptance of these funds and adopt the attached resolution to the Special Projects/Grants Fund through December 31, 2021.

NRG/gt

Attachment

RESOLUTION

GRANT AWARD – COMMONWEALTH ATTORNEY –

V-STOP GRANT PROGRAM FUND – \$59,779

WHEREAS, the Commonwealth Attorney for the City of Williamsburg and James City County has been awarded a \$59,779 grant (\$28,372 federal; \$31,407 local match), which is awarded annually from the V-STOP Grant Fund through the State Department of Criminal Justice Services; and

WHEREAS, the grant funds will be used for personnel costs to advocate for victims of crimes involving domestic violence, sexual abuse and stalking beginning January 1, 2021 through December 31, 2021; and

WHEREAS, this grant requires a local match of \$31,407, which is available in the Commonwealth Attorney's General Fund account.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and the following appropriation to the Special Projects/Grants Fund:

Revenues:

Federal - CY21 V-STOP	\$28,372
Local Match	<u>31,407</u>
Total	<u>\$59,779</u>

Expenditure:

CY21 V-STOP	<u>\$59,779</u>
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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>
SADLER	_____	_____	_____
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
HIPPLE	_____	_____	_____
ICENHOUR	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 26^h day of January, 2021.

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Grant Award - COVID-19 Eviction Prevention Program - \$430,000

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:49 PM

MEMORANDUM

DATE: January 26, 2021

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Grant Award - COVID-19 Eviction Prevention Program - \$430,000

James City County was awarded a grant of \$430,000 by the Williamsburg Health Foundation to implement the COVID-19 Eviction Prevention Program. This program will provide up to three months of rent payments beginning January 1, 2021, and ending December 31, 2021, for low- and moderate-income eligible households at risk of eviction that were financially impacted by job loss, furlough, or reduced hours as a result of the COVID-19 Pandemic.

The purpose of this program is to ensure housing stability for low- and moderate-income James City County households that were negatively impacted by the pandemic while assisting household members to re-establish their financial well-being. Through the Housing Unit's Housing Counseling Program, household members will be eligible for up to six months of housing counseling, to include developing housing stabilization plans for budgeting, educational, and employment resources.

Staff recommends that the Board of Supervisors authorize acceptance of these funds and adopt the attached resolution to the Housing and Neighborhood Development Fund.

RV/nb
GA-COVID19EvictPrev-mem

Attachment

RESOLUTION

GRANT AWARD - COVID-19 EVICTION PREVENTION PROGRAM - \$430,000

WHEREAS, the Williamsburg Health Foundation has awarded \$430,000 to James City County to implement the COVID-19 Eviction Prevention Program; and

WHEREAS, this program will provide up to three months of rent payments beginning January 1, 2021, and ending December 31, 2021, for low- and moderate-income eligible households at risk of eviction that were financially impacted by job loss, furlough, or reduced hours as a result of the COVID-19 Pandemic; and

WHEREAS, no direct financial support is needed from the County to implement this program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby directs the County Administrator to execute the Grant contract and authorizes the acceptance of the Grant and the following appropriation amendment to the Housing and Neighborhood Development Fund:

Revenue:

Williamsburg Health Foundation	<u>\$430,000</u>
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Expenditure:

COVID-19 Eviction Prevention Program	<u>\$430,000</u>
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Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of January, 2021.

GA-COVID19EvictPrev-res



LETTER OF AWARD

December 10, 2020

Mr. Scott Stevens
County Administrator
James City County
101-D Mounts Bay Road
Williamsburg, VA 23188

Dear Mr. Stevens:

Congratulations! I am pleased to inform you that a grant to James City County in the amount of \$430,000 was approved at the Williamsburg Health Foundation's Board of Trustees meeting on December 7, 2020. These funds are awarded to support the COVID-19 Prevention Program.

Please read the attached *Grant Contract* in its entirety as it specifically describes your agency's contractual obligations including the reporting requirements and grant conditions specific to your grant when you accept these funds.

If you have any questions about this award, please contact Kyra Cook, Director of Strategy, at (757) 345-0912. Thank you for your good work in making ours a healthier community.

DocuSigned by:
Carol L. Sale
C2A8E3527BE942F...

Carol L. Sale, RN, MSN
President & CEO

GRANT CONTRACT

This Grant from the Williamsburg Health Foundation (“Foundation”) is for the purposes described below and is subject to your acceptance of the conditions below. This *Grant Contract* will be effective when signed by an authorized representative of the grantee organization and a signed original is received and signed by the Foundation’s President. *This contract details specific conditions pertinent to this grant award and/or to your organization.*

Grantee: James City County

Grant Number: 2020039

Grant Amount: \$430,000

Grant Category: Foundation Directed

Program Title: COVID-19 Prevention Program

Program Description: Emergency payment of rent to prevent eviction and ensure housing stability for James City County Low- and Moderate-Income households financially impacted by job loss, furlough, or reduced hours as a result of the COVID-19 pandemic.

Grant Period: 1/1/2021 to 12/31/2021

Grant Payment Process:

Payment Amount	Schedule
\$430,000	Upon receipt of this signed <i>Grant Contract</i> .

Reporting Requirements:

Report	Period	Deadline
Six Month Progress Report	1/1/2021 – 6/30/2021	July 16, 2021 at 12 p.m. (noon)
Final Progress Report	1/1/2021 – 12/31/2021	January 14, 2022 at 12 p.m. (noon)

Grant Conditions:

- Meet the program goals as stated in the grant application.

The Foundation and Grantee agree to the following terms and conditions of this grant:

1. **USE OF FOUNDATION FUNDS:** The Grantee agrees to expend the entire grant amount for the purposes described in the grant application and according to the approved budget. Grant funds may only be expended on charitable activities identified in the grant application and may not be expended for any other purpose without prior written approval by the Foundation. The Grantee agrees to return any unspent portion of the grant to the Foundation at the end of the grant period. If necessary, a grant extension request must be made by the Grantee 30 days before the end of the grant period. Any revisions that entail movement of more than \$1,000 between line items in the approved budget of a Responsive or a Foundation Directed grant must be requested by submission of a *Program Budget Revision* to the Foundation. No changes to the original program budget or use of funds may be implemented without written approval by Foundation staff. The *Program Budget Revision* form can be found on the Foundation's website at www.williamsburghealthfoundation.org
2. **REPORTING REQUIREMENTS:** The Grantee is responsible for submitting all reports on time according to the deadline dates in the table above. The Foundation encourages grantees to submit reports before the deadline. Progress reports are evaluated based on their overall quality. Progress report quality indicators include the provision of up-to-date program statistics as well as thoughtful, comprehensive answers to each of the questions posed. A progress report is approved once Foundation staff is satisfied with the quality of the report. The Foundation will provide the Grantee with the date the staff has determined the progress report is satisfactorily completed. *Information about the online submission of progress reports to the Foundation will be emailed to grantees two months prior to the report deadline.*

It is the Grantee's responsibility to provide all reports to the Foundation on the dates set forth in this contract. Failure to do so, without prior notice and approval by Foundation staff, may result in the discontinuation or rescission of funding. In addition, late reports will be taken into consideration when evaluating any future funding requests submitted to the Foundation. Progress reports are taken into account when considering:

- a. Requests for continued program support and continued funding;
- b. Future grant proposals submitted by the Grantee to the Foundation regardless of the program or project; and
- c. Participation in Foundation-Directed activities.

This contract serves as notice of progress report due dates. *Requests for progress report extensions must be submitted to the Foundation no later than 15 days before the progress report due date and are subject to written approval by Foundation staff. If a progress report is not submitted by the due date, the following will occur, and the Grantee consents to the following actions:*

- a. A reminder e-mail will be sent by the Foundation to the Grantee one week after the due date has passed.
- b. A reminder e-mail will be sent by the Foundation to the Grantee and to the Grantee's board chair two weeks after the due date has passed.
- c. Remedial process will begin which may include rescission of funds.

- 3. PROGRAM EVALUATION:** The Foundation may, at its own expense, monitor or evaluate the use of grant funds and other resources through various methods, including but not limited to site visits, formal audits, and conferences with Grantee staff, third party evaluations, surveys, and examination of financial and other records. The audit or examination of records can take place before, during, or up to three years after the completion of the grant. These methods will be used to determine:
- a. Extent to which the program has met its objectives;
 - b. Grantee's progress in generating or attracting resources to sustain the program;
 - c. Extent of community commitment, need, and support for the program;
 - d. Cost-effectiveness of the Grantee's approach;
 - e. Overall value of the program's approach to improving the health of people living in Greater Williamsburg; and
 - f. Any other relevant information regarding the expenditure of grant funds.
- 4. TERMINATION OF GRANT:** The Foundation may, at its sole and absolute discretion, terminate the Grant and/or request the return of the Grant in its entirety, or any lesser portion thereof in the event:
- a. The Foundation is dissatisfied with the quality of the Grantee's progress toward achieving the program goals;
 - b. The Grantee has failed to comply with the provisions of this contract;
 - c. Any actual or threatened change in the Grantee's tax-exempt status under the Internal Revenue Code;
 - d. Termination is necessary to comply with the requirements of law; and
 - e. Any material question arises as to the operation of either the Grantee or the program(s) for which the grant is being made that is not satisfactorily resolved.

If termination occurs prior to the scheduled end date, the Grantee shall provide to the Foundation a full accounting of the receipt and disbursement of funds and expenditures incurred under the Grant as of the effective date of termination and will not incur additional expenses. The Grantee also agrees to return to the Foundation the *Grant Amount* in its entirety, or any lesser portion thereof, as requested by the Foundation.

- 5. PUBLIC RELATIONS/COMMUNICATIONS:** Grantee shall acknowledge the Foundation's support in press releases, publications, advertisements, brochures, social media, and other forms of communication about activities and/or achievements of the Grant. The Grantee will provide the Foundation links to and/or copies of any materials mentioning the program *as soon as they become available*. The Foundation will provide its logo promptly upon request should the Grantee wish to use it in materials. All use of Foundation logo must be approved by the Foundation.
- 6. RECORDS:** The Grantee is responsible for the expenditure of the grant funds and for maintaining adequate supporting records consistent with generally accepted accounting practices. The Foundation reserves the right to request copies of receipts for expenses incurred, to audit the financial records of the Grantee, and to require insurance coverage of the

Grantee. The Grantee must keep program records accessible for three years after the grant ends.

7. **NOTIFICATION:** The Grantee agrees to provide written notification by e-mail within 30 days to the Foundation in the event it has executed or has taken substantial steps to execute a:
 - a. Change of address;
 - b. Change in governing body leadership;
 - c. Change of executive leadership;
 - d. Change in ownership; or
 - e. Change in non-profit status.
8. **MODIFICATION:** This contract sets forth all terms of the grant and replaces all prior understandings and contracts. Any modification or amendment will be made only in writing signed by an authorized officer of the Grantee's organization and Foundation's President.
9. **WAIVER:** The failure of the Foundation to require Grantee performance of any contract obligation shall not affect its right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
10. **FOUNDATION DISCLAIMER:** The Grantee agrees that the Foundation, including all directors, officers, agents, and employees, shall have assumed no responsibility with respect to any loss, damages, injury, liability, suits, and proceedings arising out of the performance of this grant by the Grantee, its directors, officers, agents, volunteers, or employees and loss or damages arising from the use of the equipment acquired under this grant. The Grantee agrees to assume its own liability and responsibility for the acts, omission, or conduct of its own directors, officers, agents, volunteers and employees while such directors, officers, agents, volunteers and employees are engaged in the activities of the grant pursuant to this contract. Grantee shall, at its sole cost and expense throughout the term of this contract and any extensions thereof, maintain adequate insurance to defend itself against any loss, damages, injury, liability, suits, and proceedings arising out of the performance of this grant by Grantee, its directors, officers, agents, volunteers, or employees and loss or damages arising from the use of the equipment acquired under this grant.
11. **APPLICABLE LAW:** All grants are made and all funds shall be used in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued thereunder.
12. **ATTESTATION OF VERACITY:** The Grantee hereby certifies that all information provided to the Foundation as part of the grant application is complete and accurate. By entering into this contract the Grantee certifies that it has not: (1) falsified, concealed, or covered up by any trick, scheme, or device a material fact; (2) made any materially false, fictitious, or fraudulent statement or representation; or (3) made or used any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry. Any violation of these requirements or any other term in this contract will constitute a breach of contract and

will result in punitive action including but not limited to, the return of all grant funds to the Foundation. All data provided to the Foundation are verifiable, and the Grantee understands the Foundation may audit same.

On behalf of James City County, I agree to all terms and conditions set forth in this Grant Contract.

DocuSigned by:
Scott A Stevens
379E7A47D8C04C9

Mr. Scott Stevens, County Administrator
James City County

12/15/2020

Date

DocuSigned by:
Carol L. Sale
C2A8E3527DE042F...

Ms. Carol L. Sale, RN, MSN, President and CEO
Williamsburg Health Foundation

12/10/2020

Date



WILLIAMSBURG HEALTH FOUNDATION PROGRAM BUDGET FORM

(Must be accompanied by the Program Expense Narrative and Program Income Forms)

(updated January 2018)

Name of the Organization: James City County

Program Title: COVID-19 Eviction Prevention

Total Amount Requested from WHF: \$430,000

Grant Start Date - Grant End Date: 01/01/2021 - 12/30/2021

[In order to ensure accuracy, please refer to WHF's Glossary
and Budget Samples.](#)

PROGRAM EXPENSES ¹

	WHF Request	Additional Donated Income	Earned Income	Sub Total: Cash	In-Kind Support	Total
Personnel						
Salaries and Wages	\$0	\$29,045		\$0		\$29,045
Employee Benefits ²	\$0	\$15,367		\$0		\$15,367
Volunteer/Contributed Time	\$0			\$0		\$0
Non-Personnel						
Contract Services/Professional Fees	\$430,000			\$430,000		\$430,000
Equipment	\$0			\$0		\$0
Supplies	\$0	\$4,783		\$0		\$4,783
Office Space	\$0			\$0		\$0
Telephone/Utilities	\$0			\$0		\$0
Staff/Board Training & Development	\$0			\$0		\$0
Travel/Related Expenses	\$0			\$0		\$0
Indirect Costs ³ (please see policy below)	\$0			\$0		\$0
Other	\$0			\$0		\$0
Total Program Expenses	\$430,000	\$49,195	\$0	\$430,000	\$0	\$479,195

Contact Person: Rebecca Vinroot

Phone Number: 757-259-3104

E-mail Address: rebecca.vinroot@jamescitycountyva.gov

¹ Excluded Expenses

WHF grants may not be applied to certain types of expenses, including annual appeals and fundraising; endowments; real estate acquisition; restoration of funds cut by governments or other organizations; and lobbying.

² Employee Benefits

Employee Benefit costs must be formalized and consistent within the applicant organization. If employee benefits exceed 35% of wages and salaries, a complete list of benefits and percentages for each employee included in the budget must be provided.

³ Indirect Costs

A. For purposes of this budget, indirect costs are defined as: general or administrative costs that are necessary to deliver program services or activities but that are not readily identified with a single specific project or activity (i.e. utilities).

B. Indirect costs may not exceed 15% of wages and salaries supported by this grant, excluding employee benefits.

C. Government agencies requesting support through the responsive process are not eligible to receive support for indirect costs, for projects on which the agency is fulfilling its publicly-defined core mission. Such agencies may be eligible for indirect costs in cases where it is serving as a fiscal agent for another program or where the proposed project is outside its core mission but addresses an identified need.

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Grant Award - COVID Homelessness Emergency Response Program Emergency Shelter Funds - \$38,400

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:51 PM

MEMORANDUM

DATE: January 26, 2021

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Grant Award - COVID Homelessness Emergency Response Program Emergency Shelter Funds - \$38,400

The James City County Social Services Housing Unit (Housing) is designated as a Virginia Homeless Solutions Program Partner by the Greater Virginia Peninsula Housing Consortium (GVPHC), and as a subgrantee of funding awarded through the GVPHC to the City of Hampton to provide emergency shelter, homelessness prevention, rapid re-housing, and associated services within James City County, the City of Williamsburg, and Upper York County (Upper Peninsula).

In an effort to continue responding to the COVID-19 crisis, the City of Hampton has been awarded additional funding under an amended Grant Agreement for Program Year 2020-2022 by the Virginia Department of Housing and Community Development for Emergency Shelter Operations. As a subgrantee of funding awarded through the GVPHC to the City of Hampton, Housing has received an allocation of \$38,400 from the amended award for direct services in the Upper Peninsula.

By accepting these funds, the Housing Unit will agree to follow the COVID Homelessness Emergency Response Program (CHERP) Funding Guidelines for prioritizing the use of these funds to cover costs associated with providing assistance toward achieving the first goal outlined in the guidelines which states, “ensure all individuals and households experiencing homelessness have access to safe, 24-7, emergency shelter during this health pandemic.”

Staff recommends that the Board of Supervisors adopt the attached resolution to authorize acceptance of these CHERP funds and the use of these funds to provide access to safe, 24-7, emergency shelter during this health pandemic.

RV/nb
GA-CHERPfnds-mem

Attachments:

1. Resolution
2. Notice of Award

RESOLUTION

GRANT AWARD - COVID HOMELESSNESS EMERGENCY RESPONSE PROGRAM

EMERGENCY SHELTER FUNDS - \$38,400

WHEREAS, the James City County Social Services Housing Unit (Housing) is designated as a Virginia Homeless Solutions Program Partner by the Greater Virginia Peninsula Homelessness Consortium (GVPHC), and as a subgrantee of funding awarded through the GVPHC to the City of Hampton to provide emergency shelter, homelessness prevention, rapid re-housing, and associated services within James City County, the City of Williamsburg, and Upper York County (Upper Peninsula); and

WHEREAS, the City of Hampton has been awarded additional funding under an amended Grant Agreement for Program Year 2020-2022 by the Virginia Department of Housing and Community Development for Emergency Shelter Operations; and

WHEREAS, the James City County Social Services Housing Unit, as a designated subgrantee of funding awarded through the GVPHC to the City of Hampton, has received an allocation of \$38,400 to be used to “ensure all individuals and households experiencing homelessness have access to safe, 24-7, emergency shelter during this health pandemic”; and

WHEREAS, no local match is required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts this award for COVID Homelessness Emergency Response Program (CHERP) funding and authorizes the following appropriation to the Housing and Neighborhood Development Fund:

Revenue:

Federal - CHERP Emergency Shelter	<u>\$38,400</u>
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Expenditure:

CHERP Emergency Shelter	<u>\$38,400</u>
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Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of January, 2021.

GA-CHERPfnds-res

GRANT AGREEMENT
COVID Homelessness Emergency Response Program Funding
Program Year 2020 - 2022

20-CHERP-035

This Amendment documents that the following language in the Program Year 2020-2022 grant agreement changed.

Original Language

This Grant Agreement is made by and between the **Virginia Department of Housing and Community Development ("DHCD")**, and **City of Hampton ("Grantee")** for the period April 2, 2020 to September 20, 2022 in the amount of **\$1,350,000** Included in the amount is **\$790,000** in state general funds to support emergency shelter operations and **\$560,000** in federal funds to support rapid re-housing activities.

Amended Language

This Grant Agreement is made by and between the **Virginia Department of Housing and Community Development ("DHCD")**, and **City of Hampton ("Grantee")** for the period of **April 2, 2020 to September 20, 2022** in the amount of **\$2,650,289**. Included in this amount are the following:

- **\$790,000** in state funds to support emergency shelter operations and administrative expenses from April 2, 2020 to December 30, 2020.
- **\$1,860,289** in federal funds to support emergency shelter operations, targeted prevention, rapid re-housing, and administrative activities from April 2, 2020 to September 20, 2022.
- **\$0** in federal funds to support HMIS activities from April 2, 2020 to September 20, 2022.

Original Language

Grantees may elect to submit remittances on a monthly or bi-monthly basis; the chart below reflects monthly submission dates. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested.

Amended Language

Grantees may elect to submit CHERP remittances on a bi-weekly, monthly or bi-monthly basis. The chart below reflects monthly submission dates. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested. Should the grantee select to remit on a bi-weekly basis, the payment period must be from the 1st of the month to the 15th and the 16th of the month to the end of the month. For example, July 1 – July 15 and July 16 – July 31.

The Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

Virginia Department of Housing and Community Development

Pamela G. Kestner
Pamela G. Kestner, Acting Deputy Director

10/16/20
Date

City of Hampton

Mary B. Bunting
Signature

Mary B. Bunting
Name (printed or typed)

City Manager
Title

11-6-2020
Date

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 11/6/2020
[Signature]
City Attorney

GRANT AGREEMENT
COVID Homelessness Emergency Response Program Funding
Program Year 2020 - 2022

20-CHERP-035

This Amendment documents that the following language in the Program Year 2020-2022 grant agreement changed.

Original Language

This Grant Agreement is made by and between the **Virginia Department of Housing and Community Development ("DHCD")**, and **City of Hampton ("Grantee")** for the period April 2, 2020 to September 20, 2022 in the amount of **\$1,350,000** Included in the amount is **\$790,000** in state general funds to support emergency shelter operations and **\$560,000** in federal funds to support rapid re-housing activities.

Amended Language

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- **\$790,000** in state funds to support emergency shelter operations and administrative expenses from April 2, 2020 to December 30, 2020.
- **\$1,860,289** in federal funds to support emergency shelter operations, targeted prevention, rapid re-housing, and administrative activities from April 2, 2020 to September 20, 2022.
- **\$0** in federal funds to support HMIS activities from April 2, 2020 to September 20, 2022.

Original Language

Grantees may elect to submit remittances on a monthly or bi-monthly basis, the chart below reflects monthly submission dates. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested.

Amended Language

Grantees may elect to submit CHERP remittances on a bi-weekly, monthly or bi-monthly basis. The chart below reflects monthly submission dates. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested. Should the grantee select to remit on a bi-weekly basis, the payment period must be from the 1st of the month to the 15th and the 16th of the month to the end of the month. For example, July 1 – July 15 and July 16 – July 31.

The Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

Virginia Department of Housing and Community Development

Pamela G. Kestner
Pamela G. Kestner, Acting Deputy Director

10/16/20
Date

City of Hampton

St D. Bond
Signature

Steven D. Bond
Name (printed or typed)

Assist. City Manager
Title

12/29/2020
Date

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 12/14/2020
Name: [Signature]
Title: Asst. City Attorney

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Steve Rubino, Interim Chief of Police

SUBJECT: Grant Award - Pre-Release and Post-Incarceration Services - \$9,477

ATTACHMENTS:

	Description	Type
📎	Memorandum	Cover Memo
📎	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:53 PM

M E M O R A N D U M

DATE: January 26, 2021
TO: The Board of Supervisors
FROM: Steve Rubino, Interim Chief of Police
SUBJECT: Grant Award - Pre-Release and Post-Incarceration Services - \$9,477

On December 4, 2020, the Department of Criminal Justice Services awarded \$9,477 to Colonial Community Corrections for project period January 1, 2021 through June 30, 2021.

This Pre-Release and Post-Incarceration Services Expansion funding was restored by the Virginia General Assembly in Special Session, and represents half of the expansion funding Colonial Community Corrections will be awarded in Fiscal Year 2022.

Staff recommends acceptance of the funds and adoption of the attached resolution to the Colonial Community Corrections Fund.

BJR/md
GA-PAPIS-mem

Attachment

RESOLUTION

GRANT AWARD - PRE-RELEASE AND POST-INCARCERATION SERVICES - \$9,477

WHEREAS, the Department of Criminal Justice Services has awarded \$9,477 to Colonial Community Corrections (CCC) for Fiscal Year 2021, as part of the Pre-Release and Post-Incarceration Services (PAPIS) Grant; and

WHEREAS, these funds are to be used by CCC for pre-release and post-incarceration services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of James City County, Virginia, hereby authorizes the following budget appropriation of an additional \$9,477 to the Colonial Community Corrections Fund.

Revenue:

Commonwealth of Virginia	<u>\$9,477</u>
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Expenditure:

PAPIS	<u>\$9,477</u>
-------	----------------

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of January, 2021.

GA-PAPIS-res

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Barry Moses, Capital Projects Coordinator

SUBJECT: Contract Award - Grices Run Stream Restoration - \$392,199

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Attachment 1 - Location Map	Exhibit
☐	Attachment 2 - Reach 1, Existing Condition	Exhibit
☐	Attachment 3 - Reach 2, Existing Condition	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:56 PM

MEMORANDUM

DATE: January 26, 2021

TO: The Board of Supervisors

FROM: Barry E. Moses, Capital Projects Coordinator

SUBJECT: Contract Award - Grices Run Stream Restoration - \$392,199

The Grices Run Stream Restoration will stabilize erosion in an area of the County which has highly erodible soils and uncontrolled runoff from upstream development that was created prior to stormwater management regulations (see attached Existing Conditions photos). The project includes two unnamed tributaries to Grices Run flowing directly into the James River (see attached location map). Reach 1 is a 950-linear-foot channel beginning at a culvert under Columbia Drive and located east of Endeavor Drive. Reach 2 is a 260-linear-foot channel located east of James River Elementary School, near the side parking lot. The goal of the design is to create a channel with a stable pattern, profile and dimension, and stabilize actively eroding banks. Natural channel design principles were utilized to develop the limits for the design. Streambank stabilization structures will be employed in the stream restoration. Invasive plants will be removed and replaced with native trees, shrubs, and herbaceous vegetation. All necessary permits and/or approvals have been obtained for this project.

A two-step Invitation for Bids was publicly advertised. Step 1 required the submittal of a Technical Bid Form primarily to demonstrate the bidder has completed a minimum of three projects of similar size and type. Step 2 was to open the Bid Form if the technical bid requirements were met.

The following four qualified firms submitted bids to be considered for contract award:

<u>Firm</u>	<u>Amount</u>
Environmental Quality Resources, LLC	\$392,199
HGS, LLC, a Resource Environmental Solutions, LLC Company	\$538,132
Finish Line Construction, Inc.	\$593,881
Henry S. Branscome, LLC	\$750,655

Environmental Quality Resources, LLC has performed satisfactory work for James City County in the past and was determined to be the lowest qualified, responsive, and responsible bidder. This project is part of the approved Capital Improvements Program budget and \$396,000 of Virginia Environmental Endowment grant funds, which are part of the James River Water Quality Improvement Fund, are also available to fund this project.

Staff recommends approval of the attached resolution authorizing the contract award to Environmental Quality Resources, LLC.

BEM/md
CA-GricesRun-mem

Attachments

RESOLUTION

CONTRACT AWARD - GRICES RUN STREAM RESTORATION - \$392,199

WHEREAS, the James City County General Services Division received competitive bids for the Grices Run Stream Restoration; and

WHEREAS, four bids were considered for award and Environmental Quality Solutions, LLC was the lowest qualified, responsive, and responsible bidder; and

WHEREAS, previously authorized Capital Improvements Program budget funds and Virginia Environmental Endowment are available to fund this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$392,199 to Environmental Quality Resources, LLC for the Grices Run Stream Restoration project.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

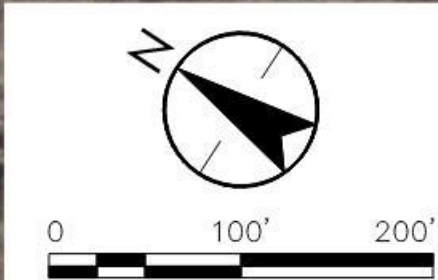
Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of January, 2021.

CA-GricesRun-res

\\u0255-fp001\shared_projects\203401308\03_data\loc\loc_20201221.dwg
SaveDate: 2020/12/21 3:41 PM User: Shelton, Stephanie
\\u0255-fp001\shared_projects\203401308\03_data\loc\loc_20201221.dwg



5209 Center Street
Williamsburg, Virginia 23188
www.stantec.com

The Contractor shall verify and be responsible for all dimensions, DO NOT scale drawings. The Contractor shall verify and be responsible for all dimensions, DO NOT scale drawings. The Contractor shall verify and be responsible for all dimensions, DO NOT scale drawings. The Contractor shall verify and be responsible for all dimensions, DO NOT scale drawings.

Client/Project
JAMES CITY COUNTY

GRICES RUN WATERSHED PROJECT

JAMES CITY COUNTY, VIRGINIA

Title
LOCATION MAP

Permit-Seal

Project Number: 203401308

File Name: 1308n_loc_20201221.dwg

SS	JR	GH	2020.12.21
Dwn.	Chkd.	Dsgn.	YY/MM/DD

Drawing No.

Revision Sheet





ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Jennifer Tomes, Treasurer

SUBJECT: Suspension of Convenience Fees

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:57 PM

MEMORANDUM

DATE: January 26, 2021
TO: The Board of Supervisors
FROM: Jennifer D. Tomes, Treasurer
SUBJECT: Suspension of Convenience Fees

In June 2020, and as a result of the COVID-19 Pandemic, the Board of Supervisors authorized the County to begin waiving and absorbing convenience fees on payment transactions. This action has helped maintain steady tax collections as compared to the previous fiscal year. In addition, due to the unexpected increase in the volume of on-line payments, the vendor recently lowered the cost per transaction from 2.95% to 2.75% for credit card transactions, and from \$0.95 to \$0.75 per e-Check transaction.

The estimated cost to continue the waiver and absorption of fees from January 1-June 30, 2021, is \$350,000 to \$400,000. The Coronavirus Aid, Relief, and Economic Security Act funding has been, and would continue to be, the funding source through June 30, 2021.

Attached for your consideration is a resolution authorizing the suspension of convenience fees through the end of Fiscal Year 2021.

Staff recommends adoption of the attached resolution.

JDT/nb
SuspConvFees-mem

Attachment

RESOLUTION

SUSPENSION OF CONVENIENCE FEES

- WHEREAS, on January 31, 2020, the Secretary of Health and Human Resources declared a public health emergency in response to the spread of Novel Coronavirus, or COVID-19 (the “virus”); and
- WHEREAS, on March 12, 2020, the Governor of the Commonwealth of Virginia declared a state of emergency in the Commonwealth of Virginia in response to the spread of the virus; and
- WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of the virus; and
- WHEREAS, at 11:30 a.m. on March 13, 2020, the James City County Director of Emergency Management declared a local state of emergency (the “declaration”) in James City County (the “County”) due to the outbreak of the virus in the County and the resulting danger to the public’s health, safety, and welfare due to the transmission and contraction of the virus; and
- WHEREAS, on March 17, 2020, the Board of Supervisors of James City County (the “Board”) convened in a special meeting, confirmed the declaration, and further found the emergency to be a “disaster” and amended the declaration accordingly; and
- WHEREAS, on April 14, 2020, the Board adopted a Continuity of Governance Ordinance to ensure the County could continue essential operations while dealing with the effects of the virus; and
- WHEREAS, on June 9, 2020, the Board adopted an Ordinance waiving all convenience fees for payments made to the County until August 5, 2020; and
- WHEREAS, on July 28, 2020, the Board adopted an Ordinance waiving all convenience fees for payments made to the County until December 30, 2020; and
- WHEREAS, on September 8, 2020, the Board re-adopted a Continuity of Governance Ordinance to ensure the County could continue essential operations while dealing with the continuing effects of the virus; and
- WHEREAS, the Board has found that continued emergency measures are necessary to mitigate the ongoing emergency and disaster that is occurring in the County; and
- WHEREAS, the Board desires to authorize the waiver of convenience fees from December 30, 2020, to present and to continue to waive all convenience fees for payments made to the County until June 30, 2021.
- NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that all convenience fees waived for payments made to the County between

December 30, 2020 and the date of this resolution are authorized and all convenience fees are waived for payments made to the County between the date of this resolution and midnight of June 30, 2021.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of January, 2021.

SuspConvFees-res

ITEM SUMMARY

DATE: 1/26/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Adjourn until 9 a.m. on January 30, 2021 for the Board Retreat at the JCSA Operations Center

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2021 - 1:58 PM