

**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**  
**November 23, 2021**  
**1:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATION**

1. Recognition of the Friends of WRL Book Nook Volunteers
2. Colonial Soil & Water Conservation District Annual Report

**D. CONSENT CALENDAR**

1. Minutes Adoption
2. Abandonment and Dedication of a Portion of Six Mount Zion Road
3. Authorization to enter into a partnership with the Hampton Roads Economic Development Alliance and reappropriate the money previously appropriated for the Greater Williamsburg Partnership for Fiscal Year 2022
4. Compensation Plan and Personnel Policies Agreement with Clerk of Court
5. Compensation Plan and Personnel Policies Agreement with Commonwealth's Attorney
6. Contract Award - James City County Recreation Center HVAC Upgrades - \$445,099
7. Erosion and Sediment Control Ordinance Violation at 4861 Centerville Road
8. Grant Application - COVID-19 Recovery Urgent Need Community Development Block Grant - \$1,000,000
9. Grant Award - COVID Homelessness Emergency Response Program - \$20,000
10. Grant Award - Fiscal Year 2021 Edward Byrne Memorial Justice Assistance Grant - \$13,037
11. Participation in Proposed Settlement of Opioid Related Claims
12. Participation in the American Rescue Plan Act Municipality Utility Assistance Program as Fiscal Agent for the James City Service Authority and Grant Award - \$240,808

**E. BOARD DISCUSSIONS**

1. 2022 Legislative Agenda Discussion with Legislators
2. WJCC Preschool Needs Assessment
3. Waste Collection & Consolidation Study
4. Building Consolidation Study
5. ARPA Funding Discussion

**F. BOARD CONSIDERATIONS**

1. Initiation of Consideration of Amendments to the Zoning Ordinance and Subdivision Ordinance to Provide Additional Requirements to Protect and Preserve Scenic Roadways such as Forge Road
2. Authorization for a Full-time Position in Real Estate Assessments

**G. BOARD REQUESTS AND DIRECTIVES**

**H. REPORTS OF THE COUNTY ADMINISTRATOR**

**I. CLOSED SESSION**

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
2. Historic Triangle Bicycle Advisory Committee Reappointment
3. Social Services Advisory Board Appointment
4. Colonial Juvenile Services Commission Board Replacement
5. Board of Equalization Reappointment
6. Clean County Commission Appointment

**J. ADJOURNMENT**

1. Adjourn until 5 pm on December 14, 2021 for the Regular Meeting



**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Recognition of the Friends of WRL Book Nook Volunteers

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:39 PM

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Robert Lund, Director, Colonial Soil & Water Conservation District

SUBJECT: Colonial Soil & Water Conservation District Annual Report

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:28 PM

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
	October 26, 2021 Business Meeting	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 2:08 PM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**BUSINESS MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**October 26, 2021**  
**1:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

Mr. Hipple requested a motion to Amend the Agenda to move the Board Considerations Item No. 1 to Board Discussions immediately following the presentation by the Commissioner of the Revenue, and to add an update on the School Resource Officers under Board Discussions as well.

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

**C. PRESENTATION**

1. Rosemary Randall Retirement Recognition

Ms. Rebecca Vinroot, Director of Social Services, addressed the Board noting the recognition of Ms. Rosemary Randall. She noted Ms. Randall had been a County employee for 49 years and cited her various positions within the County's Social Services Division. Ms. Vinroot further noted Ms. Randall was retiring as the Administrative Services Manager, adding she was highly regarded by staff and peers for her service and work. Ms. Vinroot noted several co-workers were in the audience for this recognition. She added Ms. Randall had been a critical component of Social Services' success by ensuring funding and policies were in place at all times.

Ms. Randall told the Board it was an honor, adding she had enjoyed working for James City County over the years. She recapped her service years with a moving poem.

The Board and the audience acknowledged Ms. Randall with a standing ovation.

2. Karrie D. Lee Retirement Recognition

Ms. Grace Boone, Director of General Services, addressed the Board noting the recognition of Mr. Karrie Lee. Ms. Boone noted Mr. Lee had been a County employee for 31 years and cited his various positions throughout his tenure. She further noted the respect of his peers and community for his outstanding teamwork and communication, adding his daily acts of kindness were also acknowledged by many. Ms. Boone thanked Mr. Lee for his service and positive impact to the County and its staff.

The Board and the audience acknowledged Mr. Lee with a standing ovation.

Mr. Lee thanked everyone.

3. Presentation on the Natural and Cultural Assets Plan Effort

Ms. Tammy Rosario, Assistant Director of Community Development, addressed the Board on the initial stages of work on the Natural and Cultural Assets Plan. She noted staff and the consultant had been working on the initial stages over the past few months, adding the undertaking had been in the works for several years. Ms. Rosario added this plan would implement an action noted in the 2035 Comprehensive Plan as well as involvement with the 2035 Strategic Plan, Fiscal Year 2021-2022 budget as a funded project, and the draft 2045 Comprehensive Plan. She noted staff's consultant, Ms. Karen Firehock, would provide a brief presentation on this effort.

Ms. Firehock, Director of the Green Infrastructure Center (GIC), addressed the Board virtually and began her PowerPoint presentation. She noted the basis for the County's natural and cultural assets was derived from various County documents. Ms. Firehock cited the 2035 Strategic Plan initiative in addition to community priority to protect natural lands and open space as noted in the three rounds of community engagement. Ms. Firehock continued the PowerPoint presentation highlighting the environmental goal to continue improvement of the high level of environmental quality within the County along with the accompanying strategy and action. She noted GIC helped communities evaluate their natural and cultural assets for a maximum return ecologically, economically, and culturally. Ms. Firehock highlighted GIC's mission statement and its application to the County's needs. She continued the PowerPoint presentation citing work in other rural Virginia communities. Ms. Firehock noted natural assets and the evaluation and protection of them within communities was similar to the physical assets such as buildings and the requirements to protect and maintain those assets. She further noted conservation of natural assets and working with local governments to protect them and provided the correlation of a portfolio's stock value being similar to the landscape assets and their value. Ms. Firehock noted GIC would be helping the County to map those assets which included natural landscape elements such as forests, wetlands, marshes, rivers, streams, and agricultural soils. She further noted the correlation between the natural assets and the cultural assets, citing beautiful architecture but without landscaping such as trees or vegetation surrounding it. Ms. Firehock added the historical assets were also impacted with the conservation of natural assets. She continued the PowerPoint presentation highlighting the benefits of natural asset conservation and the process GIC uses for assessment and analysis. Ms. Firehock stressed the inclusiveness of the process with input from the Board of Supervisors, staff, and the County's citizens in developing strategies for conservation such as easements. She noted the need to protect habitat cores as well as interior habitats and identified the formula for those areas in the PowerPoint presentation. Ms. Firehock continued the PowerPoint presentation identifying the six steps for natural asset planning and the timeline for the plan. She noted a Technical Advisory Committee comprised of County staff in addition to a Steering Committee comprised of Board appointees and community workshops would be components of the process in developing the Natural and Cultural Assets Plan. Ms. Firehock further noted July 2022 was the timeline for the project wrap-up. She concluded the PowerPoint presentation and asked if there were any questions.

Mr. McGlennon thanked Ms. Firehock for the presentation. He questioned the success of recreating assess in other localities.

Ms. Firehock noted yes, adding work that had been done in Accomack County. She further noted evaluation of land restoration and existing land opportunities. Ms. Firehock referenced an urban plan for the City of Norfolk which encompassed existing assets and a future map for additional assets the City plans to incorporate.

Mr. McGlennon thanked Ms. Firehock.

Mr. Hipple asked if the Plan would work with property owners of 20 acres or larger. He noted the importance of reaching out to the landowners and involving them in the process. He further noted it could serve as an educational piece for some of the County's larger property owners.

Ms. Firehock agreed. She noted discussion with property owners on future maintenance of preservation corridors. She further noted areas within the County such as the Agricultural and Forestal Districts encompassed lands which the property owners had already pledged to preserve over specified times.

Mr. Hipple noted the issue of trash and its impact within the County. He further noted trash and clean waterways.

Ms. Firehock noted that example was one that could be incorporated into the evaluation process. She further noted travelers want to see a beautiful historic corridor within the County.

Mr. Hipple thanked Ms. Firehock.

#### **D. CONSENT CALENDAR**

Mr. Hipple asked if any Board member wished to pull any items.

Ms. Larson noted she did not wish to pull any items, but she did have a question on Item No. 2.

Mr. Icenhour asked if the earlier motion to amend the Agenda was only to relocate some items, not remove them.

Mr. Hipple confirmed yes.

Ms. Larson asked about the rate of pay.

Mr. John Carnifax, Director of Parks and Recreation, noted two issues were involved. He further noted one was the rate of pay for several positions that had been reviewed. Mr. Carnifax stated that some positions were below the market rate when evaluated. He noted this specific position was a holdover with the employee in the position for approximately 20 years with 30 hours and full benefits. Mr. Carnifax added the cost-effectiveness of the conversion. He noted full-time employees tended to stay longer than part-time, and this position was the first opportunity in the fitness area to make the change. Mr. Carnifax further noted the pay scale could have some flexibility, but filling positions was currently a challenge. He added the challenge was a state-wide issue.

Mr. Stevens noted a pay study was taking place in relation to the \$15 minimum wage increase over the next few years. He further noted an impact was being reviewed. Mr. Stevens added

that increasing one position can also impact several other positions as Mr. Carnifax had noted. Mr. Stevens noted concern within many departments regarding pay rates and the ability to attract qualified employees. He further noted the challenges of recruiting staff.

Ms. Larson thanked Mr. Carnifax and Mr. Stevens.

1. Minutes Adoption

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

The Minutes Approved for Adoption included the following:

-September 14, 2021, Regular Meeting

-September 28, 2021, Business Meeting

2. Authorization for the conversion of the existing Part-time 30-hour Fitness Attendant Position to a Full-Time Fitness Attendant Position

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

3. Contract Award - Fleet & Equipment Garage Bay HVAC Installation - \$190,996

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

4. Emergency Communications Center HVAC Upgrades

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

5. Grant Award - Comprehensive Community Corrections Act and Pretrial Services Act - \$21,872

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

6. Authorization to Purchase 8 Police Vehicles - \$214,573

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

7. Appropriation - State Compensation Board Mandated Sworn Sheriff Officers Bonus - \$41,984

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

8. Authorization of One-Time Employee Pay Adjustment

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

9. The Foxes Stream Restoration

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

**E. BOARD DISCUSSIONS**

1. Commissioner of the Revenue - Update

Mr. Richard Bradshaw, Commissioner of the Revenue, addressed the Board noting he would take questions first.

Mr. Hipple noted discussion on Airbnbs and difficulties addressing them. He further noted the possibility of some legislation regarding them.

Mr. Bradshaw noted there was legislation already in effect, adding Airbnb was not included in the legislation. He further noted the other internet platforms were included in the legislation and those platforms such as Expedia would be reporting the local taxes collected. Mr. Bradshaw noted there was no current requirement that the platforms indicate who received payment. He further noted the Commissioners Association was working on that point. Mr. Bradshaw added the sales tax was effective September 1, 2021.

Mr. Hipple noted discussion with Mr. Bradshaw regarding Wawa and potential revenue.

Mr. Bradshaw noted the County would not receive any revenue from that business. He further noted the Wawa was physically located in York County. Mr. Bradshaw referenced the former Exxon gas station and its physical location was split between James City County and York County. He noted that was not the case with the Wawa store which was predominantly in York County.

Mr. Hipple asked if the amount was 12%.

Mr. Bradshaw noted it was 12% of the surface area. He further noted from a business asset perspective, the County had one gas pump.

Mr. Hipple expressed his disappointment at the revenue loss for James City County. He noted future considerations for such projects when the Board reviews and votes on them, adding the significant revenue loss and the increased traffic.

Ms. Sadler noted she had thought a small percentage of revenue would be coming to the County. She further noted other businesses in the area.

Mr. Bradshaw noted there were three businesses including the Exxon station that were split between the two counties. He further noted the other two businesses (small convenience store and Thai restaurant) were at McLaws Circle.

Mr. Icenhour noted the importance of reviewing similar situations for the future. He further noted he probably would not have supported the proposal had he known the current situation



versus what had been told to the Board.

Mr. McGlennon noted past discussions regarding online sales tax revenue and misapplication to other localities via zip codes. He asked the status of the reconciliation on those differences.

Mr. Bradshaw stated there was no way to know since the information from organizations such as Amazon was not provided to the County. He noted those organizations self-allocated, adding the shared zip codes primarily indicated Williamsburg, which meant less revenue for the County.

Ms. Larson asked if the addresses could be used to identify the locality.

Mr. Bradshaw noted if it was a business located locally, the address could be used. He further noted online sales had revenue allocated from businesses out of the area.

Ms. Larson noted that was a problem.

Mr. Bradshaw noted there was no solution except to send an auditor to Amazon's headquarters to review transactions.

Ms. Larson noted one solution would be to change the zip code. She further noted Mr. Bradshaw was part of a Commissioners of Revenue organization. Ms. Larson questioned if the organization could address that point.

Mr. Bradshaw replied the organization had no connection with the United States Postal Service.

Ms. Larson asked if the organization could advocate for change.

Mr. Bradshaw noted the organization constantly advocated. He further noted the Airbnbs could provide collection locations. Mr. Bradshaw stated multiple sales and multiple locations created the problem. He noted it had been an ongoing issue for approximately 30 years even including brick and mortar locations.

Mr. McGlennon noted internet sales tax were unavailable for collection for a long period of time.

Mr. Bradshaw confirmed yes.

Mr. McGlennon noted the importance of state and national organizations addressing the issue. He asked about the number of Airbnbs with regard to reporting and licensing requirements.

Mr. Bradshaw noted the locations were licensed as hotel/motel and not as Airbnb. He further noted he would check and let Mr. McGlennon know the number of licenses, adding the real issue was zoning requirements. Mr. Bradshaw stated the current statutes required a Special Use Permit in most cases. He noted timeshare owners who used a platform similar to that of Airbnb to rent the units. Mr. Bradshaw further noted other factors that made that information unavailable.

Mr. McGlennon acknowledged there were challenges.

Ms. Larson questioned if an individual sought a business license, but zoning was incorrect, and that individual continued the operation of an Airbnb, would that information be available to share with staff.

Mr. Bradshaw noted part of the application process included the completion of a home occupation registration form which was then sent to the Zoning Division.

Ms. Larson thanked Mr. Bradshaw for the information.

Mr. McGlennon questioned the implementation of the cigarette tax.

Mr. Bradshaw noted \$171,000 was the total current collection.

Mr. McGlennon asked if the tax had been operational since September 1, 2021.

Mr. Bradshaw confirmed yes. He noted the upcoming need to have a different stamp for carryover inventories. Mr. Bradshaw further noted wholesalers would not pick up and swap out existing inventories.

Mr. McGlennon noted the \$171,000 collection represented two months of implementation.

Mr. Bradshaw confirmed yes.

Mr. McGlennon noted the significance of the revenue. He thanked Mr. Bradshaw.

Mr. Bradshaw noted another issue dealt with personal property values. He further noted the motor vehicle value increase, adding since January 2021 there was an increase of approximately 35-40%. Mr. Bradshaw cited his own vehicle as an example with an increased value of approximately \$4,400. He noted when the supply shortage lowered, the increased value would also lower. Mr. Bradshaw further noted awareness of the volatility on that point and the impacts to the upcoming tax year.

Mr. Hipple asked Mr. Bradshaw if the County could get the 12% from Wawa.

Mr. Bradshaw noted to get the percentage, every business with shared localities would need to be addressed. He further noted that approach went both ways.

Mr. Hipple asked about the other businesses.

Mr. Bradshaw noted the other two businesses were split 50-50 between the two localities. He further noted the dividing line went straight through both businesses, adding that had been the case with the Exxon station. Mr. Bradshaw stated the general rule that had been followed with York County used the predominant location of a business as the determinant for the locality that received the revenue.

The Board thanked Mr. Bradshaw for the update.

## 2. Fiscal Year 2021 School Year-End Spending Plan Appropriation - \$8,128,540

A motion to Approve the School Division's Capital Improvements Program requests with funding for the Jamestown High School cafeteria renovations and the Lafayette High School renovation to be considered during the normal Capital Improvements Program process for the Fiscal Year 2023 budget was made by James Icenhour Jr, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Nays: Larson

Ms. Sharon Day, Director of Financial and Management Services, addressed the Board noting

the Williamsburg-James City County (WJCC) School Board adopted a spending plan for the Fiscal Year (FY) 2021 Year-end funds on September 21, 2021. She noted the funds totaled approximately \$8.9 million, adding the funds represented underspending in revenues received from the original budget for the fiscal year ending June 30, 2021. Ms. Day stated the County's share of total local funding was approximately 90.4% with approximately \$8.1 million returned to the County. She noted the adopted spending plan included projects such as school bus replacements, transit fleet expansion, Clara Byrd Baker Elementary School dehumidification solution, classroom instruction upgrade, competitive bus driver salaries, and Capital Improvements Plan set asides. Ms. Day noted additional documentation was provided with specific requests from the School Board. She further noted the resolution, if adopted, approved the School Board's requested spending plan with appropriation from the County's budget for those intended purposes. Ms. Day noted Dr. Olwen Herron, School Superintendent, was in attendance for any questions.

Ms. Larson asked if the School Division was making a presentation.

Ms. Day noted no formal presentation.

Ms. Larson thanked Ms. Day.

Mr. McGlennon asked about the school bus replacement plan over the next 15 years. He noted the move to replace diesel fuel buses with electric ones. Mr. McGlennon noted the electric buses were more expensive, but had lower maintenance costs. He asked if these were factors being considered.

Ms. Day deferred that question to the School Division.

Dr. Herron addressed the Board noting WJCC School Division currently had four electric buses. She noted there were no additional plans to purchase more until the current ones had been evaluated. She further noted the buses were twice the cost of the traditional diesel fuel buses. Dr. Herron stated the four electric buses were purchased with a grant fund to pay the difference between the diesel and electric buses. She noted monitoring the cost and efficiencies over time.

Ms. Sadler asked if a grant program was typically used. She inquired if it was a matching grant.

Dr. Herron noted there was a matching grant for the first bus. She further noted two other grants had been reviewed, adding one was not beneficial as all monies had to be paid up front with no guarantees. Dr. Herron added another grant program was currently being reviewed. She noted avoidance of grants that required specific buses be purchased and then the School Division would have multiple types of buses in its fleet.

Ms. Sadler thanked Dr. Herron.

Ms. Larson asked if drivers would be available with the bus acquisition. She also asked if on time had improved.

Dr. Herron noted on time had improved significantly. She further noted within the plan there was an increase for driver pay, adding WJCC bus driver pay was lower than other regional school divisions. Dr. Herron noted nine openings currently as well as CDL training for several drivers. She further noted bus drivers was an ongoing issue. Dr. Herron added the possibility of minibuses as a diversification of the School Division's fleet and which did not require a CDL. She noted hiring for those positions was easier due to no CDL requirements.

Ms. Larson noted that was a good idea, particularly between schools. She further noted it was more economical. Ms. Larson noted the School Board had not appeared before the General Assembly to request taxing authority and had to request funding from the County at year-end and she had an operational question. She further noted some school systems were implementing additional time off to ease teacher burnout. Ms. Larson asked if teacher burnout had been discussed and value of the school system from an economic development and citizen perspective. She noted providing the best school system available. Ms. Larson further noted the past two years had been stressful and questioned how staff was coping under the circumstances.

Dr. Herron stated there was much concern for staff and morale, particularly teachers and their workloads. She noted she had sent correspondence to teachers to assist in alleviating the situation. Dr. Herron added the factors included pausing all professional learning for the year, supplementing each building with a second permanent substitute with use of federal funds, and sending Central Office staff out to relieve substitutes several times a week. She noted some virtual days were also on the school calendar, adding the first goal was to retain students in the schoolroom five days a week with the focus on teaching and learning.

Ms. Larson thanked Dr. Herron.

Ms. Sadler asked if the vehicles for minivans or minibuses.

Dr. Herron noted 10 minivans had been requested in the plan. She further noted those were for use on low-ridership routes, which predominantly are used for special education students being transported from their zone to a specialized program. Dr. Herron added the minivans could also be used for homeless students as that number was lower. She noted non-CDL drivers would be available to diversify the fleet and provide transportation to County students in the minivans as opposed to using full-size buses to transport a marginal number of students.

Ms. Sadler thanked Dr. Herron.

Ms. Larson asked if the Homeless Act allowed for transportation to a student's school regardless of the location of the student. She cited the example of a student's location changing to Clara Byrd Baker Elementary School, but the student had been attending D.J. Montague Elementary School and asked if the School Division was still required to transport that student to D.J. Montague Elementary School.

Dr. Herron confirmed yes. She noted the McKinney-Vento Act required the transportation of all homeless students.

Ms. Larson thanked Dr. Herron.

Mr. McGlennon asked about the other components of the capital projects other than transportation. He noted the reference to dehumidification at Clara Byrd Baker Elementary School and asked about the seriousness of the air quality issues.

Dr. Herron noted a significant air quality issue two summers earlier and ongoing resolution was still taking place. She further noted the new system would sit atop the HVAC system and dehumidify the building. Dr. Herron added when the HVAC system was replaced, the new dehumidification system would be incorporated into the newer unit.

Mr. McGlennon asked if the other two projects were at Lafayette High School and the cafeteria at Jamestown High School.

Dr. Herron confirmed yes. She noted additional high school classrooms based on proposed

enrollment had been moved out of the five-year plan. Dr. Herron further noted the cafeteria project at Jamestown High School had been retained. She stated the cafeteria was at 102% capacity with students eating outside and in hallways, which posed a challenge during the COVID-19 social distancing restrictions. She added the other project was the renovation of the 900 building at Lafayette High School.

Mr. Icenhour addressed the \$1.13 million for school bus replacement. He noted a transition of 10 buses replaced annually, adding in FY21 a total of 14 school buses were bought.

Dr. Herron confirmed yes.

Mr. Icenhour asked what the FY22 plan was to buy buses prior to submitting this latest request to the Board.

Ms. Rene Ewing, WJCC School Division Chief Financial Officer, addressed the Board noting replacement for four buses had been built into the FY22 budget.

Mr. Icenhour noted an additional 10 buses were being requested.

Ms. Ewing confirmed yes. She noted the use of some of the funds had gone toward the purchase of two minivans and one minibus to diversify the fleet, but to date, no full-size buses had been purchased pending contract review.

Mr. Icenhour noted none of the four planned bus purchases had been made.

Ms. Ewing confirmed yes.

Mr. Icenhour asked if the plan was approved would 14 buses be purchased with the funding.

Ms. Ewing noted 12 would be purchased as some funding had already been allocated to the minivans and minibus.

Mr. Icenhour thanked Ms. Ewing for the information.

Mr. Hipple noted ongoing talk about school buses and seat belts. He further noted diversion of school bus funding and the increased request for additional school buses. Mr. Hipple stated he struggled with the concept of money allocated for buses that was then appropriated for something else, adding he recognized when the money was allocated to the School Division then it determined how to use the funds. He added as a businessman, when he allocated funds for a particular thing then that particular thing was purchased. Mr. Hipple noted his support of the schools and the buses, adding it seemed the mark was being missed.

Dr. Herron noted this year was unique. She further noted in the past the school bus allocation was usually spent on buses barring an emergency need. Dr. Herron added the need to diversify the fleet necessitated the use of the funding for alternative vans and buses. She noted the bus replacement request came at the year-end spending annually as buses age out. Dr. Herron suggested making the 10-bus request part of the Capital Improvements Plan (CIP) and not part of the year-end plan. She noted that change would help standardize the request.

Mr. Hipple noted that allowed the Board to see the set amount annually. He further noted he currently was unsure about electric buses, citing life expectancy on diesel buses was closer to 400,000 miles. Mr. Hipple questioned the life expectancy of electric buses, adding diesel buses added more dollar value now.

Dr. Herron noted she knew few details about bus batteries, but an automatic replacement

component was part of the current contract.

Mr. Marcellus Snipes, Senior Director for Operations, addressed the Board noting a electric bus battery's life expectancy was 10 years.

Mr. Hipple questioned the average on the diesel buses.

Mr. Snipes noted the state's recommendation was 15 years, 150,000 miles. He further noted that was the basis for WJCC's plan.

Mr. Hipple questioned the cost of the electric bus battery and the possibility of recycling the batteries in the future.

Mr. Snipes noted he would obtain that information for Mr. Hipple.

Ms. Sadler noted the school bus fleet was predominantly idle for the 2020 school year. She asked if that adjusted the timeline on bus replacement purchases.

Mr. Snipes noted some of the buses to be replaced were already over the 150,000-mile threshold.

Ms. Larson asked about the renovation to the 900 building.

Dr. Herron noted the Child Development Resources (CDR) had another building for use when it exited in June 2022. She further noted the renovation would create additional classroom space at Lafayette High School.

Ms. Larson asked if there was a specific plan for the renovation.

Dr. Herron noted the design was in the current CIP with the process slated to begin soon.

Mr. Hipple noted redistricting and alleviating pressure on Jamestown High School.

Dr. Herron noted the possibility of more open space if the renovation was completed.

Ms. Sadler asked the current capacity at Lafayette High School.

Dr. Herron replied 1,126 students. She noted that was an 86% occupation rate with the 900 building being used for alternate programs. Dr. Herron further noted with the repurposing of the building to normal classroom space, a greater capacity than 86% could be achieved.

Mr. Hipple thanked Dr. Herron. He noted the list of projects, adding the air quality issue was important and acknowledged the School Division was addressing it. Mr. Hipple further noted the renovation of the 900 building would ease pressure on enrollment. He added he wanted more time for discussion on the other items and recommended moving those items into the County's budget process.

Mr. McGlennon indicated the importance of moving forward with work on the Jamestown High School cafeteria. He noted the heavy enrollment and the size of the cafeteria, particularly during the current times.

Ms. Sadler asked Mr. Stevens if the remaining funds were required to be spent. She asked if he had any recommendations on the balance.

Mr. Stevens noted there was no requirement for the funds to be spent, but added the School

Division had appeared for the Board's authorization on reappropriation. He further noted if the funds were not spent on this year's projects then the funding could be designated for school use and the Board's consideration for the next year.

Ms. Sadler asked if the money could be held.

Mr. Stevens noted yes if the Board wished to do that.

Mr. Icenhour noted some of the other projects were more immediate in nature. He further noted the cafeteria and the 900 building renovations were FY23 items which the Board has not approved that budget to date. Mr. Icenhour agreed with Mr. Hipple that the longer range projects be built into the FY23 CIP with money set aside in the budget to address the projects as needed. Mr. Icenhour noted the money would be earmarked, but not committed, as the budget process moved forward.

Ms. Sadler noted her support of Mr. Icenhour's suggestions. She further noted it could potentially allow the School Division to address redistricting to alleviate overcrowding.

Ms. Larson noted redistricting would not alleviate the numbers. She further noted the current School Board had expressed no desire to redistrict. Ms. Larson said if the cafeteria renovation and the 900 building renovations were not considerations, and CDR was slated to exit in June 2022, then funding would not be available.

Mr. Icenhour noted that was not his intent. He further noted in July 2022, FY23 would begin and the budget would include the CIP list. Mr. Icenhour added that FY22 already included the cafeteria design cost with the remainder of the work scheduled for FY23. He noted the Board could set the funds aside now as part of the normal budget process and the School Division would have the money to begin the project after June 2022.

Ms. Sadler asked if the Jamestown High School cafeteria renovations were ranked No. 25 toward the bottom of the list.

Mr. Stevens responded the Policy Committee ranked the renovation as No. 25 in the CIP list. He addressed Mr. Icenhour's point on funding by noting the cafeteria renovation was programmed for FY24. Mr. Stevens noted the School Division's request moved the CIP project one year earlier. He further noted the cafeteria design money was the only funding commitment for this year, adding if the Board approved or moved the money for the cafeteria renovations then those funds could be spent in the current year rather than part of next year's budget process.

Mr. Hipple noted retaining the project in the budget process.

Mr. Icenhour noted approving the requested items and setting aside funding for the FY23 projects of Jamestown High School cafeteria renovations (\$2.278 million) and the Lafayette High School renovation (\$2.946 million) for later discussion and allocation during the budget process in January for the FY23 budget. He further noted the design money and the other CIP projects would be approved with those two projects put into the normal CIP cycle.

Mr. McGlennon noted he would vote aye in recognition of the Board's desire to approve the plan, though his preference was to move forward on the other two items. He further noted establishing a clear direction for the School Division.

Ms. Larson asked the specific amounts that were being pulled for the projects.

Ms. Day noted the numbers represented in the School Division memorandum were not 100%

funding for the two projects. She further noted the \$2.278 million and \$2.946 million for the respective projects exceeded the actual requested amount, adding the School Division was requesting approximately 92% of that amount. Ms. Day stated that amount was \$4.5 million.

Ms. Sadler qualified her aye vote with the understanding that the two projects would be vetted at a later time during the budget process.

Ms. Larson noted her vote of nay was based on failure to approve the list in its entirety.

### 3. School Resource Officers Update

Mr. Hipple welcomed Police Chief Eric Peterson and noted this presentation stemmed from an article in the *WY Daily* about Resource Officers and some communities' lack of them. He further noted James City County and York County had Resource Officers and he felt it was a great partnership with the schools.

Chief Peterson introduced Officer Mike Ferriero, School Resource Officer (SRO) for Jamestown High School and Officer of the Year, to discuss day-to-day and external benefits of SROs.

SRO Ferriero noted he had been at Jamestown High School since August 2015 as the School Resource Officer. He further noted the County had five SROs who covered the County's three high schools and two middle schools. SRO Ferriero explained the daily operations were not specifically law enforcement purposes, but SRO presence for those purposes was available if needed. He noted the SRO role was a mentor program that encompassed a wide range of students. SRO Ferriero cited an example at Toano Middle School where a plan for a Special Education student was in place to assist the student with the help of the aide and the SRO. He noted other situations where SROs were involved with students. SRO Ferriero further noted when schools were closed during the pandemic and SROs were assisting Patrol Officers, students would see the SROs in the community. He added the students have a rapport with the SROs and even outside of school that can be helpful in dealing with certain situations or gathering information on potential school issues. SRO Ferriero noted the officers also attend extra-curriculum events such as sporting events. He further noted the interactive cooperation between the SROs, students, staff, and parents.

Chief Peterson noted all the officers were Department of Criminal Justice Services (DCJS) certified through a highly selective process. He further noted the officers were not appointed, but competed for those positions. Chief Peterson added the importance of working with the schools and the community and continuing those relationships.

SRO Ferriero noted most of the programs are geared toward middle schoolers, adding COPs Camp was held twice a year. He further noted it was a community outreach program which lasted a week and culminated with a community service project. He listed several other programs currently in operation for both students and parents.

Ms. Sadler extended her appreciation to the Police Department and all its efforts, particularly with kids.

Ms. Larson noted the importance of SROs. She further noted she would have appreciated an invitation to the schools to hear the principals' responses to the SRO work. She noted the partnership and the positive relationship impact for young people with law enforcement officers. Ms. Larson further noted James City County Police Department did a great job with community policing, adding that was not the case everywhere. She added her disappointment that some localities in Virginia had terminated their SRO programs. Ms. Larson noted the



County had invested in the SRO program over the years.

4. FY 2021 Year-end Financial Update

Ms. Day addressed the Board noting she would address the FY 2021 and 2022 updates together. She noted the updates reflected the last quarter of FY 2021, which ended June 30, 2021, and the first quarter of FY 2022, which covered July 1, 2021 to September 30, 2021. Ms. Day began the PowerPoint presentation highlighting the General Fund revenue, also known as the operational fund. She noted these numbers were considered preliminary as the end-of-year fiscal audit was still ongoing. Ms. Day further noted all known adjustments had been applied and she did not anticipate any significant changes to the numbers represented in the presentation. She added the figures represented did not include any COVID-19 funding, which included approximately \$15 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding or approximately \$15 million in American Rescue Plan Act (ARPA) funding, nor any other grants received. Ms. Day noted the grant funding was designated separately as it was deemed one-time funding versus the operational financials of the General Fund. She further noted the County had fared very well in comparison to the budget and FY 2020 as represented in the PowerPoint presentation, adding a 10% decrease adjustment had been made in the budget based on anticipated economic impacts from the pandemic. Ms. Day noted the County began a slow recovery in the second half of FY 2021. She further noted a breakdown in the categories with real estate and personal property taxes increasing under the General Property Taxes category. Ms. Day echoed the comments from the Commissioner of the Revenue regarding used car personal property increases. She noted Ms. Jenni Tomes, Treasurer, commented this category benefited from the County absorption of the credit card convenience fee. Ms. Day further noted the public service revenue was included in this category and was reflective of the now fully operational Skiffes Creek Connector. She continued the PowerPoint presentation highlighting the areas of collection for the Sales Tax, Meals Tax, and the Lodging Tax.

Ms. Larson asked Ms. Day if she could speak to the Sales Tax in relation to the zip code when she discussed it more in depth.

Ms. Day said yes. She continued the presentation noting every category from the previous year was up except licenses, permits, and fees category. Ms. Day noted this was primarily due to the business licenses area which pays taxes in arrears. She further noted monies collected in FY 2021 were for calendar year 2020, adding this was also the time the pandemic impact was being seen. Ms. Day continued the PowerPoint presentation highlighting the breakdown of the major tourism-driven revenue. She noted these taxes are collected in arrears with Sales Tax two months behind with Meals and Lodging Taxes one month behind. She further noted overall the County did well and the Sales Tax was a major contributor. Ms. Day stated the internet sales tax was a newer tax. She noted two years earlier, FMS, the Commissioner of the Revenue, and Information Resources Management (IRM) worked on a collaborative project to closely examine sales taxes that are collected on local brick and mortar businesses with physical addresses. Ms. Day further noted data was obtained from the state on individual businesses which was then compared to the Geographic Information System (GIS) mapping system. She stated this allowed the County to identify specific locations. Ms. Day highlighted one example of the findings which included larger grocery stores with a County location and a City of Williamsburg location, but only one corporate tax return was filed and that was filed in the City of Williamsburg. Ms. Day stated part of that revenue was due to the County and an appeal was filed. She added a three-year review since the business opened was obtained and the County received its sales tax. Ms. Day noted the project proved very beneficial. She further noted she continued to have conversations with the City's Finance Director regarding questions on brick and mortar locations in addition to monitoring businesses opening and closing. Ms. Day stated the various professional associations and discussion had taken place

at the Treasurer Association Finance Officer Association. She noted James City County was not the only locality facing this dilemma, but the County was one with the dilemma at this level. Ms. Day further noted the change to James City County and not Williamsburg for the address to aid in identifying the proper locality.

Ms. Larson noted it would probably be easier to change the zip code. She further noted concern over the lost revenue. Ms. Larson stated associations working with the General Assembly and local legislators to address the issue. Ms. Larson noted it was a trend and more convenient in the current situation. She added she hoped this was an ongoing pursuit.

Mr. McGlennon asked if he ordered from Amazon, would Amazon know the applicable state sales tax, the local share of that state sales tax, and the Historic Triangle Tax based on his address.

Ms. Day noted that was an interesting question. She further noted she did not have access to the daily data as that was more on the Commissioner of the Revenue side, but she added as a personal shopper, she checked for the 1% Historic Triangle Tax charge and found it all around. Ms. Day noted some businesses did include it while others did not, adding regardless of which locality, that revenue was not being received.

Mr. McGlennon noted that was another interesting point.

Ms. Day continued the presentation noting the Lodging and Meal Taxes had taken a significant hit during the pandemic. She noted changes as businesses and Busch Gardens reopened. Ms. Day further noted the improvements in tax revenue in the presentation. She noted the next part of the presentation covered the expenditure side of the budget, adding these numbers were unaudited as noted previously. Ms. Day continued the presentation highlighting the various departmental breakdowns, adding the School Division funding accounted for approximately 54% of the County's budget and was followed by 27% of funding for personnel. She noted each department came in under budget despite the 10% reduction from the previous year's budget. Ms. Day further noted most of the savings was from personnel. She cited the cessation of Parks and Recreation programs was a revenue loss which was offset by personnel savings normally needed for those programs and services. Ms. Day highlighted the savings in the School Division category. She noted with the pandemic, capital projects were delayed for the County and the School Division so no new debt was issued. Ms. Day further noted those savings would roll over into the Fund Balance. She stated the contributions to outside entities reflected lower health and dental claims due to the possible factors of masks, social distancing, and reduced surgeries with that balance rolling over to the health and dental reserve. Ms. Day added that reserve could be used in future budgets to control cost increases. She continued the PowerPoint presentation highlighting the overall surplus of \$26.5 million and the allocations, adding the unassigned Fund Balance had fiscal policies requiring a 10-12% balance of total expenditures be maintained as reserve. Ms. Day noted the reserve helped in times such as the pandemic and natural and emergency disasters until recovery funds were available from FEMA. She further noted the County was currently at 17-18%. Ms. Day noted a portion of the \$8.6 million in the Unassigned Fund Balance was appropriated by the Board for the purchase of property at the Williamsburg-James City County Courthouse for approximately \$7 million, leaving a balance of \$1.6 million in the fund.

Ms. Larson asked the frequency of reviews for workmen's compensation claims. She noted a review compared to budget, time off, and accident prevention.

Ms. Day noted the Risk Management Department, which was within FMS, was a shared service with the School Division that provided workmen's compensation services to the School Division and the County. She further noted formal meetings are held once a month in addition to a software purchase within the past two years to assist with data analytics in

identifying trends. Ms. Day stated the analytics allowed staff to determine if certain schools had more workmen's compensation claims or classrooms with claims than others. She noted one school had higher claims and that information was shared with the School Division so as budget preparations were made, this data was available for consideration. Ms. Day further noted the involvement of the insurance provider, Virginia Association of Counties Group Self-Insurance Risk Pool (VACORP), over the past 18 months. She added that was very helpful in taking preventive and proactive measures in addition to training programs offered as part of the County's premium paid to VACORP. Ms. Day noted VACORP also shared state and national viewpoints regarding claim types. She further noted the County received a rebate as workmen's compensation claims, particularly with the School Division, were lower during the pandemic. Ms. Day added a reduction in the premium for this fiscal year also.

Ms. Larson thanked Ms. Day.

Mr. McGlennon asked about the earlier reference to the Skiffes Creek switching station and the additional revenue for property taxes.

Ms. Day noted it was approximately an additional annual revenue of \$2.2 million. She continued the PowerPoint presentation addressing the current fiscal year. Ms. Day noted revenue was up approximately \$1 million primarily due to increases in the tourism-related taxes. She further noted the first allotment of the cigarette tax was received mid-August, adding her report reflected the collection through September. Ms. Day added the cigarette tax revenue had been earmarked for CIP in the FY 2022 budget. She noted the decrease in the state and federal revenue reflected the change in accounting for the Sales Tax for Education, adding the funds that came to the County for remittance to the School Division now go directly to the School Division. Ms. Day highlighted the \$7 million in the Fund Balance that was allocated for the property purchase at the Courthouse. She continued the presentation highlighting collection of the different taxes, adding these taxes are collected in arrears. Ms. Day noted the spending side of the budget and departmental spending in relation to the 25% benchmark. She further noted several departments were above the threshold. Ms. Day stated one department was Public Safety with the radio maintenance contract of \$1.4 million, of which 50% was already paid, as well as the July maintenance contract on several pieces of equipment. She added those contracts are paid in full at the beginning of the year. Ms. Day noted the price of gas at the pumps was being closely monitored as that had not been a foreseeable factor. She further noted the increase in Financial administration with the insurance carrier premium due in July as well as the audit services which were paid in the first part of the year. Ms. Day noted IRM was above the threshold, also in part due to contract payments early in the year.

Mr. McGlennon thanked Ms. Day for the comprehensive report and the good news that accompanied it.

The Board concurred and thanked Ms. Day.

5. FY 2022 First Quarter Financial Update

Ms. Day noted earlier this update had been combined with Item No. 4.

6. Financial Forecast Update

Mr. Courtney Rogers, Davenport & Co., addressed the Board with the financial update. He noted he and his staff had been working with Ms. Day and Ms. Cheryl Cochet, Assistant Director of FMS, on the business model to modify it for the County's needs. Mr. Rogers noted the presentation would focus on preliminaries based on the five-year model. He added

that timeline could be extended if needed. Mr. Rogers further noted the model was similar to the budget with line items with the General Fund currently reflected with the contribution breakdown for the School Division, Library, outside entities, transfers to other funds, and such. He added the full assumptions would be identified as the model developed. Mr. Rogers noted the ability to make cost-of-living adjustments across the board and within specific line items. He further noted as capital projects with operational expenditure were introduced, those specific numbers could be added to the respective line items. Mr. Rogers noted the preliminary model summary highlighted the actual, adopted, and projected budgets in the PowerPoint presentation. He further noted the actual numbers would be updated for their respective years as the numbers were audited. Mr. Rogers continued the PowerPoint presentation highlighting the revenue snapshot with a line item breakdown. He then noted the expenditure snapshot on a departmental level, followed by expenditure by Object Code to show aggregate overall changes in areas such as salary increases of 1% as well as individual department changes. Mr. Rogers continued the PowerPoint presentation highlighting the Debt Service Fund and future CIP projects. He noted scenario summaries for potential salary increases overall and additional increases for specific departments and the impact to the total dollar amounts. Mr. Rogers further noted the model allowed for such dynamic editing to see the impact to the budget. He added that Ms. Day and Ms. Cochet currently had the model and were making assumption edits, adding the FY 2021 numbers would be updated pending the audit finalization. Mr. Rogers noted the model should be available for the FY 2023 budget cycle.

Mr. Hipple noted with the two scenarios presented, the County would be in debt by 2023.

Mr. Rogers noted that was not unusual. He further noted the 2% real estate assessment could be very conservative. Mr. Rogers stated the housing boom and impacts of the pandemic.

Mr. Hipple asked about the national economy and impacts to James City County. He noted the Board needed to be aware to ensure the County remained in a good financial position.

Mr. Rogers noted the strength of the Fund Balance was a key component. He further noted the retention of staff. Mr. Rogers added retirement was always a factor, but drawing strong talent for staff replacement was important and it was more difficult across many areas of employment. He noted the possibility of wage inflation at the employment level and retaining strong staff talent. Mr. Rogers added that factor needed consideration during the budget process. He noted interest rates were still down, with only a slight increase.

Mr. Hipple noted the 10-12% safety nest that the County retained for its bonding rate. He further noted the possibility of more funds in that area, adding the current bond rate was very good.

Mr. Rogers confirmed yes.

Mr. Hipple asked if the amount should be increased to 14%. Mr. Rogers noted the 10-12% policy was good. He further noted as an unofficial policy if the Board wanted to increase the current amount as the Board considered the future.

Mr. Hipple noted if times became difficult, he wanted to ensure staffing and maintain services for the citizens. He further noted setting funds aside now could be beneficial on those points. He stated staff had done a remarkable job with cuts. Mr. Hipple noted if funds were available, they tended to be spent, but if they were set aside, they tended to be held in reserve.

Mr. Rogers noted some of the planned projects could have inflationary impacts. He further noted the extra funding was beneficial with so many uncertainties.

Mr. Hipple thanked Mr. Rogers for the presentation.

7. American Rescue Plan Act Use of Funds

A motion to Endorse the proposal in total but Authorize going forward on the six now to allow for an opportunity for fine tuning of the remaining identification list of funding sources 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. Stevens noted the spreadsheet he had shared with the Board, adding Ms. Day would explain the process.

Ms. Day addressed the Board to discuss the American Rescue Plan Act (ARPA) funds and the departmental requests. She noted FMS developed a process in August 2021 for official departmental requests of the ARPA funds consideration. Ms. Day further noted it was a similar process to that used with the nonprofit organizations and the CARES Act funding. She highlighted the four specific criteria for the departmental requests for ARPA funding. Ms. Day noted 33 requests were made for a total ask of \$36 million. She added every department submitted requests, adding the County's allocation of ARPA funding was approximately \$15 million with the first allocation in May 2021 and the second allocation in May 2022. Ms. Day noted a committee, comprised of Finance members and County Administration, was formed to vet the requests and establish criteria for use. She further noted 20 of the 33 requests have been recommended for funding spread across all departments. Ms. Day listed the various requests in a departmental breakdown for the Board. She noted, in addition to herself, other members of the Executive Leadership Team (ELT) were available for questions.

Ms. Larson asked Ms. Day to restate the four criteria.

Ms. Day noted the criteria were: 1) to respond to the public health emergency or its negative economic impacts (which included assistance to households, small businesses, nonprofit organizations, and impacted industries such as tourism, travel, and hospitality); 2) respond to workers who are performing essential work during the pandemic while providing premium pay to eligible workers (no requests received for this criteria); 3) provision of government services to the extent of the reduction in revenue due to the pandemic (referred to as the loss of revenue); and 4) make investments in water, sewer, and broadband infrastructure. Ms. Day noted the approximately \$15 million in ARPA funding received, adding when FMS performed its revenue loss calculation, that amount was exceeded. She further noted the amount was approximately \$17 million. Ms. Day stated the recommendation was to use the provision of government services, which provided a broader base when the committee reviewed the requests.

Ms. Larson noted tourism had taken a substantial hit. She further noted \$500,000 had gone toward revenue loss in that category. She stated she would have wanted to know the ranking of these items, adding that some were obvious such as the James City County Marina.

Mr. Stevens noted requests had been solicited from all the departments. He further noted some requests were currently in the CIP, while others were not. Mr. Stevens noted with the revenue loss criteria, the money could be used to fund activities the Board designated and the committee could reevaluate the categories. He further noted after conferring with Ms. Cochet, the projects were ARPA eligible for funding. Mr. Stevens stated with tourism, a grant program for tourism-related businesses had been successful. He noted the 30-Day Fund assistance and possible Community Development Block Grant (CDBG) funding for business grants. Mr. Stevens further noted the list represented two phases of funding with some projects potentially moved to a later date. He stated the Board did not need to make a decision on the entire list

and some or none could be approved. Mr. Stevens addressed potential property purchase for Workforce Housing development. He noted approximately \$1 million was related to Workforce Housing, adding consideration of temporary positions to support the projects had been factored into the funding with a future determination on the need of those positions. Mr. Stevens further noted the position within FMS to support staff with the additional requirements necessary regarding the funding. He added staff had done a very good job, but many hours of work had been involved. Mr. Stevens noted the specific CARES Act funding requirements for nonprofit organizations to receive grants. He further noted ARPA funding covered COVID-related loss or relief, which offered a broader use for nonprofit organizations in the community. Mr. Stevens suggested money be designated for nonprofit use and each organization could apply for allocation if the Board wished. He added this was allowed under ARPA requirements. Mr. Stevens noted other projects were primarily CIP ones. He further noted five highlighted projects he felt had a higher sense of urgency with the balance of projects not time sensitive. Mr. Stevens noted Board input on one of the five highlights was the nonprofit use and the timeline for the process would need to be determined. He further noted the Housing Financial Analyst piece was another highlight within the FMS Department. Mr. Stevens added another item was the Marina, which encompassed the Billsburg Brewery building in meeting existing taproom capacity issues and structural concerns while continuing to serve County needs over the next five to 10 years with minimal investment. He indicated there was a sixth point on the list which addressed elimination of several bathroom touchpoints. Mr. Stevens noted CARES Act funding was being used for that project, but it would not be completed before the CARES Act deadline at the end of December 2021. He further noted supply issues had impacted installation. Mr. Stevens added the credit card waiver fees and possible extension with a Board decision in late November. Mr. Stevens stated the last item was the creation of a mowing/litter crew, which was time sensitive. He noted it could be created within the current year's savings with ongoing costs to address the needs. Mr. Stevens further noted General Services staff was not enough to address the growing number of requests. He added the lead time on this request addressed equipment and personnel and the financial breakdown of each component. Mr. Stevens noted other items could be addressed later.

Mr. Hipple asked if the sanitary sewer line improvements would be addressed under the James City Service Authority's (JCSA) budget.

Mr. Stevens noted he thought JCSA only had the funding to do that project and that ARPA funding could be used in that case. He further noted identification of existing septic systems with continual problems to address.

Mr. Hipple asked if the County would need to fund \$15 million of the approximately \$36 million project list.

Mr. Stevens recommended not funding the list in its entirety, but designating some items as future CIP projects at a cost of approximately \$12 million or more from the \$36 million. He noted there were potentially other areas within the current year's savings based on the Board's decision. Mr. Stevens further noted the increase in firefighter overtime due to vacancies, injuries, and staffing issues.

Mr. Hipple noted it had happened several years back with personnel and overtime. He further noted it was wise to monitor the cost.

Mr. Stevens stated the pressure on staff and time off versus overtime was preferred. He noted the pre-hiring of firefighters for Station No. 6 had helped reduce overtime with the delay of that station for several years. Mr. Stevens further noted an additional engine company had been instituted and the overhire personnel had been absorbed there along with the normal attrition rate of retirement.

Mr. Hipple asked if the General Services Administration building could possibly be moved to the Warhill land tract.

Mr. Stevens confirmed yes, adding this represented only the design piece without construction. He noted it was a good CIP project to move forward.

Mr. Hipple asked if the County's funding and the ARPA funds would address the list of projects.

Mr. Stevens confirmed yes. He noted the future CIP projects would be discussed during the upcoming budget process.

Mr. Hipple noted the \$5 million for the Purchase of Development Rights (PDR) program. He further noted \$1.5 million was needed for three traffic lights with those locations being Stonehouse District, Berkeley District, and Jolly Pond Road.

Mr. Stevens noted he would confirm the cost with Mr. Paul Holt, Director of Community Development. He further noted Jolly Pond Road met many of the signal warrants and with funding already in place that project was moving forward. Mr. Stevens added he would confirm that information and get back with Mr. Hipple on those points.

Ms. Larson asked about the additional overtime and the number of first responders out on workmen's compensation currently.

Mr. Stevens noted he would confirm with Fire Chief Ryan Ashe about the number, adding he did not think it was a substantial number.

Ms. Larson thanked Mr. Stevens.

Mr. Stevens noted there was no great staffing shortage in Public Safety, but vacancies tended to create a ripple effect. He further noted the impact of six positions while those firefighters were still in the academy impacted daily staffing. Mr. Stevens added he would get some information regarding that point for Ms. Larson.

Mr. Icenhour noted the project list was a good representative of allocations for the \$14.98 million. He further noted small areas to adjust were available, but commended staff for the excellent work and detail. Mr. Icenhour asked the timeline for a decision on the six highlighted areas Mr. Stevens had referenced earlier.

Mr. Stevens noted the sooner the Board gave an answer, the sooner those projects could move forward.

Mr. Icenhour noted the candid explanation of the items. He further noted his approval of those six items. Mr. Icenhour added the benefits of the credit card fees waived exceeded the cost and had aided collection recovery.

Ms. Sadler noted she was in favor of the six items. She further noted concerns with the tourism program not fully funded. Ms. Sadler added tourism was one of the main drivers in the area.

Ms. Larson questioned the touch-free zones in bathrooms. She asked if paper towels were being replaced with dryers.

Mr. Stevens did not think that was the case. He noted he would verify that point.

Ms. Larson and Ms. Sadler noted dryers were not as sanitary. Ms. Larson noted her endorsement of the six items.

Mr. McGlennon noted his overall endorsement, adding there were some areas for adjustment. He further noted he would like to see a tourism program.

Ms. Day noted she had attended a webinar earlier in the day where the state had announced a substantial program for destination marketing areas of which the local area was one such location. She further noted the specific portal and details would be available on Friday, November 12. Ms. Day added they would learn more about the state plans. Ms. Larson noted that funding would be going to marketing for the Williamsburg Tourism Council under the leadership of Ms. Vicki Cimino, Chief Executive Officer. She further noted that funding would not be going to Busch Gardens. Ms. Larson noted Ms. Cimino, under her charge and creation, could not do a specific destination.

Ms. Day concurred.

Ms. Larson hoped for an uptick in the marketing effort with the collaborative efforts.

Ms. Day noted when the findings were available, she would share them with the Board.

The Board thanked Ms. Day for the hard work.

Mr. Hipple noted he could support the entire list, but looked to the Board for direction.

Ms. Larson questioned the Ambler House and the amount of \$739,000 for that project. She noted she wanted to know the plan for the property. Ms. Larson further noted a recent wedding in which the couple was delighted with the venue, adding everything from water to bathrooms had to be brought in for the event. She stated she would like \$20,000 to go toward the Ambler House's exterior, particularly since someone was willing to use the site as a wedding venue. She noted the exterior improvements would be beneficial and reiterated with that type of investment in the property there should be a future plan for it.

Ms. Sadler concurred.

Ms. Larson noted her endorsement, but added she wanted some more details on the plan for the Ambler House.

At approximately 3:53 p.m., the Board recessed for a short break.

At approximately 3:59 p.m., the Board reconvened.

## 8. Legislative Agenda

Mr. Kinsman addressed the Board noting the legislative agenda was being informally presented as had been done in past years. He noted he would receive the Board's input, finalize it for the November 9, 2021 meeting, and discussion with local legislators at the November 23, 2021 meeting. Mr. Kinsman further noted each Board member had a copy of the legislation and he could address the information as the Board deemed.

Mr. Hipple asked if any Board member wanted to discuss or add any items.

Mr. Icenhour referenced the five items Mr. Kinsman had highlighted for the Board. He noted Mr. Kinsman's recommendation for a charter amendment was not listed. Mr. Icenhour



referenced the charter amendment to give the Board the power to only accept letters of credit or cash escrow instead of bonds. He noted the County was still paying for Settler's Market 15 years later with an unsettled bond issue, which was costing taxpayer money. Mr. Icenhour further noted the unlikelihood of a state law being passed in favor where a charter amendment could work. He referenced the charter amendment to address abandoned cars.

Mr. Kinsman noted that legislative piece did not get through the General Assembly, but it did succeed as a charter amendment.

Mr. Icenhour noted the problem of abandoned cars, but stressed this was a financial hardship on the County's taxpayers. He further noted the number of bond issues.

Mr. Kinsman noted few localities had the number of bond pulls as James City County had. He further noted a bond pull was likened to an insurance claim. Mr. Kinsman cited the example of a dented automobile and the how, why, and when of the repair. He noted the similarity to a bond pull, adding it was on a larger scale in some circumstances. He presented an example of a simpler bond pull would be minor infrastructure remaining in a neighborhood. Mr. Kinsman stated the County would make a claim on the bond company followed by a response with discussion between both parties going back and forth, engineering review, and a final decision as to the work either being completed or money to the County. He noted both scenarios had taken place in the County. Mr. Kinsman further noted a bond pull on a small scale was one thing, but the Settler's Market had been going on for 10 years.

Mr. Icenhour noted the amount of staff time and expenditure on the Settler's Market bond pull.

Mr. Kinsman noted that was true, particularly for the engineering and environmental staff who evaluated the situations.

Mr. Icenhour asked Mr. Kinsman to explain the process if a letter of credit was involved instead.

Mr. Kinsman noted a letter of credit was money set aside in the bank, which was held for the County. He further noted the County then would send a letter to the bank with the appropriate verbiage to match the originating document and request payment. Mr. Kinsman stated in his experience that check was cut and delivered to the County in those situations. He added the only option better was a cash escrow.

Ms. Sadler noted it was an easier process.

Mr. Kinsman confirmed yes. He added a letter of credit generally resulted in a check to the County in a timely manner.

Mr. Icenhour stated he wanted the item on the agenda to see if the legislators could work with the Board using the charter amendment approach.

Mr. Hipple asked Mr. Kinsman to add that item to the legislative agenda.

Mr. Kinsman confirmed yes.

Ms. Larson noted citizen input on a legislative agenda item. She further noted the results of a Virginia Housing Commission study were pending and thus the item was not on this year's agenda. Ms. Larson added the item dealt with homeowner control of homeowner associations.

Mr. Kinsman confirmed a letter had been sent to the Virginia Housing Commission study group. He noted the Commission's meetings coincided with the General Assembly. Mr. Kinsman further noted based on the citizen concerns, this route was more inclusive as opposed to incorporation into County Code change.

Mr. Icenhour noted the importance of addressing the concerns and protecting the citizens of James City County.

Mr. McGlennon noted Item No. 1.1 would probably not get picked up, but added the possibility of an increased state contribution to the cost of local education. He further noted recent report indicated Virginia was 41st in the country for state support per student while being one of the top 10 states in relation to income. Mr. McGlennon noted this meant the burden was on local governments to provide funding. He further noted the reference to impact fees under Item No. 1.3 with modification to some of the language. Mr. McGlennon referenced a request from the Chesapeake Bay Foundation in support of reauthorization of recently passed legislation encouraging reforestation which aided stormwater absorption and runoff. He noted Item 1.5 and the insertion of reforestation regarding the use of state funding. Mr. McGlennon noted qualified immunity and the need for discussion and knowledge prior to its incorporation into the legislative agenda.

Ms. Sadler asked how that would be done. She noted she wanted to protect police in the best way possible.

Mr. McGlennon agreed. He noted having an understanding of the issues and proposals.

At Mr. Hipple's request, Mr. Kinsman noted he could have an informational sheet to address the points Mr. McGlennon referenced. Mr. Kinsman noted that item was a late addition to last year's legislative agenda. He further noted he would provide the various legislation that had come before the General Assembly.

The Board thanked Mr. Kinsman.

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

### **1. Authorization for a Full-time Position and Use of American Rescue Plan Act Funds**

Ms. Larson asked if the Board could move forward with the Agenda as this item had been discussed earlier in the meeting.

A motion to move forward as the item had been previously discussed 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

### **2. Consideration of the James City County Comprehensive Plan, Our County, Our Shared Future: James City County 2045 Comprehensive Plan**

A motion to Accept Option A 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. Ellen Cook, Principal Planner, noted the County's draft 2045 Comprehensive Plan was before the Board for consideration. She further noted the amendments to the Plan as noted at

the Board's September 28, 2021 meeting. Ms. Cook stated the Board had requested additional information on the Croaker Road interchange area and the Moderate Density Residential designation. In a PowerPoint presentation, Ms. Cook highlighted the land use designations which indicated northeast and southeast interchange quadrants be removed from the Primary Service Area (PSA), redesignation of most parcels to Rural Lands with the two Historic Virginia Land Conservancy parcels redesignated to Community Character Conservation, Open Space or Recreation (CCOR) as shown in the presentation. She noted Option A if the Board decided to maintain the northeast and southeast quadrants inside the PSA, which would return 14 of the 16 parcels back to their current land use designation of Low Density Residential Neighborhood Commercial and Mixed Use as indicated in the PowerPoint presentation. Ms. Cook further noted the two remaining parcels, owned by the Land Conservancy, would be designated CCOR. She indicated the draft revised language as presented. Ms. Cook continued the presentation with Option B, which returned all 16 parcels to their Adopted 2035 Land Use designations. She added that designation included the two parcels owned by the Land Conservancy and indicated the revised language as presented. She noted, at the Board's request, that the Land Conservancy was comfortable with either option, but felt the CCOR designation was a better match to the conservation easement in addition to the parcel remaining within the PSA. Ms. Cook noted she would take any questions before moving to the next item.

Mr. Icenhour noted the Land Conservancy supported either option, though flexibility for farmland use was a consideration.

Ms. Cook noted Option A's land use designation allowed for the farmland use.

Mr. Hipple asked about the Land Conservancy's preference for land use designation.

Ms. Cook noted the indication had been toward Option A, but either option was acceptable.

Mr. Hipple asked if Option B kept the land designation in its current use.

Ms. Cook confirmed yes. She noted it was the designation per the 2035 Comprehensive Plan as Mixed Use.

Mr. Icenhour noted he was in favor of Option A. He further noted it matched the Land Conservancy's needs for use. Mr. Icenhour stated Option A allowed the 14 parcels to remain as Mixed Use per the 2035 Comprehensive Plan except the other two parcels of the Land Conservancy.

Mr. Hipple noted that was his question.

Mr. Icenhour confirmed yes.

Ms. Sadler asked the difference in the two options.

Ms. Cook noted the two Land Conservancy parcels were designated CCOR in Option A. She further noted those same parcels were designated Mixed Use in Option B.

Ms. Sadler asked the benefit of being in a CCOR category.

Ms. Cook noted the land use designations were the guiding vision for the property so it represented what staff, Planning Commission, and the Board would review if legislative cases arose.

Ms. Sadler questioned if the CCOR designation created more restrictions to the surrounding

properties under Option A.

Ms. Cook indicated no. She noted the guidance language in Mixed Use discussed buffering parcels in recognition of them as valuable assets.

With the unanimous approval of Option A, Ms. Cook moved to the second item for consideration, Moderate Density Residential designation in the draft 2045 Comprehensive Plan. She noted this designation had two levels of potential density. Ms. Cook identified the specifics to each level as shown in the PowerPoint presentation. She noted staff did not recommend changing the name now as there was no reference to High Density Residential areas on the draft 2035 Future Land Use Map.

A motion to Retain the current language 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

Ms. Sadler asked for background on this item.

Mr. Icenhour noted he had raised the question regarding designation. He further noted on the number of units per the two levels. Mr. Icenhour questioned the maximum number of 18.

Ms. Cook indicated that Mixed Use designation had a maximum of 18, but the revised one was 16.

Mr. Icenhour questioned the definition of High Density within the Comprehensive Plan and if so, did it identify the minimum number of units per acre and above.

Ms. Cook responded no. She noted the Comprehensive Plan only had Low Density Residential with previous plans having the one level of Moderate Density, but if the 2045 Comprehensive Plan was adopted then two levels would exist.

Mr. Icenhour noted concerns over High Density designation. He further noted the need to have the definition and questioned what the top end would be in that case. Mr. Icenhour noted four units per acre was the definition for Low Density Residential. He added the top end was not truly known for Moderate Density as the current numbers were now higher. Mr. Icenhour noted 16-18 units per acre was high for moderate designation, adding that was his personal opinion. He further noted citizen input did not want higher density within the PSA, but a lower density outside. Mr. Icenhour stated he felt these densities being discussed were not what citizens wanted.

Mr. Hipple stated he understood Mr. Icenhour's comments, but added the PSA was there to put the higher densities within it. He noted citizens indicating elevating and condensing in terms of building within the PSA to avoid spreading into rural areas outside of it .

Mr. Icenhour cited the City of Williamsburg as an example. He noted space restrictions there and the City would have to grow vertically in more dense areas. Mr. Icenhour further noted higher density within the PSA and the majority of citizens would not be happy with that as a vision for James City County.

Ms. Sadler asked if Level Two would be in a more densely populated area set up for that designation.

Ms. Cook confirmed yes. She noted there were a set of Moderate Density Residential designated parcels on the Future Land Use Map at various locations in the County. Ms. Cook

further noted staff needed to do a deeper analysis of which parcels qualified as Level One or Level Two and the nuances within the designations as opposed to a one size fits all approach.

Ms. Sadler noted the diversity within the County. She asked if both levels could exist with evaluation on the projects as they come forward.

Ms. Cook noted yes, adding Zoning Ordinances would need updated as the process was updated. She further noted additional details could be forthcoming. Ms. Cook noted the project would be evaluated against the established criteria of the designation.

Mr. Hipple asked if New Town would qualify as Level Two.

Mr. Icenhour noted parcels were designated on the map as Level Two.

Ms. Cook noted those areas were not pre-designated.

Mr. Icenhour noted the areas were Mixed Use with different level designations.

Ms. Cook confirmed yes.

Mr. Hipple asked if New Town, even at 16 units per acre, would qualify under the Level Two designation.

Ms. Cook noted New Town was designated Mixed Use which could have a maximum of 18 units per acre.

Mr. Icenhour asked about the varying densities within New Town.

Ms. Cook noted she was not sure of each specific density.

Mr. Icenhour cautioned intense development on small parcels and future problems. He emphasized the need for a clear definition of high density.

Discussion ensued.

Ms. Larson noted further discussion on density needed to be addressed. She further noted moving forward.

Mr. Hipple noted addressing the definition of low, medium, and high densities. He asked how this impacted current designations.

Ms. Cook noted the Board could change Moderate Density to High Density within the Plan. She further noted the Land Use Map would not have any areas designated as High Density Residential, adding it would be a designation with no immediate practical application.

Mr. Hipple noted the designation change could be incorporated into the next Comprehensive Plan review with this designation in its Land Use Map. He further noted that would then be reviewed by the Planning Commission as a recommendation to the Board of Supervisors. Mr. Hipple added the definition for High Density Residential could be incorporated at that stage.

Mr. Icenhour noted flexibility, but added that the Moderate Density number had increased over the years. He further noted there was a clear understanding of the Low Density definition.

Mr. McGlennon asked if there were developments over 16 units per acre currently in the County.

Ms. Cook noted she thought that was so, but was uncertain of which ones.

Mr. McGlennon noted some apartment buildings probably matched that criteria. He asked if those were classified.

Ms. Cook said some situations were incorporated with a master planned community and not specifically broken down regarding the density criteria.

Mr. McGlennon noted several apartment complexes such as Conway Gardens with multiple units per building exceeded the 16-18 units per acre.

Ms. Cook noted if the complexes were nonconforming and zoned R-5, then the maximum density would be 12.

Mr. McGlennon asked if there was a maximum then for multifamily use.

Ms. Cook noted she was referencing the R-5 Zoning District.

Mr. McGlennon asked if a Zoning District had a restriction on density, why was that not a more generally understood point.

Mr. Icenhour noted this referenced a previous discussion point on developable versus non-developable. He further noted the example of 100 acres with four units per acre, but 50% was swamp land so the bulk of the units went on the remaining 50% with eight units on the developable land. Mr. Icenhour referenced the floating scale on properties with those parameters. He noted few cases had come before the Board previously, but he felt there would be more in the future and the impact on the community. Mr. Icenhour further noted developers will push for the maximum number of units on the land and the Board needs to be prepared.

Ms. Cook noted Mr. Holt had shared information regarding protections in place if this particular issue was put on hold. She further noted the current Zoning Ordinances which would implement the current Comprehensive Plan were based on past Comprehensive Plans. Ms. Cook stated the current R-5 Zoning District had a limit of 12 units, which would require an amendment to move forward. She referenced the legislative cases that could come before the Board and the language regarding the number of units and public benefit factors. Ms. Cook added that allowed the Board to consider those factors in reviewing and voting on land cases.

Mr. Icenhour noted the issue would need to be addressed when reviewing Ordinances and Land Use cases. He stated his need to address the potential problems in this area.

Ms. Larson asked if the wording would remain, but the density question could be addressed later.

Mr. Icenhour confirmed yes.

Ms. Larson indicated no motion was needed.

Mr. McGlennon agreed.

Mr. Hipple concurred, saying no changes would be made.

Mr. McGlennon noted discussion on the draft 2045 Comprehensive Plan since the Public Hearing, adding there were some areas to address for the next planning process. He further

noted as a procedural point if the Comprehensive Plan vote should be done at a regular Board meeting as opposed to the current Work Session meeting. Mr. McGlennon added if the draft 2045 Comprehensive Plan was voted and approved at the November 9, 2021 meeting, it allowed citizens another opportunity to speak during Public Comment.

Ms. Sadler noted she was ready to move forward. She further noted public input had been heard for several months.

Mr. Hipple noted he was ready to move ahead. He asked the others for their thoughts.

Ms. Larson stated she felt staff was thinking the Board would move ahead at this meeting. She noted she was ready to move ahead acknowledging Mr. McGlennon's comments.

Mr. Hipple sought a motion for approval.

Ms. Larson asked about the interior lighting in the boardroom. She added the lighting was very dim.

Mr. Stevens noted the online presentation was better. He further noted the technicians thought the system could be reset and possibly work, but were unsure. He extended his apologies. Mr. Stevens added the lighting issues would be resolved for the November 9, 2021 meeting.

Ms. Larson noted the issues of being able to see.

Mr. McGlennon noted the possibility of a small reading lamp.

## **G. BOARD REQUESTS AND DIRECTIVES**

At approximately 4:52 p.m., Ms. Sadler excused herself from the meeting.

At approximately 4:56 p.m., Ms. Sadler returned to the meeting.

Mr. Icenhour noted he had attended the Hampton Roads Transportation Planning Organization (HRTPO) and Hampton Roads Planning District Commission (HRPDC) meetings. He further noted the meetings were the day after an hour and a half at a dead stop on the Willoughby Spit bridge. Mr. Icenhour highlighted a piece of information from the HRTPO meeting that congestion pricing, also known as tolls on High-Occupancy Vehicle (HOV) lanes, would be coming to the Peninsula. He noted the state had done some research in that area, adding that could pose some issues for County citizens. He further noted he was unsure about the implementation and who would receive the revenue.

Mr. Hipple noted Hampton Roads Transportation Accountability Committee (HRTAC) was due to receive the largest portion and the Virginia Department of Transportation (VDOT) receiving funding for the gantries. He further noted this would be implemented on Interstate 64 (I-64) at the Jefferson Avenue area where the HOV lanes start. Mr. Hipple added the existing HOV lane would be used as part of the gantry and that lane would be available at a price (toll) for usage.

Mr. Icenhour continued noting the boring machine for the Hampton Roads Bridge Tunnel (HRBT) project would be arriving in November 2021. He noted boring would begin in August 2022 and end in August 2024 with a September 2025 completion date. Mr. Icenhour further noted the HRTPO's legislative agenda included the 29-mile gap on I-64 as a high priority with an estimated \$600-700 million price tag. He added HRTPO was looking for toll relief from the Elizabeth River, but he questioned that possibility. Mr. Icenhour noted some requests for

passenger rail service and alternatives to the fuel tax. He further noted the HRPDC was discussing the SAIL250 or semiquincentennial (250th) anniversary of the country's independence. Mr. Icenhour stated the anniversary was slated to begin shortly after the HRBT opening and the offshore wind project completion. He noted several other items on the legislative agenda included state support of school construction, local ability to protect and expand tree canopy, and relief for public notifications.

Ms. Sadler noted her virtual attendance at the Regional Jail Board meeting along with Mr. Stevens. She further noted her attendance at the Agricultural and Forestal District (AFD) Board meeting and the Economic Development Authority (EDA) meeting. Ms. Sadler added during the EDA meeting, it was announced the Southern Economic Development Corporation, who presented James City County with its second award for participation in Virginia 30-Day Fund, would be returning to the Historic Triangle for its annual conference in 2023. She noted a presentation on local shopping was also made at the EDA meeting and provided the specifics of the program. Ms. Sadler further noted the proposed locations for the program and card purchase were at Merchants Square in Williamsburg, Riverwalk in Yorktown and New Town, and/or Premium Outlets in James City County.

Ms. Larson noted her attendance at the Grand Opening of The Maine of Williamsburg with Mr. McGlennon. She further noted The Maine of Williamsburg was the new event space at 2580 John Tyler Highway with over 50 weddings already slated for the location. Ms. Larson noted she had an upcoming Tourism meeting, as well as the upcoming Virginia Association of Counties (VACo) meeting. She further noted her attendance at the Peninsula Chamber of Commerce for a Women in Leadership breakfast. She added one of the presenters was a County business owner, Ms. Kathy Howell, who worked with the EDA and represented James City County very well.

Mr. McGlennon noted Ms. Larson's comments at the opening of The Maine of Williamsburg were excellent. He further noted her efforts in a successful fundraiser to assist a community member experiencing serious health setbacks. Mr. McGlennon noted his attendance at the opening of the Community Action Agency, now operating under ACE, for the new preschool and prep academy at Poplar Hall. He further noted the Honorable Senator Monty Mason and Ms. Rebecca Vinroot, Director of Social Services, and the session on addressing the needs of young people who age out of the foster care system, particularly in relation to a workplace connection. Mr. McGlennon added Career Works had opened at the Virginia Peninsula Community College Historic Triangle Campus with support staff from surrounding localities for that office. He noted some of the programs and opportunities there.

Ms. Larson followed up on the two retirees who were recognized earlier in the meeting. She noted the recognition of County staff and years of service. Ms. Larson further noted 49 years of service held a lot of County information and institutional knowledge. She commended 31 years of service and maintaining two jobs during his tenure. Ms. Larson noted the importance of retiree recognition and expressing appreciation for the time and dedication of those employees.

Mr. Stevens noted his appreciation of the Board's recognition. He added some employees were not willing to be up front at the meetings, but were very appreciative of the recognition.

Mr. Hipple noted he and Mr. Stevens attended the Mayors and Chairs event yesterday. He further noted one point of discussion at the event focused on crime and its impact on communities and stress levels. Mr. Hipple noted the discussion also focused on the regional viewpoint and educating community members. He further noted that was the reason he asked Chief Peterson to bring in SRO Ferriero and discuss what James City County was doing in this area, particularly in light of other localities cancelling that resource. Mr. Hipple encouraged community members to reach out to the police officers and get to know them as well as Fire



and Emergency Management Services (EMS) personnel.

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

Mr. Stevens noted the Williamsburg Health Foundation awarded its annual 2021 award to the Emergency Management Departments of James City County, York County, and the City of Williamsburg in honor of their efforts and innovations during the pandemic. He further noted the community benefited from this collaborative effort, adding each locality received a \$5,000 grant to further the collaborative work with the community-based organizations. Mr. Stevens expressed his appreciation to the Williamsburg Health Foundation for the award and to commend the Emergency Management staff for its efforts.

## **I. CLOSED SESSION**

Mr. Hipple read the items of the Closed Session discussion.

Mr. Kinsman clarified part of the discussion involved the County-City School contract.

A motion to Enter a 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

At approximately 5:08 p.m., the Board entered Closed Session.

At approximately 5:37 p.m., the Board re-entered Open Session.

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

A motion to Certify the 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

2. Appointment - Colonial Community Criminal Justice Board

A motion to Appoint to the Colonial Community Criminal Justice Board Judge Josh DeFord for a term that will extend to July 31, 2023, 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

3. Appointment of the Natural and Cultural Assets Mapping Committee

A motion to Appoint to the following candidates for appointment to the Natural and Cultural Assets Mapping Committee for the time of expiration of the Committee and the report comes back to the Board for the nomination of Adrienne Frank, Mary Bressler, Jay Everson, Jennifer Kritenzberger, Matthew Woolsey, Deborah Bussert, Bruce Abbott, and Alain Outlaw 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

4. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, pursuant to Section 2.2-3711 (A)(6) and (A)(8) of the Code of Virginia, pertaining to the contract between WJCC Schools and James City County and the City of Williamsburg

## **J. ADJOURNMENT**

1. Adjourn until 5 p.m. on November 9, 2021 for the Regular Meeting

A motion to Adjourn 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

At approximately 5:40 p.m., Mr. Hipple adjourned the Board of Supervisors.

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Toni E. Small, Director Stormwater and Resource Protection Division

SUBJECT: Abandonment and Dedication of a Portion of Six Mount Zion Road

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	AM-4.3	Exhibit
☐	Map	Exhibit
☐	Plat	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Engineering & Resource Protection	Small, Toni	Approved	11/3/2021 - 8:03 AM
Development Management	Holt, Paul	Approved	11/3/2021 - 8:10 AM
Publication Management	Daniel, Martha	Approved	11/3/2021 - 8:18 AM
Legal Review	Kinsman, Adam	Approved	11/3/2021 - 8:47 AM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:27 PM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 8:10 AM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:37 AM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Toni E. Small, Director of Stormwater and Resource Protection

SUBJECT: Abandonment and Dedication of a Portion of the Right-of-Way of Six Mount Zion Road, Route 600

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Attached is a resolution requesting acceptance of the realignment of a portion of Six Mount Zion Road, Route 600, which is proposed as a public right-of-way into the State Secondary Highway System. The portion proposed for acceptance is between the intersection of Six Mount Zion and Fieldstone Parkway and approximately 500 feet east of the intersection of Six Mount Zion and Ware Creek Road. The portion that was realigned is shown in red on the attached map. Additionally portions of previous right-of-way are proposed for abandonment and are noted on the record plat dated October 18, 2018, Document No. 180016698. The street has been inspected and approved by representatives of the Virginia Department of Transportation (VDOT) as meeting the minimum requirements for secondary roadways.

VDOT's Secondary Street Requirements (SSR), effective January 2005, outline processes on how streets are designed, constructed, and officially accepted for maintenance as part of the Secondary System of State Highways. Upon the satisfactory completion of construction of streets, VDOT advises and coordinates with the local governing body of the street's readiness for acceptance through the use of VDOT's Form AM-4.3. As part of the initial acceptance process, the County Board of Supervisors must request, by resolution, that VDOT accept the street for maintenance as part of the Secondary System of State Highways. Administrative procedures outlined in the SSR/24VAC30-92-70 lists criteria for street acceptance and what information is required on the local resolution. Once the resolution is approved, the signed Form AM-4.3 and the resolution are then returned to VDOT. VDOT then officially notifies the locality of the street's acceptance into the Secondary System of State Highways and the effective date of such action. This notification serves as the start of VDOT maintenance responsibility. As part of the process, the County will hold an appropriate amount of subdivision or public improvement surety for the roadway, as required by local Ordinances, until the acceptance process is complete. Also, within 30 days of the local governing body's request (resolution), VDOT requires a maintenance surety to be posted by the developer to guarantee performance of the street for one year from the date of acceptance.

Staff recommends the adoption of the attached resolution.

TES/md  
AbdDed6MtZionRd-mem

Attachments:

1. Resolution
2. AM-4.3
3. Map
4. Plat

## **RESOLUTION**

### **ABANDONMENT AND DEDICATION OF A REALIGNED PORTION**

### **OF THE RIGHT-OF-WAY OF SIX MOUNT ZION ROAD, ROUTE 600**

WHEREAS, the property constituting Route 600, known as Six Mount Zion Road, is owned in fee simple by the Commonwealth of Virginia; and

WHEREAS, the Commissioner of Highways may declare any highway in the Secondary State Highway System abandoned when it has been or is altered and a new highway that serves the same users as the old highway is constructed as a replacement and approved by the Commissioner of Highways; and

WHEREAS, a portion of Route 600 has been realigned and a new segment constructed to standards equal to the Virginia Department of Transportation's (VDOT) Secondary Street Acceptance Requirements as a requisite for acceptance for maintenance as part of the Secondary System of State Highways; and

WHEREAS, the record plat and VDOT Form AM-4.3, attached and incorporated herein as part of this resolution, define adjustments required in the Secondary System of State Highways as a result of such realignment; and

WHEREAS, certain segments identified on the incorporated Form AM-4.3 appear to no longer serve public convenience and should be abandoned as a part of the Secondary System of State Highways; and

WHEREAS, the VDOT has inspected the realigned Route 600 and found it to be acceptable for maintenance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the old segments of Route 600, identified on the attached Form AM-4.3, are no longer needed as part of the Secondary System of State Highways as the new road serves the same citizens as the old road and it is hereby requested these segments be abandoned by VDOT and the Commissioner of Highways pursuant to Section 33.2-912 of the Code of Virginia, 1950, as amended.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, requests VDOT and the Commissioner of Highways to add and maintain the segments identified on the attached Form AM-4.3 to the Secondary System of State Highways, pursuant to the alternative procedure in Section 33.2-705 of the Code of Virginia, 1950, as amended, and any applicable regulatory requirements.

BE IT FINALLY RESOLVED that a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

---

Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

---

Teresa J. Fellows  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of  
November, 2021.

SixMntZionRealnmnt-res

## In James City County

37821384

by Resolution of the governing body adopted

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): \_\_\_\_\_

### Report of Changes in the Secondary System of State Highways

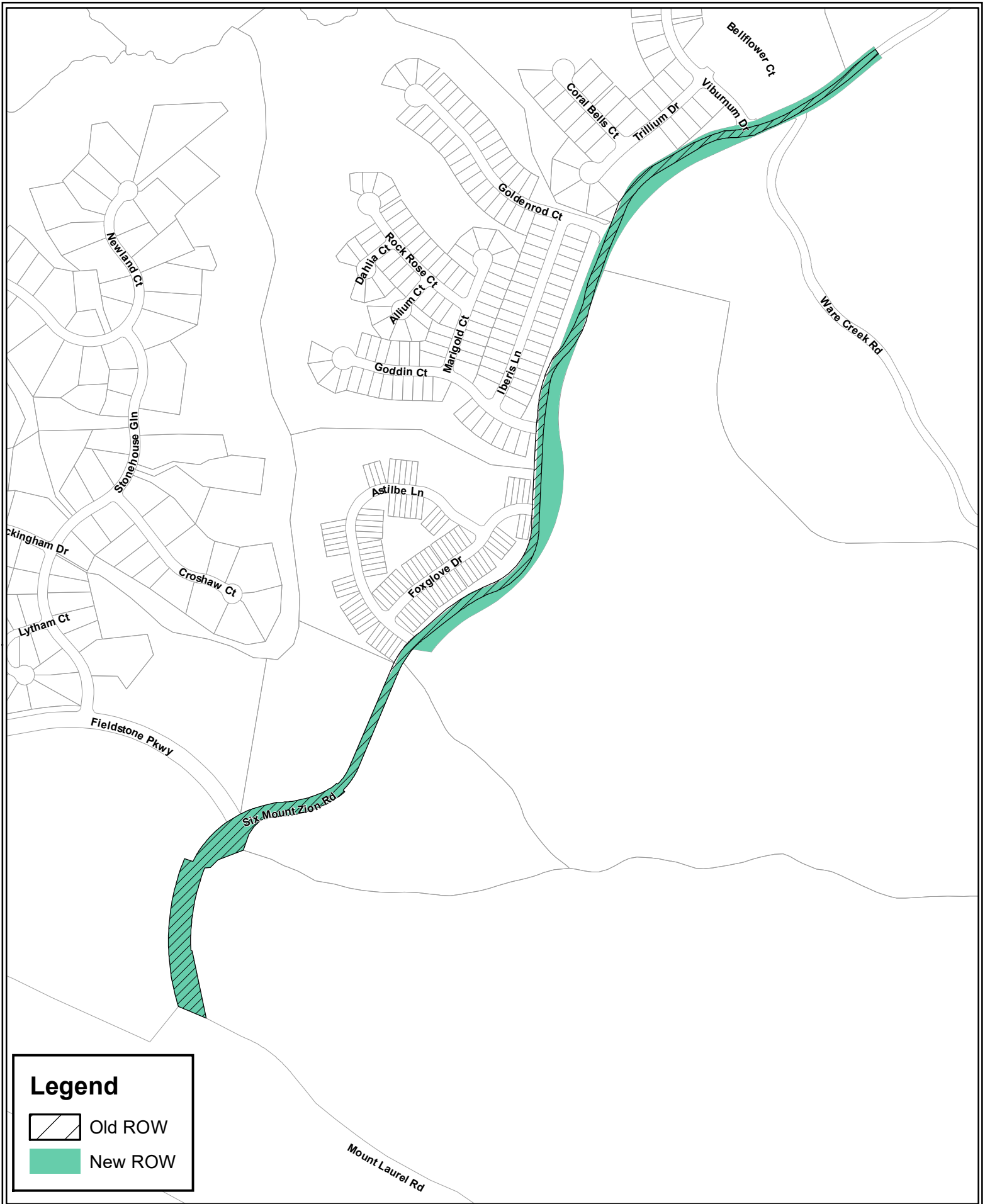
Project/Subdivision: Stonehouse, Six Mount Zion Road

Realignment-Abandonment - Non-Project §33.2-912

Rte Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
600	Six Mount Zion	Fieldstone Parkway intersection, Rt. 1220	Ware Creek road intersection, Rt.606	1.05			

Realignment-Add - Developer Relocated VDOT Roadway §33.2-705

Rte Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
600	Six Mount Zion	Fieldstone Parkway, Rt. 1220	Ware Creek Road, Rt. 606	1.04	2	180016698	60



## Legend

-  Old ROW
-  New ROW



1 inch = 613 feet  
0 310 620 Feet

## Six Mount Zion Rd Realignment



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be.

Copyright James City County GIS Office 10/21/2021  
M:\Departments\Environmental\Joel\SixMtZion.mxd



180016698

AREA SUMMARY:

DEDICATION AREA SUMMARY:

TM 0630100005 0.211 acres  
TM 0630100006 1.139 acres  
0.003 acres  
1.142 total acres  
TM ~~0630100011~~ 2.338 acres  
~~0540100011~~ 0.008 acres  
2.346 total acres  
TM 0540100012 1.184 acres  
TM 0540100015 0.190 acres  
0.451 acres  
0.040 acres  
0.681 total acres

5.564 total acres dedicated

REMAINING ACREAGES AFTER DEDICATION:  
(parcel acreages listed are per assessor records)

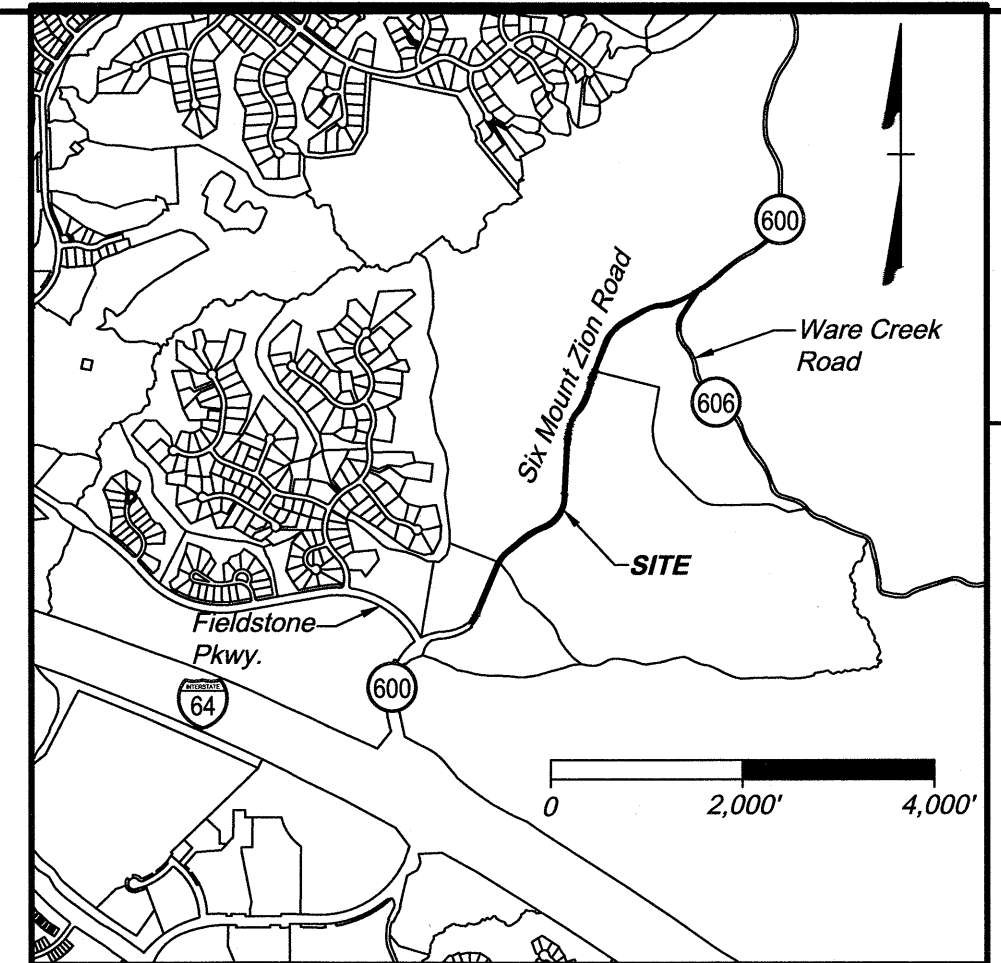
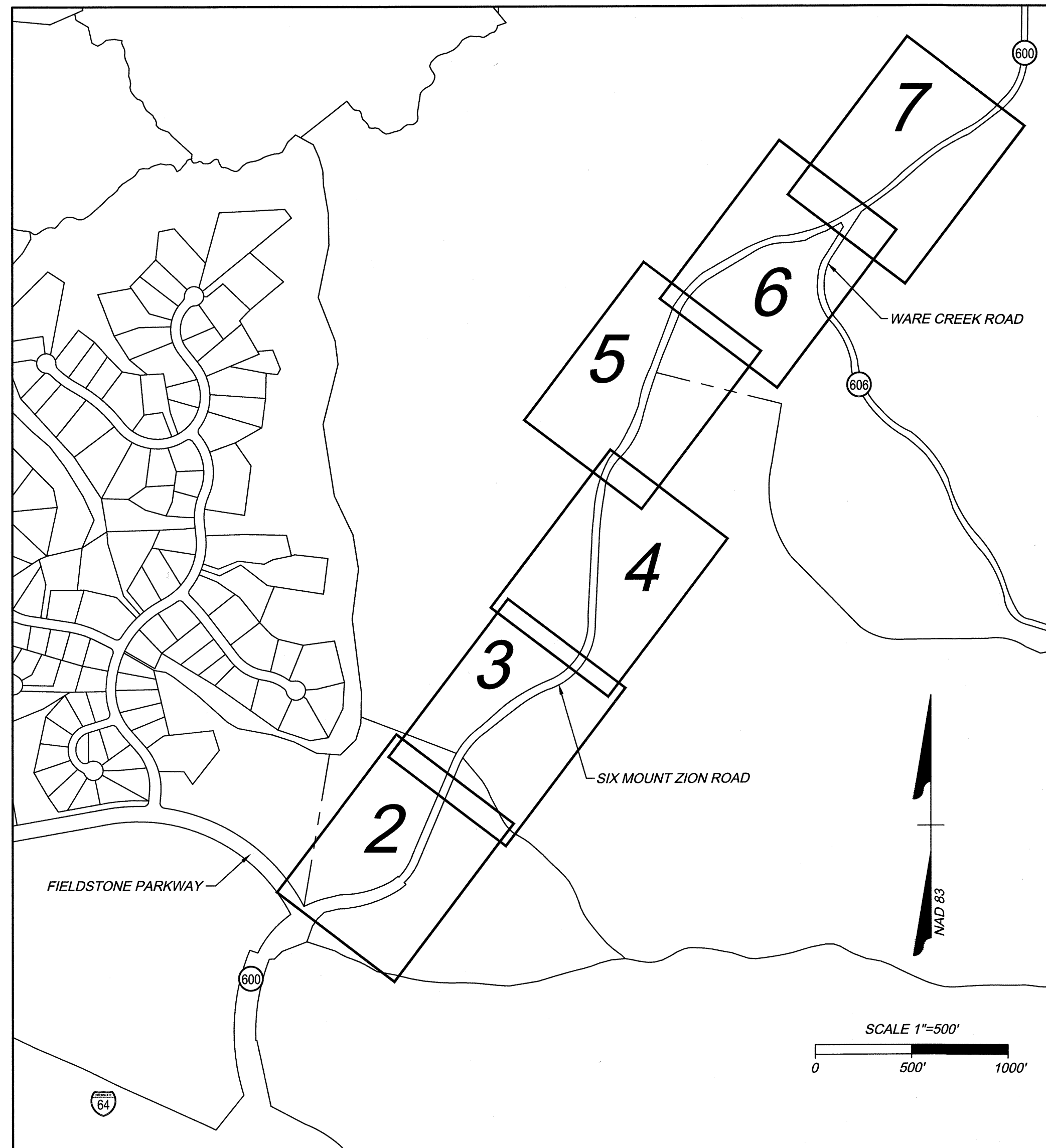
TM 0630100005 (3,031.43 acres - 0.211 acres) = 3,031.219 acres  
TM 0630100006 (38.74 acres - 1.142 acres) = 37.598 acres  
TM ~~0630100011~~ (158 acres - 2.346 acres) = 155.654 acres  
~~0540100011~~  
TM 0540100012 (20.13 acres - 1.184 acres) = 18.946 acres  
TM 0540100015 (262.39 acres - 0.681 acres) = 261.709 acres

ABANDONED AREA SUMMARY:

0.687 acres  
0.375 acres  
0.161 acres  
1.223 total acres

SURPLUSED AREA SUMMARY:

0.059 acres  
0.275 acres  
0.075 acres  
0.233 acres  
0.030 acres  
0.064 acres  
0.364 acres  
0.006 acres  
0.013 acres  
1.119 total acres



VICINITY MAP  
(1" = 2000')

SHEET INDEX

SHEET 1 INDEX  
SHEET 2-7 GEOMETRY  
SHEET 8 LINE & CURVE TABLES

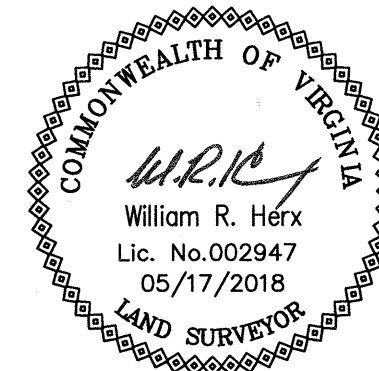
City of Williamsburg & County of James City  
Circuit Court; This PLAT was recorded on  
10-18-2018  
at 12:53 AM/PM PB PG  
Document # 180016698  
MONA A. FOLEY, CLERK  
Mona A. Foley, Clerk

8 Large/Small Plat(s) Recorded  
herewith as # 180016698

EO Connor DC

VIRGINIA: CIRCUIT COURT OF THE CITY OF  
WILLIAMSBURG & COUNTY OF JAMES CITY:  
I CERTIFY THAT THE DOCUMENT TO WHICH THIS  
AUTHENTICATION IS AFFIXED IS A TRUE COPY OF  
A RECORD IN THIS COURT AND I AM THE  
CUSTODIAN OF THAT RECORD.  
MONA A. FOLEY, CLERK  
By: Elizabeth O'Connor, Dep. Clerk

JCC Subdivision Agent E6C  
Approval Not Required



Plat Showing  
Right-of-Way Dedications  
to Commonwealth of Virginia  
for the Realignment of  
Six Mount Zion Road

Stonehouse District, James City County, Virginia

Stonehouse District	James City County, VA
DATE: May 17, 2018	SCALE: 1" = 50'
SHEET 1 of 8	J.N.:34549.005
DRAWN BY: W.R. Herx	CHECK BY: W.R. Herx
REV: May 23, 2018 - comments	

CERTIFICATE OF APPROVAL:

26 Sep 2018  
Date

Virginia Department of Transportation

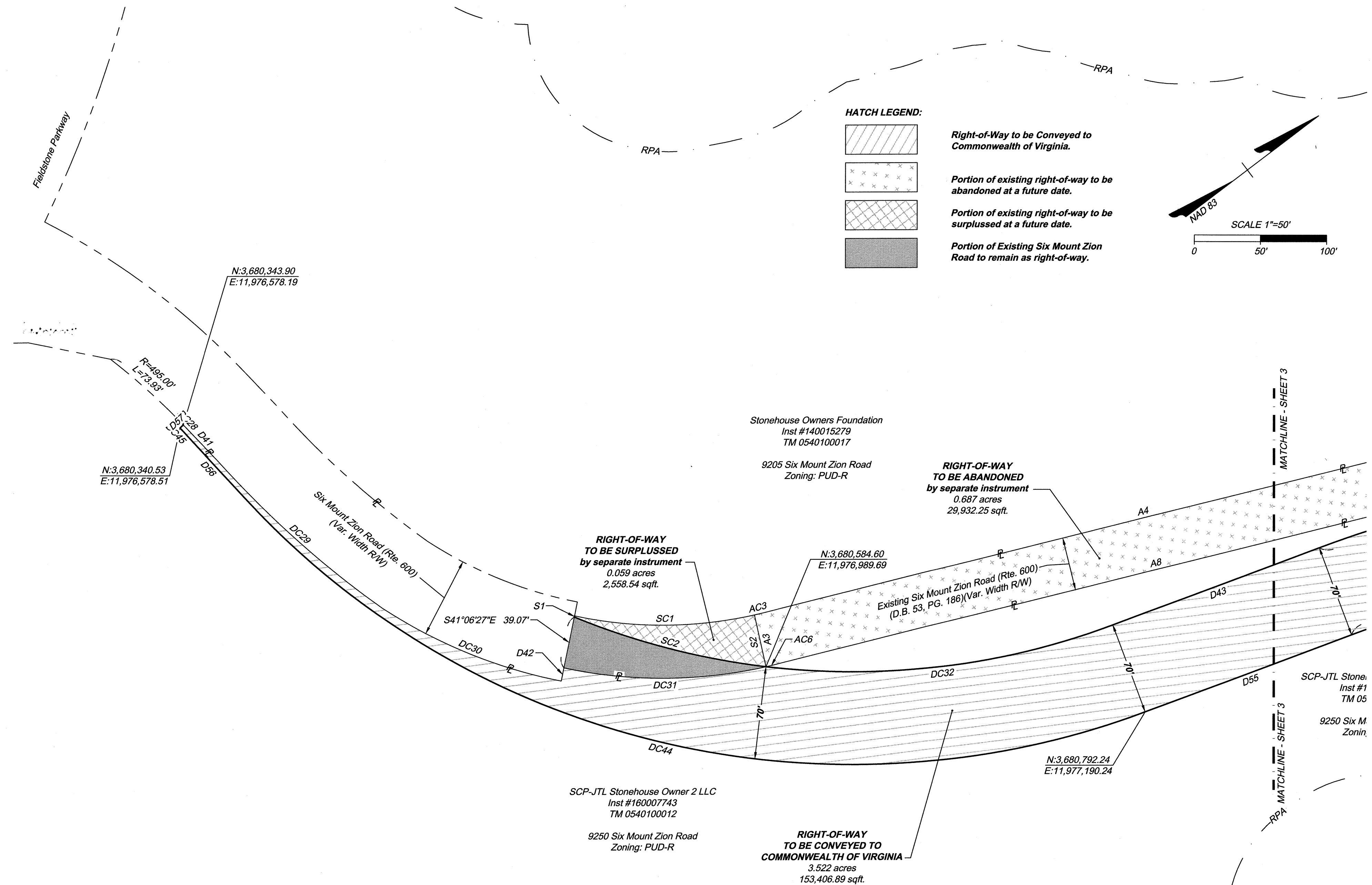
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180016698

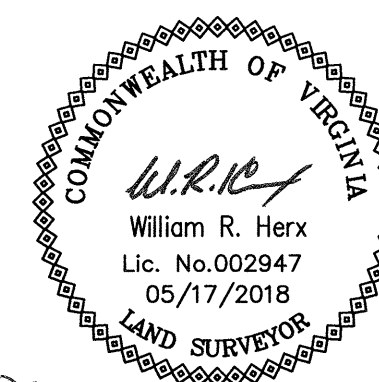


Plat Showing  
Right-of-Way Dedications  
to Commonwealth of Virginia  
for the Realignment of  
Six Mount Zion Road  
Stonehouse District, James City County, Virginia

Stonehouse District	James City County, VA
DATE: May 17, 2018	SCALE: 1" = 50'
SHEET 2 of 8	J.N.:34549.005
DRAWN BY: W.R. Herx	CHECK BY: W.R. Herx
REV: May 23, 2018 - comments	

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City of Williamsburg & County of James City  
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Mona A. Foley, Clerk



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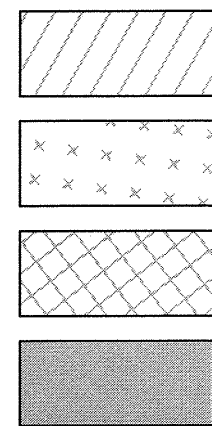
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HATCH LEGEND:

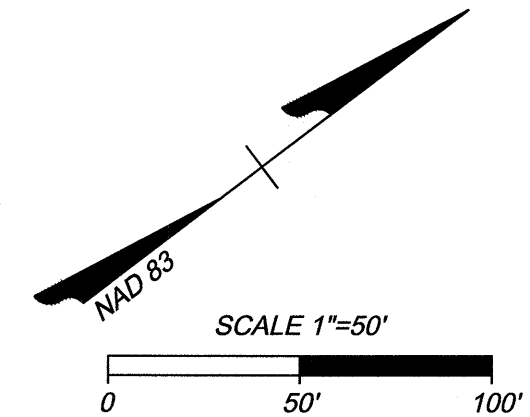


Right-of-Way to be Conveyed to Commonwealth of Virginia.

Portion of existing right-of-way to be abandoned at a future date.

Portion of existing right-of-way to be surplusped at a future date.

Portion of Existing Six Mount Zion Road to remain as right-of-way.



SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM 0540100015

9531 Six Mount Zion Road  
Zoning: PUD-R

RIGHT-OF-WAY  
TO BE ABANDONED  
by separate instrument  
0.687 acres  
29,932.25 sqft.

RIGHT-OF-WAY  
TO BE SURPLUSPED  
by separate instrument  
0.275 acres  
11,977.76 sqft.

RIGHT-OF-WAY  
TO BE CONVEYED TO  
COMMONWEALTH OF VIRGINIA  
3.522 acres  
153,406.89 sqft.

RIGHT-OF-WAY  
TO BE CONVEYED TO  
COMMONWEALTH OF VIRGINIA  
0.040 acres  
1,762.41 sqft.

SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM 0540100012

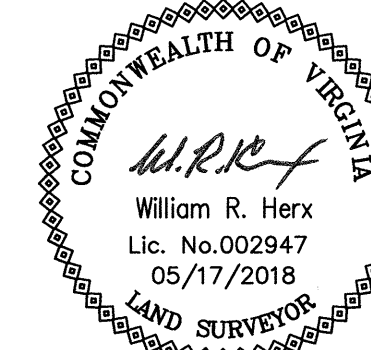
9250 Six Mount Zion Road  
Zoning: PUD-R

SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM 0540100011

9250 Six Mount Zion Road  
Zoning: PUD-R

8 Large/Small Plat(s) Recorded  
herewith as # 180016698

City of Williamsburg & County of James City  
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MONA A. FOLEY, CLERK  
Mona A. Foley, Clerk  
Eileen M. DC



Plat Showing  
Right-of-Way Dedications  
to Commonwealth of Virginia  
for the Realignment of  
Six Mount Zion Road  
Stonehouse District, James City County, Virginia

Stonehouse District	James City County, VA
DATE: May 17, 2018	SCALE: 1" = 50'
SHEET 3 of 8	J.N.:34549.005
DRAWN BY: W.R. Herx	CHECK BY: W.R. Herx
REV: May 23, 2018 - comments	

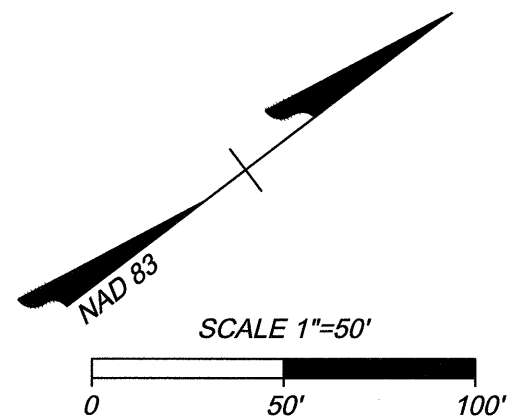
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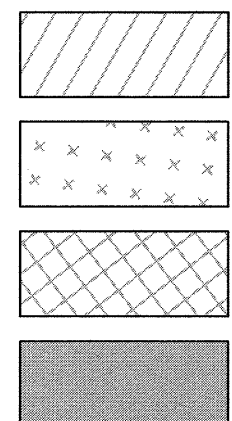
Site Development Residential Infrastructure Technology

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180016698



**HATCH LEGEND:**



- Right-of-Way to be Conveyed to Commonwealth of Virginia.
- Portion of existing right-of-way to be abandoned at a future date.
- Portion of existing right-of-way to be surplussed at a future date.
- Portion of Existing Six Mount Zion Road to remain as right-of-way.

SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM 0540100015  
9531 Six Mount Zion Road  
Zoning: PUD-R

**RIGHT-OF-WAY  
TO BE SURPLUSSED  
by separate instrument**  
0.233 acres  
10,137.82 sqft.

**RIGHT-OF-WAY  
TO BE ABANDONED  
by separate instrument**  
0.375 acres  
16,356.37 sqft.

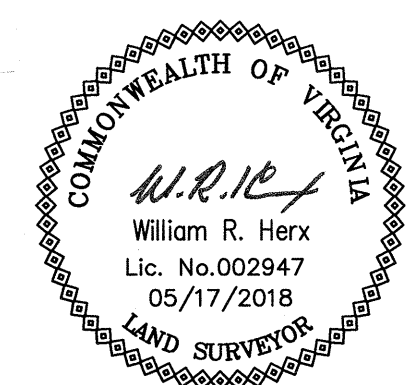
**RIGHT-OF-WAY  
TO BE CONVEYED TO  
COMMONWEALTH OF VIRGINIA**  
3.522 acres  
153,406.89 sqft.

**RIGHT-OF-WAY  
TO BE SURPLUSSED  
by separate instrument**  
0.075 acres  
3,254.66 sqft.

SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM ~~0030100011~~  
**0540100011**  
9250 Six Mount Zion Road  
Zoning: PUD-R

8 Large/Small Plat(s) Recorded  
herewith as # **180016698**

City of Williamsburg & County of James City  
Circuit Court: This PLAT was recorded on  
10-18-2018  
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Document # 180016698  
MONA A. FOLEY, CLERK  
Mona A. Foley, Clerk  
EOTonor DC



Plat Showing  
Right-of-Way Dedications  
to Commonwealth of Virginia  
for the Realignment of  
Six Mount Zion Road  
Stonehouse District, James City County, Virginia

Stonehouse District	James City County, VA
DATE: May 17, 2018	SCALE: 1" = 50'
SHEET 4 of 8	J.N.:34549.005
DRAWN BY: W.R. Herx	CHECK BY: W.R. Herx
REV: May 23, 2018 - comments	

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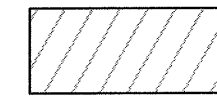
Site Development | Residential | Infrastructure | Technology

**TIMMONS GROUP**

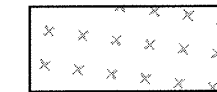


180016698

HATCH LEGEND:



Right-of-Way to be Conveyed to Commonwealth of Virginia.



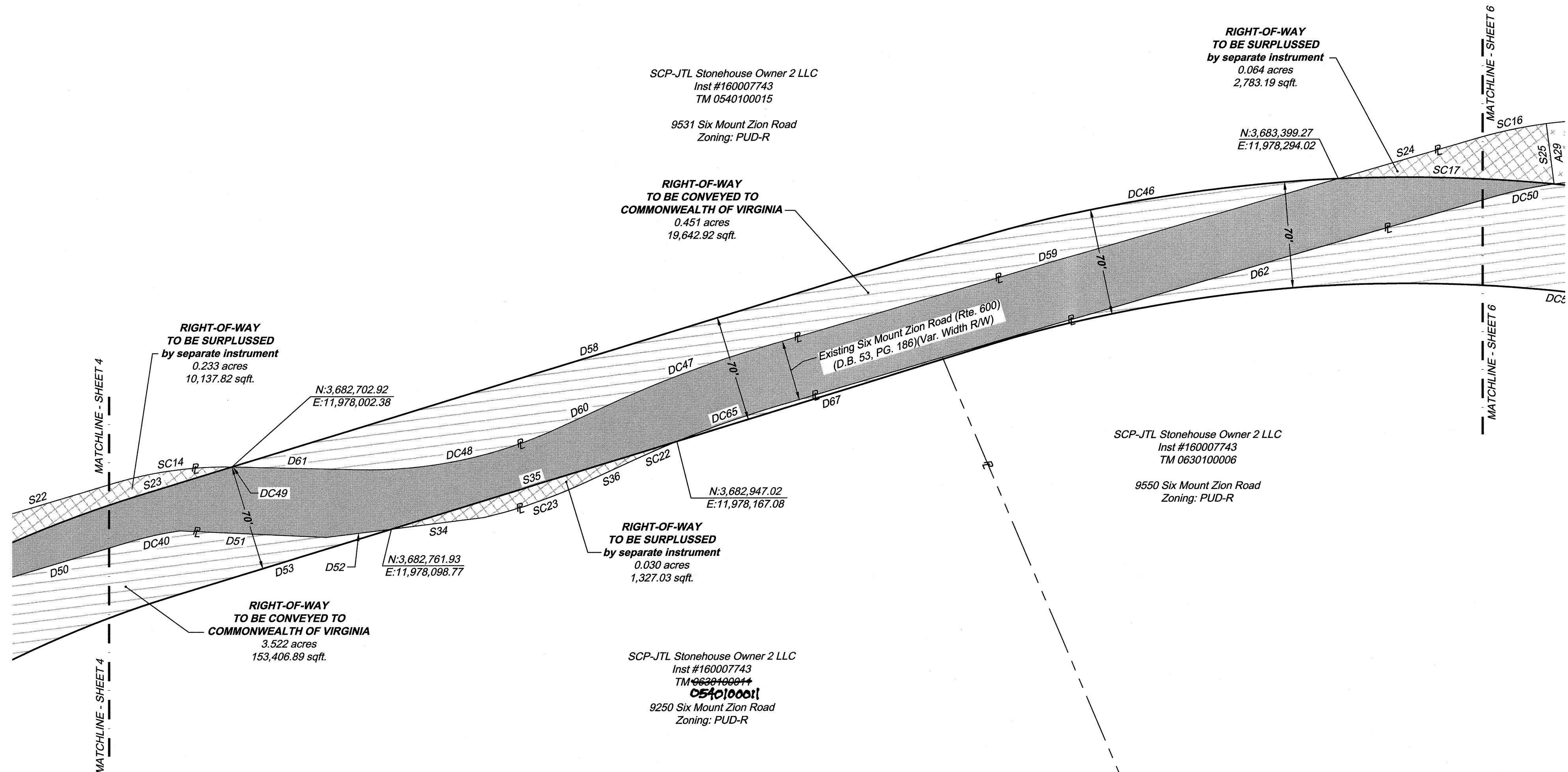
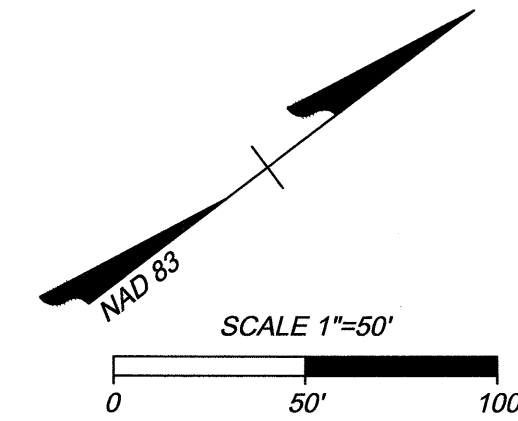
Portion of existing right-of-way to be abandoned at a future date.



Portion of existing right-of-way to be surplussed at a future date.

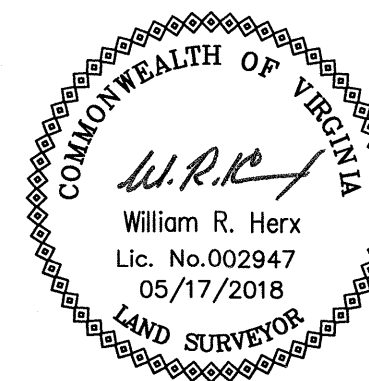


Portion of Existing Six Mount Zion Road to remain as right-of-way.



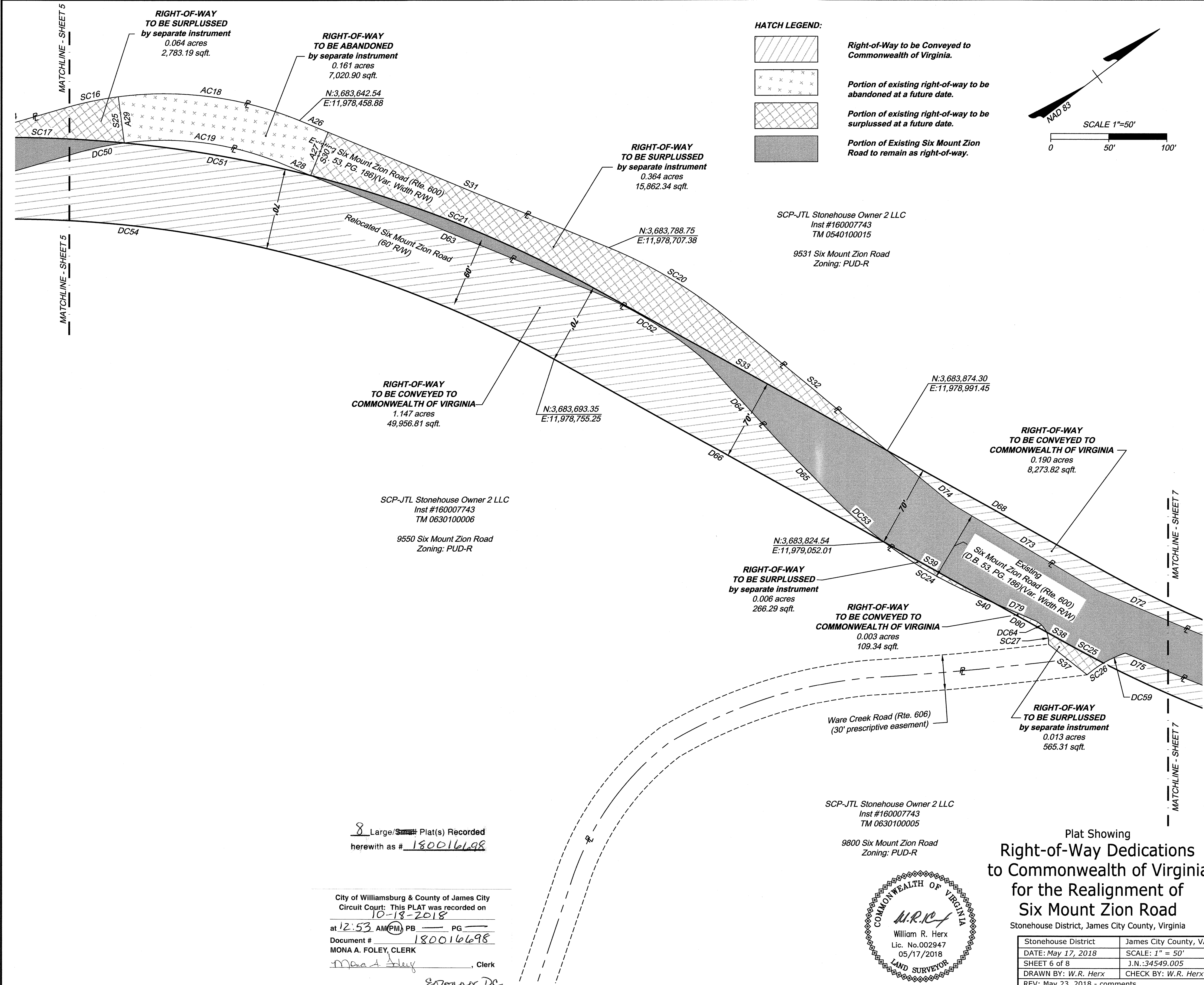
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City of Williamsburg & County of James City  
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Document # 180016698  
MONA A. FOLEY, CLERK  
Mona A. Foley, Clerk



Plat Showing  
Right-of-Way Dedications  
to Commonwealth of Virginia  
for the Realignment of  
Six Mount Zion Road  
Stonehouse District, James City County, Virginia

Stonehouse District	James City County, VA
DATE: May 17, 2018	SCALE: 1" = 50'
SHEET 5 of 8	J.N.:34549.005
DRAWN BY: W.R. Herx	CHECK BY: W.R. Herx
REV: May 23, 2018 - comments	



**HATCH LEGEND:**

- Right-of-Way to be Conveyed to Commonwealth of Virginia.
- Portion of existing right-of-way to be abandoned at a future date.
- Portion of existing right-of-way to be surplussed at a future date.
- Portion of Existing Six Mount Zion Road to remain as right-of-way.

**Scale and Orientation:**  
NAD 83  
SCALE 1"=50'  
0 50' 100'

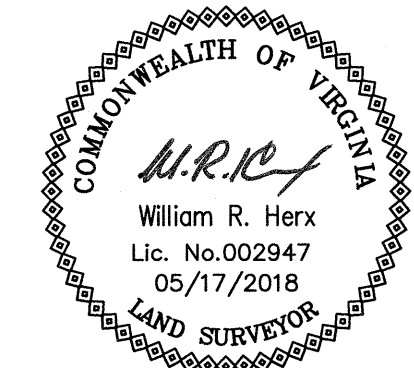
SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM 0630100006  
9550 Six Mount Zion Road  
Zoning: PUD-R

SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM 0540100015  
9531 Six Mount Zion Road  
Zoning: PUD-R

SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM 0630100005  
9800 Six Mount Zion Road  
Zoning: PUD-R

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herewith as # 180016698

City of Williamsburg & County of James City  
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Mona A. Foley, Clerk  
2020mmr DC



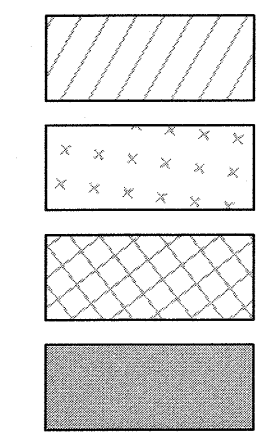
Plat Showing  
**Right-of-Way Dedications  
to Commonwealth of Virginia  
for the Realignment of  
Six Mount Zion Road**  
Stonehouse District, James City County, Virginia

Stonehouse District	James City County, VA
DATE: May 17, 2018	SCALE: 1" = 50'
SHEET 6 of 8	J.N.:34549.005
DRAWN BY: W.R. Herx	CHECK BY: W.R. Herx
REV: May 23, 2018 - comments	

180016698

30  
.45

HATCH LEGEND:

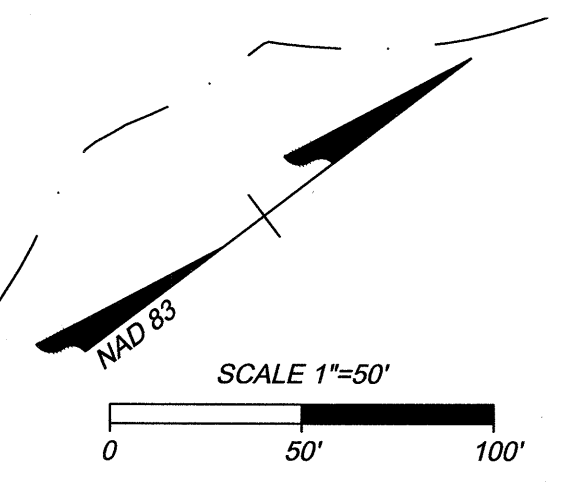


Right-of-Way to be Conveyed to Commonwealth of Virginia.

Portion of existing right-of-way to be abandoned at a future date.

Portion of existing right-of-way to be surplusped at a future date.

Portion of Existing Six Mount Zion Road to remain as right-of-way.



RIGHT-OF-WAY  
TO BE CONVEYED TO  
COMMONWEALTH OF VIRGINIA  
0.190 acres  
8,273.82 sqft.

SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM 0540100015  
  
9531 Six Mount Zion Road  
Zoning: PUD-R

RIGHT-OF-WAY  
TO BE CONVEYED TO  
COMMONWEALTH OF VIRGINIA  
0.190 acres  
8,273.82 sqft.

RIGHT-OF-WAY  
TO BE SURPLUSSED  
by separate instrument  
0.013 acres  
565.31 sqft.

Ware Creek Road (Rte. 606)  
(30' prescriptive easement)

Temporary Turn  
Around Easement  
0.016 acres  
713.56 sqft.

N:3,684,251.86  
E:11,979,599.49

RIGHT-OF-WAY  
TO BE CONVEYED TO  
COMMONWEALTH OF VIRGINIA  
0.211 acres  
9,208.87 sqft.

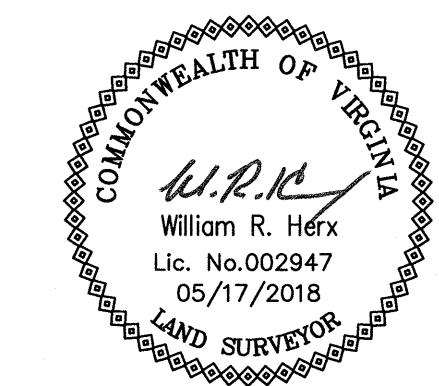
Temporary Turn  
Around Easement  
0.019 acres  
832.12 sqft.

SCP-JTL Stonehouse Owner 2 LLC  
Inst #160007743  
TM 0630100005

9800 Six Mount Zion Road  
Zoning: PUD-R

8 Large ~~Small~~ Plat(s) Recorded  
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City of Williamsburg & County of James City  
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Right-of-Way Dedications  
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for the Realignment of  
Six Mount Zion Road  
Stonehouse District, James City County, Virginia

Stonehouse District	James City County, VA
DATE: May 17, 2018	SCALE: 1" = 50'
SHEET 7 of 8	J.N.:34549.005
DRAWN BY: W.R. Herx	CHECK BY: W.R. Herx
REV: May 23, 2018 - comments	

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CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
AC3	317.03'	7.58'	3.79'	1°22'10"	N23°55'42"E	7.58'
AC4	280.44'	137.29'	70.05'	28°02'58"	N37°16'10"E	135.92'
AC5	240.44'	117.71'	60.06'	28°02'58"	S37°16'10"W	116.54'
AC6	357.03'	8.53'	4.27'	1°22'10"	S23°55'42"W	8.53'
AC18	306.48'	159.16'	81.42'	29°45'16"	N44°39'00"E	157.38'
AC19	266.48'	138.39'	70.79'	29°45'16"	S44°39'00"W	136.84'
DC28	495.07'	0.08'	0.04'	0°00'34"	N83°18'24"E	0.08'
DC29	754.08'	166.76'	83.72'	12°40'14"	N78°53'24"E	166.42'
DC30	382.49'	147.07'	74.46'	22°01'53"	N59°17'31"E	146.17'
DC31	357.03'	153.96'	78.19'	24°42'24"	N36°57'59"E	152.77'
DC32	558.00'	266.52'	135.85'	27°22'00"	N30°22'37"E	264.00'
DC33	797.00'	307.48'	155.68'	22°06'16"	N27°44'45"E	305.58'
DC34	169.22'	48.07'	24.20'	16°16'31"	N63°09'30"E	47.91'
DC35	383.10'	87.09'	43.74'	13°01'32"	N62°02'01"E	86.91'
DC36	378.10'	365.42'	198.40'	55°22'27"	N30°29'56"E	351.36'
DC37	727.00'	370.56'	189.40'	29°12'15"	N4°13'13"E	366.56'
DC38	797.00'	44.91'	22.46'	3°13'42"	N8°46'03"W	44.90'
DC39	317.03'	98.12'	49.46'	17°43'58"	N11°40'40"E	97.73'
DC40	218.73'	33.48'	16.77'	8°46'11"	N24°55'46"E	33.45'
DC41	727.00'	388.75'	199.15'	30°38'18"	S4°56'15"W	384.14'
DC42	797.00'	996.29'	575.06'	71°37'22"	S25°25'47"W	932.68'
DC43	727.00'	565.24'	297.78'	44°32'51"	S38°58'03"W	551.11'
DC44	628.00'	741.70'	420.96'	67°40'09"	S50°31'42"W	699.34'

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
DC45	493.00'	2.50'	1.25'	0°17'27"	S83°20'39"W	2.50'
DC46	1035.00'	260.08'	130.73'	14°23'51"	N27°27'19"E	259.40'
DC47	736.20'	109.00'	54.60'	8°29'00"	S16°46'11"W	108.90'
DC48	298.31'	135.37'	68.87'	26°00'00"	S25°31'41"W	134.21'
DC49	258.73'	1.64'	0.82'	0°21'44"	S38°20'49"W	1.64'
DC50	266.48'	40.75'	20.41'	8°45'41"	N25°23'32"E	40.71'
DC51	1035.00'	163.00'	81.67'	9°01'25"	N47°04'03"E	162.83'
DC52	361.97'	113.71'	57.33'	17°59'55"	N68°31'38"E	113.24'
DC53	383.10'	57.16'	28.63'	8°32'55"	N78°25'09"E	57.11'
DC54	965.00'	772.99'	408.58'	45°53'44"	S43°12'16"W	752.49'
DC55	965.00'	269.88'	135.83'	16°01'27"	N58°08'24"E	269.01'
DC56	1175.92'	83.53'	41.78'	4°04'11"	N52°09'47"E	83.51'
DC57	1165.92'	82.82'	41.43'	4°04'11"	S52°09'47"W	82.80'
DC58	1125.92'	200.44'	100.49'	10°12'00"	S55°13'41"W	200.17'
DC59	100.00'	20.63'	10.35'	11°49'11"	N12°38'43"E	20.59'
DC60	1165.92'	207.56'	104.06'	10°12'00"	N55°13'41"E	207.29'
DC61	1125.92'	79.98'	40.00'	4°04'11"	N52°09'47"E	79.96'
DC62	1105.92'	78.56'	39.29'	4°04'11"	S52°09'47"W	78.54'
DC63	1035.00'	253.93'	127.61'	14°03'27"	S57°09'24"W	253.30'
DC64	20.00'	14.71'	7.71'	42°09'05"	N81°24'11"E	14.38'
DC65	696.20'	71.41'	35.74'	5°52'38"	N18°04'21"E	71.38'
DC67	727.00'	221.46'	111.60'	17°27'13"	N41°03'46"E	220.61'
DC68	412.42'	111.17'	55.92'	15°26'38"	S29°56'31"W	110.83'

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
DC69	338.10'	114.43'	57.77'	19°23'29"	S51°52'54"W	113.88'
SC1	317.03'	137.02'	69.59'	24°45'44"	N36°59'39"E	135.95'
SC2	558.00'	150.11'	75.51'	15°24'48"	S51°46'01"W	149.66'
SC7	214.22'	74.78'	37.77'	20°00'00"	N61°17'41"E	74.40'
SC8	338.10'	57.34'	28.74'	9°43'02"	N66°26'10"E	57.27'
SC9	727.00'	145.30'	72.89'	11°27'06"	S55°30'55"W	145.06'
SC10	797.00'	312.19'	158.12'	22°26'35"	S50°01'11"W	310.20'
SC11	412.42'	75.49'	37.85'	10°29'16"	N16°58'34"E	75.39'
SC12	727.00'	171.47'	86.13'	13°30'49"	S25°34'45"W	171.07'
SC13	357.03'	110.50'	55.70'	17°44'00"	N11°40'41"E	110.06'
SC14	258.73'	79.57'	40.10'	17°37'16"	N29°21'19"E	79.26'
SC15	797.00'	381.28'	194.36'	27°24'35"	S6°33'06"W	377.65'
SC16	306.48'	46.87'	23.48'	8°45'41"	N25°23'32"E	46.82'
SC17	1035.00'	142.74'	71.48'	7°54'06"	S38°36'18"W	142.62'
SC20	401.97'	126.27'	63.66'	17°59'55"	N68°31'38"E	125.75'
SC21	1035.00'	263.25'	132.34'	14°34'22"	S58°51'56"W	262.54'
SC22	696.20'	31.66'	15.83'	2°36'21"	S13°49'52"W	31.66'
SC23	338.31'	69.53'	34.89'	11°46'32"	S18°25'00"W	69.41'
SC24	383.10'	92.39'	46.42'	13°49'05"	S67°14'10"W	92.17'
SC25	1035.00'	35.53'	17.76'	1°58'00"	N65°10'08"E	35.52'
SC26	100.00'	17.33'	8.69'	9°55'47"	S1°46'14"W	17.31'
SC27	20.00'	10.69'	5.47'	30°37'03"	N62°12'45"W	10.56'

LINE TABLE		
LINE	BEARING	LENGTH
A3	N65°23'13"W	40.00'
A4	N23°14'41"E	592.75'
A5	N51°17'41"E	20.03'
A6	S38°42'19"E	40.00'
A7	S51°17'41"W	20.03'
A8	S23°14'41"W	592.75'
A15	N82°36'05"W	40.83'
A16	N7°23'55"E	8.78'
A17	N2°48'41"E	398.42'
A18	S87°11'19"E	40.00'
A19	S2°48'41"W	410.44'
A26	N59°31'41"E	26.75'
A27	S30°28'19"E	40.00'
A28	S59°31'41"W	26.75'
A29	N60°13'38"W	40.00'
D41	N83°18'41"E	37.64'
D42	N41°43'25"W	10.10'
D43	N16°41'37"E	166.52'
D44	N51°17'41"E	211.80'
D45	N54°24'44"E	98.51'

LINE TABLE		
LINE	BEARING	LENGTH
D46	N71°17'41"E	44.83'
D47	N68°32'47"E	18.07'
D48	N2°48'41"E	41.89'
D49	N2°48'41"E	159.90'
D50	N20°32'41"E	100.83'
D51	N39°49'09"E	96.66'
D52	N30°07'44"E	43.42'
D53	S20°15'23"W	150.30'
D54	S61°14'28"W	32.54'
D55	S16°41'37"W	166.52'
D56	S84°21'46"W	69.74'
D57	N6°48'04"W	3.38'
D58	N20°15'23"E	496.90'
D59	S21°00'41"W	396.40'
D60	S12°31'41"W	35.89'
D61	S38°31'41"W	82.59'
D62	N21°00'41"E	491.76'
D63	N59°31'41"E	261.57'
D64	N84°45'11"E	98.22'
D65	N82°41'38"E	65.75'

LINE TABLE		
LINE	BEARING	LENGTH
D66	S66°09'08"W	324.47'
D67	S20°15'23"W	210.87'
D68	N66°09'08"E	215.80'
D69	N50°07'41"E	151.46'
D70	S35°48'08"E	10.00'
D71	S50°07'41"W	151.70'
D72	S60°19'41"W	71.70'
D73	S67°46'41"W	145.60'
D74	S76°41'30"W	72.51'
D75	N60°19'38"E	28.80'
D76	N50°07'41"E	151.70'
D77	S35°48'08"E	20.00'
D78	S50°07'41"W	151.46'
D79	N60°19'37"E	37.28'
D80	S66°09'08"W	50.97'
E81	N36°45'10"W	13.14'
E82	S53°14'50"W	45.09'
E83	S36°45'10"E	33.56'
E84	N35°48'08"W	14.18'
E85	N54°11'52"E	44.76'

LINE TABLE		
LINE	BEARING	LENGTH
E86	S36°45'10"E	23.68'
S1	N41°43'25"W	0.93'
S2	S65°23'13"E	40.00'
S9	N38°42'19"W	40.00'
S10	N51°17'41"E	299.17'
S11	N71°17'41"E	62.90'
S12	S61°14'28"W	32.54'
S13	N7°23'55"E	88.19'
S14	S82°36'05"E	40.83'
S20	N87°11'19"W	40.00'
S21	N2°48'41"E	159.90'
S22	N20°32'41"E	100.83'
S23	S20°15'23"W	61.57'
S24	N21°00'41"E	95.36'
S25	S60°13'38"E	40.00'
S30	N30°28'19"W	40.00'
S31	N59°31'41"E	261.57'
S32	N76°41'30"E	171.65'
S33	S66°09'08"W	289.19'
S34	S30°07'44"W	61.81'

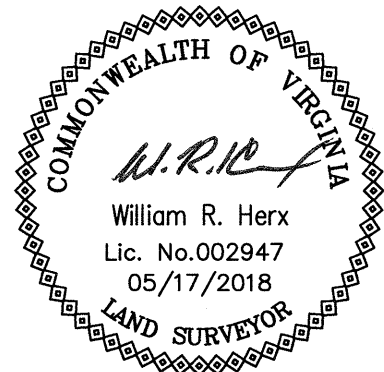
LINE TABLE		
LINE	BEARING	LENGTH
S35	N20°15'23"E	197.30'
S36	S12°31'41"W	35.89'
S37	S75°16'58"W	42.33'
S38	N66°09'08"E	20.31'
S39	N66°09'08"E	109.24'
S40	S60°19'37"W	17.18'

8 Large/Small Plat(s) Recorded  
herewith as # 180016698

City of Williamsburg & County of James City  
Circuit Court: This PLAT was recorded on  
10-18-2018  
at 12:53 AM (PM) PB PG  
Document # 180016698  
MONA A. FOLEY, CLERK  
Mona A. Foley, Clerk

Edouard D.C.

Plat Showing  
Right-of-Way Dedications  
to Commonwealth of Virginia  
for the Realignment of  
Six Mount Zion Road  
Stonehouse District, James City County, Virginia



Stonehouse District	James City County, VA
DATE: May 17, 2018	SCALE: 1" = 50'
SHEET 8 of 8	J.N.:34549.005
DRAWN BY: W.R. Herx	CHECK BY: W.R. Herx
REV: May 23, 2018 - comments	



**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Authorization to enter into a partnership with the Hampton Roads Economic Development Alliance and reappropriate the money previously appropriated for the Greater Williamsburg Partnership for Fiscal Year 2022

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:36 PM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Authorization to enter into a partnership with the Hampton Roads Economic Development Alliance and reappropriate the money previously appropriated for the Greater Williamsburg Partnership for Fiscal Year 2022

---

The Chief Administrative Officers representing James City County, York County, and the City of Williamsburg have mutually agreed that funding the Greater Williamsburg Partnership (GWP) at the current rate is not in the best interest of the localities without substantial increases in revenue to continue to grow the organization. When the GWP ceases operation at the end of November this year, the remaining seven months of funding has been agreed to be returned to the various localities by December 2021.

James City County desires to support and grow economic opportunities locally and will need these resources to market our properties and compete for these opportunities. HREDA has agreed to admit the three localities into their regional organization to provide similar services and opportunities for the remainder of this fiscal year and into the future.

The amount appropriated to Hampton Roads Economic Development Alliance (HREDA) this fiscal year shall not exceed \$42,000, which is the maximum of what may be left from the original \$72,100 originally appropriated for the full year for the GWP. A full fiscal-year budget request starting July 1, 2022, will be presented as a part of the Fiscal Year 2023 budget process.

In the meantime, staff recommends entering into an agreement with HREDA to allow membership to begin immediately, for the remainder of Fiscal Year 2022.

SAS/ap  
Reappropriation FY22-mem

Attachment:  
1. Resolution

## **RESOLUTION**

### **AUTHORIZATION TO ENTER INTO A PARTNERSHIP WITH THE HAMPTON ROADS**

### **ECONOMIC DEVELOPMENT ALLIANCE AND REAPPROPRIATE THE MONEY**

### **PREVIOUSLY APPROPRIATED FOR THE GREATER WILLIAMSBURG PARTNERSHIP FOR**

### **FISCAL YEAR 2022**

WHEREAS, the Executives representing James City County (the “County”), York County, and the City of Williamsburg (together, the “localities”) have mutually agreed that funding the Greater Williamsburg Partnership (GWP) at the previous rate was not in the best interest of the localities without substantial increases in revenue to continue to grow the organization; and

WHEREAS, when the GWP was closes in November of this year, the remaining seven months of funding will be returned to the localities in December 2021; and

WHEREAS, the County desires to support and grow economic opportunities locally and will need these resources to market our properties and compete for these opportunities; and

WHEREAS, Hampton Roads Economic Development Alliance (HREDA) has agreed to admit the localities into HREDA to provide similar services and opportunities for the remainder of this fiscal year and into the future; and

WHEREAS, the amount appropriated to HREDA this fiscal year shall not exceed \$42,000, which is the maximum of what may be left from the original \$72,100 originally appropriated for the full year for the GWP; and

WHEREAS, the full fiscal year budget request starting July 1, 2022, will be presented as a part of the Fiscal Year 2023 budget process.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby grant the County Administrator to execute a Memorandum of Understanding with HREDA to gain admittance to that regional partnership and further grants the County Administrator authority to transfer funds, not to exceed \$42,000 to HREDA for the remainder of Fiscal Year 2022.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

ReappropHREDAFY22-res

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Assistant County Administrator

SUBJECT: Compensation Plan and Personnel Policies Agreement with Clerk of Court

---

**ATTACHMENTS:**

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

**REVIEWERS:**

Department	Reviewer	Action	Date
Admin	Rinehimer, Bradley	Approved	11/12/2021 - 1:41 PM
Publication Management	Pobiak, Amanda	Approved	11/15/2021 - 8:23 AM
Legal Review	Kinsman, Adam	Approved	11/15/2021 - 2:32 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:47 AM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 9:51 AM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:29 PM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Assistant County Administrator

SUBJECT: Compensation Plan and Personnel Policies Agreement with Clerk

---

Employees of the Clerk of the Williamsburg-James City County Circuit Court ("Clerk") are included in the County's Compensation Plan and Personnel Policies pursuant to agreements entered into over the past several years.

The Clerk, Mona A. Foley, and County Administration wish to enter into an updated agreement to reauthorize the current practice of including the Clerk's employees in the County's Compensation Plan and Personnel Policies, provided the Clerk's employees and Deputies are exempted from the County's standards of conduct and grievance procedures. The Clerk maintains and administers her own grievance procedures.

Attached is a resolution authorizing the County Administrator to approve an agreement between the Clerk and the County to continue to include the employees of the Clerk in the County's Compensation Plan and Personnel Policies with the above named exceptions.

Staff recommends adoption of the attached resolution.

BJR/ap  
CompPlnPersAgrClk-mem

Attachment

## RESOLUTION

### COMPENSATION PLAN AND PERSONNEL POLICIES AGREEMENT WITH CLERK

WHEREAS, the Clerk of the Circuit Court for the City of Williamsburg and the County of James City, Mona A. Foley, ("Clerk") desires to enter into an agreement with James City County ("County") to include the Clerk's employees and Deputies in the County's Compensation Plan and Personnel Policies with certain exceptions; and

WHEREAS, the Board of Supervisors is of the opinion that it is in the public interest to execute such an agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes and directs the County Administrator to execute any and all documents necessary to enter into the agreement with the Clerk for inclusion of her employees and Deputies in the County's Compensation Plan and Personnel Policies.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

CompPlnPersAgrClk-res

## COMPENSATION PLAN AND PERSONNEL POLICIES AGREEMENT WITH CLERK

THIS AGREEMENT (Agreement) is made and entered into this \_\_\_\_ of \_\_\_\_\_, 2021, by and between the County of James City, hereinafter referred to as "County," and the Clerk of the Circuit Court for the City of Williamsburg and the County of James City, Mona A. Foley, hereinafter referred to as "Clerk."

WHEREAS the County and Clerk desire to enter into an agreement setting forth their understanding as it pertains to compensation plans, personnel policies, and exclusion from the County's grievance procedure as set forth in Section 15.2-1507 of the Code of Virginia, 1950, as amended (Virginia Code).

### WITNESSETH

That for and in consideration of the mutual covenants set forth herein the parties agree as follows:

1. The County agrees to include the employees and deputies in full- or part-time regular, temporary, and on-call positions, of the Office of the Clerk in the County's compensation plan and personnel policies (Personnel Policies and Procedures Manual). Unless specifically stated, this Agreement shall not apply to the Clerk herself.
2. The County and the Clerk agree that by virtue of the execution of this Agreement, all employees and deputies named in Paragraph 1 above shall be included under the County's compensation plan and personnel policies, except as qualified in Paragraphs 3, 4, and 5. The compensation plan shall include salary and all considerations relevant thereto and any and all benefits set forth thereunder.
3. The inclusion of such employees and deputies in the County's compensation plan and personnel policies shall not constitute inclusion in the County's standards of conduct and grievance procedures.
4. The inclusion of such employees and deputies in the County's compensation plan and personnel policies shall not change the status of such employees as employees of a constitutional officer and shall not abrogate the Clerk's authority to remove her deputies from office with or without cause as provided for in Virginia Code § 15.2-1603.
5. This Agreement incorporates the Memorandum of Understanding between James City County and Mona A. Foley, Clerk of the Circuit Court for the City of Williamsburg and the County of James City entered into on September 8, 2016.
6. All employees of the Clerk's Office, at the election of the Clerk, will remain subject to the leave policy as outlined in the Williamsburg/James City County Clerk's Office Office Work Hours and Leave Policy updated January, 2017.



7. The County and Clerk agree that all paychecks and all payroll deduction checks shall be issued through the County Financial and Management Services Department with reimbursement by the Commonwealth or the Clerk, when appropriate, made to the credit of the County General Fund.
8. This Agreement shall terminate when the undersigned is no longer Clerk of the Circuit Court for the City of Williamsburg and the County of James City.

COUNTY OF JAMES CITY, VIRGINIA

CLERK OF THE CIRCUIT COURT FOR THE  
CITY OF WILLIAMSBURG AND THE  
COUNTY OF JAMES CITY

By: \_\_\_\_\_  
Scott Stevens  
County Administrator

By: \_\_\_\_\_  
Hon. Mona A. Foley

Approved as to Form:

\_\_\_\_\_  
County Attorney

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Assistant County Administrator

SUBJECT: Compensation Plan and Personnel Policies Agreement with Commonwealth's Attorney

---

**ATTACHMENTS:**

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

**REVIEWERS:**

Department	Reviewer	Action	Date
Admin	Rinehimer, Bradley	Approved	11/12/2021 - 1:41 PM
Publication Management	Pobiak, Amanda	Approved	11/15/2021 - 8:30 AM
Legal Review	Kinsman, Adam	Approved	11/15/2021 - 2:32 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:47 AM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 9:51 AM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:29 PM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Assistant County Administrator

SUBJECT: Compensation Plan and Personnel Policies Agreement with Commonwealth's Attorney

---

Employees of the Commonwealth's Attorney for the City of Williamsburg and the County of James City ("Commonwealth's Attorney") are included in the County's Compensation Plan and Personnel Policies pursuant to agreements entered into over the past several years.

The Commonwealth's Attorney, Nathan R. Green, and County Administration wish to enter into an updated agreement to reauthorize the current practice of including the Commonwealth's Attorney's employees in the County's Compensation Plan and Personnel Policies, provided the Commonwealth's Attorney's employees are exempted from the County's standards of conduct and grievance procedures. The Commonwealth's Attorney maintains and administers his own grievance procedures.

Attached is a resolution authorizing the County Administrator to approve an agreement between the Commonwealth's Attorney and the County to continue to include the employees of the Commonwealth's Attorney in the County's Compensation Plan and Personnel Policies with the above named exceptions.

Staff recommends adoption of the attached resolution.

BJR/ap  
CompPlnPersAgrCommAtty-mem

Attachment

## RESOLUTION

### COMPENSATION PLAN AND PERSONNEL POLICIES AGREEMENT

#### WITH COMMONWEALTH'S ATTORNEY

WHEREAS, the Commonwealth's Attorney for the City of Williamsburg and the County of James City, Nathan R. Green, ("Commonwealth's Attorney") desires to enter into an agreement with James City County ("County") to include the Commonwealth's Attorney's employees in the County's Compensation Plan and Personnel Policies with certain exceptions; and

WHEREAS, the Board of Supervisors is of the opinion that it is in the public interest to execute such an agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes and directs the County Administrator to execute any and all documents necessary to enter into the agreement with the Commonwealth's Attorney for inclusion of his employees in the County's Compensation Plan and Personnel Policies.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

VOTES

AYE    NAY    ABSTAIN    ABSENT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

CompPlnPersAgrCommAtty-res

COMPENSATION PLAN AND PERSONNEL POLICIES AGREEMENT WITH  
COMMONWEALTH'S ATTORNEY

THIS AGREEMENT (Agreement) is made and entered into this \_\_\_\_ of \_\_\_\_\_, 2021, by and between the County of James City, hereinafter referred to as "County," and the Commonwealth's Attorney for the City of Williamsburg and the County of James City, Nathan R. Green, hereinafter referred to as "Commonwealth's Attorney."

WHEREAS the County and Commonwealth's Attorney desire to enter into an agreement setting forth their understanding as it pertains to compensation plans, personnel policies, and exclusion from the County's grievance procedure as set forth in Section 15.2-1507 of the Code of Virginia, 1950, as amended (Virginia Code).

WITNESSETH

That for and in consideration of the mutual covenants set forth herein the parties agree as follows:

1. The County agrees to include the employees in full- or part-time regular, temporary, and on-call positions, of the Office of the Commonwealth's Attorney in the County's compensation plan and personnel policies (Personnel Policies and Procedures Manual). Unless specifically stated, this Agreement shall not apply to the Commonwealth's Attorney himself.
2. The County and the Commonwealth's Attorney agree that by virtue of the execution of this Agreement, all employees named in Paragraph 1 above shall be included under the County's compensation plan and personnel policies, except as qualified in Paragraphs 3, 4, and 5. The compensation plan shall include salary and all considerations relevant thereto and any and all benefits set forth thereunder.
3. The inclusion of such employees in the County's compensation plan and personnel policies shall not constitute inclusion in the County's standards of conduct and grievance procedures.
4. The inclusion of such employees in the County's compensation plan and personnel policies shall not change the status of such employees as employees of a constitutional officer and shall not abrogate the Commonwealth's Attorney's authority to initiate or terminate the employment of individuals within his office.
5. All employees of the Commonwealth's Attorney, at the election of the Commonwealth's Attorney, will remain subject to the leave policy as outlined in the Williamsburg/James City County Commonwealth's Attorney's Office Office Work Hours and Leave Policy updated September 28, 2018.
6. The County and Commonwealth's Attorney agree that all paychecks and all payroll deduction checks shall be issued through the County Financial and Management Services Department with reimbursement by the Commonwealth or the Commonwealth's Attorney, when appropriate, made to the credit of the County General Fund.

7. This Agreement shall terminate when Nathan R. Green is no longer Commonwealth's Attorney for the City of Williamsburg and the County of James City.

COUNTY OF JAMES CITY, VIRGINIA

COMMONWEALTH'S ATTORNEY FOR  
THE CITY OF WILLIAMSBURG AND THE  
COUNTY OF JAMES CITY

By: \_\_\_\_\_  
Scott Stevens  
County Administrator

By: \_\_\_\_\_  
Nathan R. Green

Approved as to Form:

\_\_\_\_\_  
County Attorney

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Mark Abbott, Capital Projects Coordinator

SUBJECT: Contract Award - James City County Recreation Center HVAC Upgrades - \$445,099

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Capital Projects	Abbott, Mark	Approved	11/2/2021 - 1:18 PM
General Services	Boone, Grace	Approved	11/5/2021 - 10:59 AM
Publication Management	Daniel, Martha	Approved	11/5/2021 - 11:09 AM
Legal Review	Kinsman, Adam	Approved	11/8/2021 - 9:36 AM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:27 PM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 8:12 AM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:49 AM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Mark Abbott, Operations Project Coordinator, General Services

SUBJECT: Contract Award - James City County Recreation Center HVAC Upgrades - \$445,099

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The James City County Recreation Center HVAC upgrades will consist of the replacement of rooftop units that serve the main lobby and gym lobby, the domestic hot water system, and the heating water pumping system. In particular, these HVAC upgrades will provide increased energy efficiency and thermal comfort for building occupants.

General Services, in consultation with the Purchasing Office, and under the contract for HVAC Equipment, Installation, Service, Controls & Related Products (#19-13739), determined that Damuth Trane's proposal to replace and install the new system at a proposed cost of \$445,099 is reasonable in comparison to other current County HVAC installations and current construction cost indices. This project is part of the Capital Improvements Program budget.

Staff recommends approval of the attached resolution authorizing the contract award of equipment and installation services from Damuth Trane in the amount of \$445,099 for the James City County Recreation Center HVAC Upgrades.

MA/md  
CA-RecCtrHVACUpg-mem

Attachment



## RESOLUTION

### CONTRACT AWARD - JAMES CITY COUNTY RECREATION CENTER

#### HVAC UPGRADES - \$445,099

WHEREAS, the James City County Department of General Services is standardizing HVAC building systems controls and equipment in County facilities to promote operational efficiency, energy conservation, and safety; and

WHEREAS, the James City County Recreation Center HVAC upgrades will occur; and

WHEREAS, it has been determined by General Services, in consultation with the Purchasing Office, that under the contract for HVAC Equipment, Installation, Service, Controls & Related Products (#19-13739), that Damuth Trane will install the HVAC controls and equipment required; and

WHEREAS, Damuth Trane submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable and adequate funds are available in the Capital Improvements Program budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$445,099 to Damuth Trane and Trane Corporate for the James City County Recreation Center HVAC upgrades.

\_\_\_\_\_  
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>	<u>ABSENT</u>
SADLER	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

CA-RecCtrHVACUpg-res

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Toni E. Small, Director Stormwater and Resource Protection Division

SUBJECT: Erosion and Sediment Control Ordinance Violation at 4861 Centerville Road

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Notice of Violation	Backup Material
☐	Map	Exhibit
☐	Civil Charge Consent Agreement	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Engineering & Resource Protection	Small, Toni	Approved	11/3/2021 - 8:03 AM
Development Management	Holt, Paul	Approved	11/3/2021 - 8:22 AM
Publication Management	Pobiak, Amanda	Approved	11/3/2021 - 8:46 AM
Legal Review	Kinsman, Adam	Approved	11/3/2021 - 8:48 AM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:28 PM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 8:11 AM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:48 AM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Toni E. Small, Director of Stormwater and Resource Protection  
Elizabeth Parman, Assistant County Attorney

SUBJECT: Erosion and Sediment Control Ordinance Violation - Civil Charge - Anthony T. Short,  
4861 Centerville Road

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Attached is a resolution for consideration by the Board of Supervisors involving a violation of the County's Erosion and Sediment Control Ordinance at 4861 Centerville Road, further identified as James City County Real Estate Tax Parcel No. 3620100001A. The case involved non-compliance of the local Erosion and Sediment Control Ordinance on this parcel.

County staff started initial compliance inspections on the 9th of February following the issuance of a clearing permit. Notification of site issues specific to maintenance of structural erosion control measures and temporary stabilization of denuded areas dormant for more than 14 days started on May 5, 2021, and after stepping through the required enforcement process, a Stop Work Order was issued on July 28, 2021. Subsequently, County staff sent a Notice of Violation (NOV) to the parcel owners on August 6, 2021. Staff then met with the parcel owner at the County Government Complex on September 21, 2021, to discuss the NOV.

In accordance with provisions of the Ordinance, the owner and County mutually came to terms to resolve and settle the violation through the County's civil charge process. The owner voluntarily signed a consent agreement with the County on September 23, 2021, and had addressed the erosion control issues on the property.

The resolution and attachments present additional specific details of the violation. Under the provisions of the Ordinance, the Board may accept civil charges for each violation of up to \$2,000. The owner has agreed to the recommended civil charge of \$500 for violation of Section 08-06 of the County's Erosion and Sediment Control Ordinance.

The amount of prior knowledge of Ordinance requirements of the owner, the extent of the impact on the property and surrounding properties, and the amount of cooperation provided by the owner to address the violation was used by staff as guidance in determining the civil charge amount. In this particular case, the owner has been cooperative with staff throughout the settlement process. The civil charge amount was based on the combination of all of the above criteria.

Staff recommends adoption of the attached resolution, establishing the civil charges for the Erosion and Sediment Control Ordinance violation presented.

TES/EP/md  
ESCOOrdViol\_4861CtrvllRd

Attachments:

1. Resolution
2. Notice of Violation, PIN 3620100001A
3. Location Map
4. Consent Agreement

## RESOLUTION

### EROSION AND SEDIMENT CONTROL ORDINANCE VIOLATION -

### CIVIL CHARGE - ANTHONY T. SHORT, 4861 CENTERVILLE ROAD

WHEREAS, Anthony T. Short is the owner of a certain parcel of land commonly known as 4861 Centerville Road, Williamsburg, Virginia, designated as Parcel No. 3620100001A within James City County Real Estate Tax Map system("Property"); and

WHEREAS, on or about July 28, 2021, Anthony T. Short was issued a Stop Work for non-compliance with Section 6 of the local Erosion and Sediment Control Ordinance; and subsequently was noted for a violation of the local Ordinance on August 6, 2021; and

WHEREAS, Anthony T. Short has executed a Consent Agreement with the County agreeing to implement the required control measures and maintain them throughout the duration of the project until final permanent stabilization is achieved; and

WHEREAS, Anthony T. Short has agreed to pay a total of \$500 to the County as a civil charge under the County's Erosion and Sediment Control Ordinance; and

WHEREAS, the James City County Board of Supervisors is willing to accept the civil charge in full settlement of the Erosion and Sediment Control Ordinance violation, in accordance with Section 08-06 of the Code of the County of James City.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes and directs the County Administrator to accept the \$500 civil charge from Anthony T. Short as full settlement of the Erosion and Sediment Control Ordinance violation at the Property.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

VOTES

AYE      NAY      ABSTAIN      ABSENT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.



**General Services**  
107 Tewning Road  
Williamsburg, VA 23188  
P: 757-259-4080  
General.Services@jamestowncitycountyva.gov  
[jamestowncitycountyva.gov](http://jamestowncitycountyva.gov)

**Capital Projects**  
107 Tewning Road  
Williamsburg, VA 23188  
757-259-4080

**Fleet**  
103 Tewning Road  
Williamsburg, VA 23188  
757-259-4122

**Stormwater and  
Resource Protection**  
101-E Mounts Bay Road  
Williamsburg, VA 23185  
757-253-6670

**Facilities & Grounds**  
113 Tewning Road  
Williamsburg, VA 23188  
757-259-4080

**Solid Waste**  
1204 Jolly Pond Road  
Williamsburg, VA 23188  
757-565-0971

### **Notice of Violation**

**8/06/21**

Anthony T. Short  
9923 Perch Tree Lane  
Williamsburg, VA 23168

**Re: Erosion and Sediment Control Ordinance Violation at: 4861 Centerville Road, JCC  
BLDR-20-0280, JCC PIN 3620100001A**

Dear Mr. Short,

On 7/29/21, representatives of the James City County Stormwater Division observed the above referenced property and determined that the project is not in compliance with the approved Erosion and Sediment Control plan. Continued non-compliance constitutes a violation of the local Erosion and Sediment Control Ordinance.

In order to resolve this violation we are requiring that you Stop Work on the above referenced property immediately and repair the erosion control measures noted in the previous Inspection Report dated 5/20/21 and Notice to Comply dated 6/02/21. In order to resume work you must obtain compliance with the approved Erosion and Sediment Control Plan and meet with representatives of the Stormwater Division to discuss potential civil charges and resolution on or before 9/06/2021. The site will be reinspected at that time and you are invited to accompany the inspector on that date.

Failure to comply with the above requirements within the specified time frame may result in legal action or additional penalties. A record of this violation notice will be retained on file at the James City County Stormwater Division.

Sincerely,

Joe Buchite  
Inspections Section Chief  
Stormwater Division  
101-E Mounts Bay Road, P.O. Box 8784  
Williamsburg, VA 23187-8784  
P: 757-253-6643  
F: 757-259-4032  
[jamestowncitycountyva.gov](http://jamestowncitycountyva.gov)

CC: Adam Kinsman, County Attorney  
Toni Small, Stormwater Director





**Location of Erosion and Sediment Control Ordinance Violation  
at 4861 Centerville Road, JCC PIN 3620100001A**



1 inch = 250 feet  
0 125 250 Feet

**James City County**



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be.

Copyright James City County GIS Office 10/22/2021  
C:\GIS\Daily\Daily\_Map\_June\_2018.mxd





## Erosion and Sediment Control Civil Charge Consent Agreement

THIS AGREEMENT, made on this 23rd day of September 2021, by and between Anthony T. Short, residing at 9923 Perch Tree Lane, Toano, VA 23168, ("OWNER") and the COUNTY OF JAMES CITY, VIRGINIA, ("COUNTY").

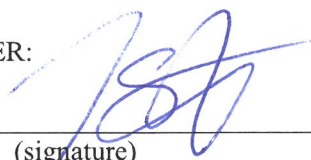
WHEREAS, the Owner of that certain parcel of land known and identified as; 4861 Centerville Road, JCC PIN 3620100001A, has violated or has caused a violation of the James City County Erosion and Sediment Control Ordinance, Chapter 8 of the County Code, by non-compliance with regulatory requirements for structural controls and stabilization, on that aforementioned parcel.

NOW, THEREFORE, to resolve this violation the parties hereto agree as follows:

1. The Owner hereby agrees to provide for the payment of a civil charge in the amount of \$500.00, for the violation of the ordinance described above.
2. In consideration of the Owner's payment of the civil charge, the County agrees to accept the civil charge as the final resolution of this violation and in consideration of this executed agreement the County will not prosecute the Owner under the civil penalty provision provided for within the ordinance.

Once the consent agreement is executed, the County will proceed with processing the civil charge in accordance with the provisions of Section 8-7(f) of the Erosion and Sediment Control ordinance. This includes scheduling the case on the consent calendar at an upcoming Board of Supervisor regular meeting.

OWNER:

  
\_\_\_\_\_  
(signature)

COUNTY OF JAMES CITY, VIRGINIA

By:   
\_\_\_\_\_  
(signature)

Approved as to form:

  
\_\_\_\_\_  
County Attorney



**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Grant Application - COVID-19 Recovery Urgent Need Community Development  
Block Grant - \$1,000,000

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development	Johnson, Christopher	Approved	11/5/2021 - 2:57 PM
Publication Management	Daniel, Martha	Approved	11/5/2021 - 3:21 PM
Legal Review	Kinsman, Adam	Approved	11/8/2021 - 9:36 AM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:28 PM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 8:10 AM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:48 AM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Grant Application - COVID-19 Recovery Urgent Need Community Development Block Grant - \$1,000,000

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The Virginia Department of Housing and Community Development (DHCD) has made a third round of Community Development Block Grant (CDBG) funding available to assist localities with COVID-19 pandemic impacts. These funds are categorized as Urgent Need and are available for broad application. Eligible uses for these funds include assistance to small businesses impacted by the COVID-19 pandemic and seeking assistance to recover.

James City County (JCC) proposes to apply on or before November 30, 2021, for funding to provide pandemic impact recovery grants to the owners of small businesses in the County. Funds are intended to assist small businesses with mortgage or rent payments due to financial hardships as a result of COVID-19 pandemic closures and/or stay-at-home orders. The new funding would be used to provide grants to businesses to cover or reimburse them for up to three months of their businesses' rent or mortgage. The maximum grant amount permissible will be \$15,000 for each business.

The funding will be awarded to the businesses based on their documented monthly rental or mortgage expenses for three months up to an amount of \$15,000. Businesses would need to provide documentation as required, including but not limited to, statements to verify payment amounts and terms, current and active business license and standing with the County for 2020 and 2021, and W-9s. Requested funding cannot cover a period of time that was covered under any previously received relief funds (such as Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL)).

These funds will cover the eligible expenses during the pandemic period beginning April 1, 2020, up to April 30, 2022. Eligible participants must be an ongoing licensed business that has been operating in the County during the dates mentioned. JCC would disperse all qualified funds no later than June 30, 2022.

Staff recommends approval of the attached resolution authorizing application for the \$1,000,000 CDBG COVID-19 Recovery Urgent Need Grant.

CMJ/ap  
GA-COVID-19Rcvy-mem

Attachment

## RESOLUTION

### GRANT APPLICATION - COVID-19 RECOVERY URGENT NEED

#### COMMUNITY DEVELOPMENT BLOCK GRANT - \$1,000,000

WHEREAS, the Virginia Department of Housing and Community Development has made available Urgent Need funding to assist localities with COVID-19 pandemic impacts; and

WHEREAS, James City County proposes to apply on or before November, 30, 2021, for funding to provide pandemic impact recovery grants to the owners of small businesses in the County; and

WHEREAS, funds are intended to assist small businesses with mortgage or rent payments due to financial hardships as a result of COVID-19 pandemic closures and/or stay-at-home orders; and

WHEREAS, the new funding would be used to provide grants to businesses to cover or reimburse them for up to three months of their businesses' rent or mortgage. The maximum grant amount permissible will be \$15,000 for each business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to sign and submit appropriate documents.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

#### VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

GA-COVID-19Rcvy-res

**ITEM SUMMARY**

DATE: 11/23/2021

TO: Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Grant Award - COVID Homelessness Emergency Response Program

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**ATTACHMENTS:**

	Description	Type
▣	Memo - Grant Award - COVID Homelessness Emergency Response Program	Cover Memo
▣	Resolution - Grant Award - COVID Homelessness Emergency Response Program	Resolution
▣	Notice of Additional Funds/CHERP Amendment	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	11/9/2021 - 4:18 PM
Publication Management	Daniel, Martha	Approved	11/9/2021 - 4:22 PM
Legal Review	Kinsman, Adam	Approved	11/12/2021 - 1:01 PM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:30 PM
Board Secretary	Rinehimer, Bradley	Approved	11/12/2021 - 1:40 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:48 AM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Award - Virginia Homeless Solutions Program COVID-19 Emergency Shelter Operations Funds - \$20,000

---

The James City County Social Services Housing Unit (Housing) is designated as a Virginia Homeless Solutions Program (VHSP) Partner by the Greater Virginia Peninsula Homelessness Consortium (GVPHC), 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 assist with responding to the COVID-19 crisis, the Virginia Department of Housing & Community Development has awarded \$74,538 in additional funding to the GVPHC for Emergency Shelter Operations. As a designated Partner, Housing has received an allocation, from the GVPHC award, of \$20,000 for immediate use in the Upper Peninsula for non-congregate emergency shelter operations through March 31, 2022.

As part of the acceptance of these funds, the GVPHC has agreed to follow the Virginia COVID Homelessness Emergency Response Program (CHERP) guidelines for prioritizing the use of these funds and therefore has committed to only use these funds to cover the costs associated with emergency non-congregate sheltering meeting one or more of the following services:

- Emergency Shelter Operations (Non-congregate)
- Essential Services - Case Management
- Essential Services - Limited Support Services
- Rent (the cost of hotel or motel vouchers to provide temporary emergency shelter)
- Supplies (including cleaning and safety supplies, food expenses for hotel/motel guests)

It is recommended that the Board of Supervisors adopt the attached resolution to authorize acceptance of these emergency funds and the use of these funds in the administration of Emergency Shelter Operations related to the COVID-19 crisis.

RV/ap  
Award-COVID19EmergSh21-mem

Attachment

## RESOLUTION

### AWARD - VIRGINIA HOMELESS SOLUTIONS PROGRAM

#### COVID-19 EMERGENCY SHELTER OPERATIONS FUNDS - \$20,000

WHEREAS, the James City County Social Services Housing Unit (Housing) is designated as a Virginia Homeless Solutions Program (VHSP) Partner by the Greater Virginia Peninsula Homelessness Consortium (GVPHC), 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 GVPHC has been awarded \$74,538 in additional COVID-19 emergency response funding by the Virginia Department of Housing and Community Development for Emergency Shelter Operations; and

WHEREAS, Housing has received an allocation of the COVID-19 emergency response funding from the GVPHC of \$20,000 for direct services to provide an immediate response to the health and safety needs of individuals and households experiencing homelessness in the Upper Peninsula.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts additional funding allocated from the GVPHC award for COVID-19 emergency response funding and authorizes the following appropriation to the Housing and Neighborhood Development Fund:

#### Revenue:

Federal - CHERP Emergency Shelter	<u>\$20,000</u>
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#### Expenditure:

CHERP Emergency Shelter Services	<u>\$20,000</u>
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\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

SADLER
ICENHOUR
LARSON
MCGLENNON
HIPPLE

#### VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
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_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

## Keith Denny

---

**From:** Hill, Angelique <angelique.hill@dss.virginia.gov>  
**Sent:** Wednesday, October 6, 2021 9:04 AM  
**To:** Keith Denny  
**Subject:** [External] Additional ESO funding  
**Attachments:** GVPHC CHERP Funding Request7.13.21.xlsx; CHERP Amendment August 2021.pdf

Hello Keith,

I have attached the most recent GVPHC funding request that has been approved by DHCD along with the most recent grant amendment. JCC Housing will be awarded an additional \$20,000 in ESO non-congregate shelter funds. These funds must be tracked separately and set up as a separate project in HMIS. They are allocated as CHERP CDBG ESO funds and must be expended by March 31, 2022.

--

**Angel Hill**  
**Senior Family Services Specialist**  
**Hampton Department of Social Services**  
**757-727-1907 - Desk**  
**757-727-1932 - FAX**

# HAMPTON VA

## AGREEMENT OVERVIEW MEMORANDUM



To: Mary Bunting, City Manager

From: Wanda E. Rogers, Director of Human Services  
Felecia DeBrew, Financial and Operations Administrator

Date: August 11, 2021

RE: COVID Homelessness Emergency Response Program (CHERP) Funding Grant

### SERVICE DESCRIPTION: PURPOSE

The attached Amended Grant Agreement is between the Virginia Department of Housing and Community Development ("DHCD") and the City of Hampton.

This grant is identified as part of the community's emergency response system to homelessness in the 2020 Homeless and Special Needs Housing COVID -19 Homelessness Emergency Response Program (CHERP). The funding is to provide support for emergency shelter operations and rapid re-housing activities. The grant amount has been amended from \$2,313,718 to \$2,463,256.

This amendment allocates \$75,000 in state funds from the Virginia Housing Trust Fund to support non-congregate emergency shelter operations and administrative expenses from January 1, 2021 to December 31, 2021.

This amendment allocates \$74,538 in federal funds from the Community Development Block Grant CARES Act to support non-congregate emergency shelter operations and administrative expenses from July 1, 2021 – to March 31, 2022.

This grant agreement is related to File Number: 20-0221: Resolution dated August 12, 2020.

This grant agreement's performance period is April 2, 2020 to September 20, 2022.

Please endorse the documents with your signature as indicated on the signature page. If you have any questions, please let me know.

**Contract Administrator:** Wanda E. Rogers

**Cost:** \$2,463,256; with no local match to the City of Hampton.



**GRANT AMENDMENT**  
**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 has 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 of **April 2, 2020 to September 20, 2022** in the amount of **\$2,313,718**. Included in this amount are the following:

- **\$453,429** 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.
- **\$0** in state funds from the Virginia Housing Trust Fund to support non-congregate emergency shelter operations and administrative expenses from January 1, 2021 to December 31, 2021.

**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 time periods specified below in the amount of **\$2,463,256**. Included in this amount are the following:

- **\$453,429** 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.
- **\$75,000** in state funds from the Virginia Housing Trust Fund to support non-congregate emergency shelter operations and administrative expenses from January 1, 2021 to December 31, 2021.
- **\$74,538** in federal funds from the Community Development Block Grant CARES Act to support non-congregate emergency shelter operations and administrative expenses from July 1, 2021 to March 31, 2022.

**Original Language**

**I. Scope of Services**

The goals of CHERP are to first, ensure all individuals and households experiencing homelessness have access to safe, 24-7, emergency shelter during this health pandemic. The second goal of the COVID Homelessness Emergency Response Program is to help households maintain or obtain permanent housing and receive the housing-focused supportive services necessary to retain permanent housing. This

funding will support coordinated community-based activities that are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless, and the overall rate of formerly homeless households returning to homelessness.

CHERP funds may be used for one or more of the following activities as detailed in the program guidelines and must coincide with the program funding request submitted by the CoC/LPG lead agency and approved by DHCD:

- Emergency Shelter Operations
- FEMA – Emergency Shelter Operations
- Targeted Prevention
- Rapid Re-housing
- HMIS
- Administration

#### **Amended Language**

##### **I. Scope of Services**

The goals of CHERP are to first, ensure all individuals and households experiencing homelessness have access to safe, 24-7, emergency shelter during this health pandemic. The second goal of the COVID Homelessness Emergency Response Program is to help households maintain or obtain permanent housing and receive the housing-focused supportive services necessary to retain permanent housing. This funding will support coordinated community-based activities that are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless, and the overall rate of formerly homeless households returning to homelessness.

CHERP funds may be used for one or more of the following activities as detailed in the program guidelines and must coincide with the program funding request submitted by the CoC/LPG lead agency and approved by DHCD:

- Emergency Shelter Operations\*
- FEMA – Emergency Shelter Operations
- Targeted Prevention
- Rapid Re-housing
- HMIS
- Administration

\*Emergency shelter operations may be limited to non-congregate sheltering activities, as specified by the funding source. Eligible expenses under this subset of Emergency Shelter Operations are limited to the following:

- Essential Services – Case Management
- Essential Services – Limited Support Services
- Rent (the cost of hotel or motel vouchers to provide temporary emergency shelter)
- Supplies (including cleaning and safety supplies, food expenses for hotel/motel guests)

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. Kesner, Acting Deputy Director

07/16/2021

Date

**City of Hampton**



Signature

Steven D. Bond

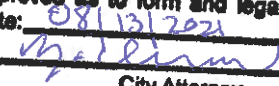
Name (printed or typed)

Assistant City Manager

Title

8/16/2021

Date

CITY OF HAMPTON  
OFFICE OF THE CITY ATTORNEY  
Approved as to form and legal sufficiency  
Date: 08/13/2021  
  
City Attorney

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Grant Award - Fiscal Year 2021 Edward Byrne Memorial Justice Assistance Grant - \$13,037

---

The James City County Police Department has been awarded a Fiscal Year 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) through the Department of Justice/Bureau of Justice Assistance for \$13,037.

The grant will be used to fund the purchase of body worn camera mounts, a message board, secondary locking mechanisms for long guns, and scene lighting. This allocation requires no matching funds.

Staff recommends acceptance of the funds and adoption of the attached resolution to the Special Projects/Grants Fund.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Police	Peterson, Eric	Approved	10/28/2021 - 10:46 AM
Police	Peterson, Eric	Approved	10/28/2021 - 10:47 AM
Publication Management	Pobiak, Amanda	Approved	10/28/2021 - 11:00 AM
Legal Review	Kinsman, Adam	Approved	10/28/2021 - 1:05 PM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:31 PM
Board Secretary	Rinehimer, Bradley	Approved	11/12/2021 - 1:42 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:48 AM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Grant Award - Fiscal Year 2021 Edward Byrne Memorial Justice Assistance Grant - \$13,037

---

The James City County Police Department has been awarded a Fiscal Year 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) through the Department of Justice/Bureau of Justice Assistance for \$13,037.

The grant will be used to fund the purchase of body worn camera mounts, a message board, secondary locking mechanisms for long guns, and scene lighting. This allocation requires no matching funds.

Staff recommends acceptance of the funds and adoption of the attached resolution to the Special Projects/Grants Fund.

EAP/ap  
GA-EdwrdbyrneMem-mem

Attachment

## RESOLUTION

### GRANT AWARD - FISCAL YEAR 2021 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT - \$13,037

WHEREAS, the James City County Police Department has been awarded a Edward Byrne Memorial Justice Assistance Grant (JAG) through the Department of Justice/Bureau of Justice Assistance for \$13,307; and

WHEREAS, funds will be used to purchase body worn camera mounts, a message board, secondary locking mechanisms for long guns, and scene lighting; and

WHEREAS, the grant is a direct allocation and requires no match.

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

Revenue:

Federal - Fiscal Year 2021 JAG Local Solicitation	<u>\$13,037</u>
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Expenditure:

Fiscal Year 2021 JAG Local Solicitation	<u>\$13,037</u>
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Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

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Teresa J. Fellows  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

GA-EdwrdByrneMem-res

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Liz Parman, Assistant County Attorney

SUBJECT: Participation in Proposed Settlement of Opioid Related Claims

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**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Resolution	Resolution
☐	MOU	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	11/3/2021 - 8:47 AM
Publication Management	Daniel, Martha	Approved	11/3/2021 - 8:51 AM
Legal Review	Kinsman, Adam	Approved	11/3/2021 - 8:58 AM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:29 PM
Board Secretary	Rinehimer, Bradley	Approved	11/12/2021 - 1:43 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:49 AM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Liz Parman, Assistant County Attorney

SUBJECT: Participation in Proposed Settlement of Opioid Related Claims

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The opioid epidemic has caused a public health crisis nationwide and in the Commonwealth of Virginia. This public health crisis has affected and continues to affect residents of James City County necessitating expenditure of taxpayer dollars for emergency medical, law enforcement, criminal justice, child protective, and substance abuse services.

The Virginia Attorney General and represented political subdivisions participated in the negotiation of a nationwide \$26 billion settlement (“Settlement”) with certain opioid suppliers including McKesson, Cardinal Health, AmerisourceBergen, Janssen, and their related corporate entities. Approximately \$530 million, payable over 18 years, is available to Virginia and its political subdivisions under the Settlement.

The County must join the Settlement and enter into a Settlement Allocation Memorandum of Understanding (“MOU”) with the Commonwealth of Virginia and submit documentation to that effect by January 2, 2022, to receive any potential payments from the Settlement.

The MOU provides for the disbursement of Settlement funds as follows: 15% to participating localities, 15% to the Commonwealth, and 70% to an Opioid Abatement Fund.

The Virginia General Assembly during its 2021 session created the Opioid Abatement Fund (“Abatement Fund”) and the Opioid Abatement Authority to disburse awards and grants to state agencies and political subdivisions from the Abatement Fund.

Should the Board approve participation in the Settlement and the MOU, the County will receive its share of direct payments to participating localities and an opportunity to receive and request additional awards and grants from the Abatement Fund to use for abatement purposes. Abatement purposes include, but are not limited to treatment for opioid use disorder, support for persons in recovery, support for law enforcement programs, and support for children of opioid addicted parents.

The County Attorney recommends approval of the attached resolutions authorizing the County Attorney to execute those documents necessary to effectuate the County’s participation in the Settlement, including the required release of claims against settling entities, and to execute the Settlement Allocation Memorandum of Understanding.

EP/ap  
OpioidPartSttlmnt-mem

Attachment



## RESOLUTION

### PARTICIPATION IN THE VIRGINIA OPIOID ABATEMENT FUND

### AND SETTLEMENT ALLOCATION MEMORANDUM OF UNDERSTANDING

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its cities and counties by adversely impacting, amongst other things, the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services; and

WHEREAS, the Commonwealth of Virginia and its cities and counties have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy, and time to address the damage the opioid epidemic has caused and continues to cause the citizens of Virginia; and

WHEREAS, in order to advance their common interests, Virginia local governments and the Commonwealth of Virginia, through counsel, have negotiated the terms of a Memorandum of Understanding relating to the allocation and use of litigation recoveries relating to the opioid epidemic.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes and approves of the Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding ("MOU"), incorporated by reference, and directs the County Attorney to execute the MOU on behalf of the County.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

#### VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

OpioidPrtSttlmntMOU-res

# RESOLUTION

## PARTICIPATION IN THE PROPOSED

### SETTLEMENT OF OPIOID-RELATED CLAIMS

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its cities and counties by adversely impacting, amongst other things, the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services; and

WHEREAS, the Commonwealth of Virginia and its cities and counties have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy, and time to address the damage the opioid epidemic has caused and continues to cause the citizens of Virginia; and

WHEREAS, settlement proposals have been negotiated that will cause McKesson, Cardinal Health, AmerisourceBergen, and Janssen to pay up to \$26 billion nationwide to resolve opioid-related claims against them.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, approves of the County's participation in the proposed settlement of opioid-related claims against McKesson, Cardinal Health, AmerisourceBergen, Janssen, and their related corporate entities, and authorizes the County Attorney to execute those documents necessary to effectuate the County's participation in the settlements, including the required release of claims against settling entities.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

#### VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

OpioidPartSttlmnt-res

**VIRGINIA OPIOID ABATEMENT FUND AND  
SETTLEMENT ALLOCATION MEMORANDUM OF UNDERSTANDING**

**WHEREAS**, the people of the Commonwealth of Virginia and its communities have been harmed through the national and statewide epidemic caused by licit and illicit opioid use and distribution within the Commonwealth of Virginia;

**WHEREAS**, the Commonwealth of Virginia, through the Office of Attorney General Mark R. Herring, and certain Political Subdivisions, through their elected representatives and counsel, are separately engaged in litigation seeking to hold those entities in the Pharmaceutical Supply Chain accountable for the damage caused;

**WHEREAS**, the Commonwealth of Virginia and its Political Subdivisions share a common desire to abate and alleviate the impacts of the opioid epidemic throughout Virginia; and now

**THEREFORE**, the Commonwealth of Virginia and certain of its Political Subdivisions, subject to completing formal documents effectuating the Parties' agreements, enter into this Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding ("MOU") relating to the allocation and use of the proceeds of any Settlements as described herein.

**A. Definitions**

As used in this Virginia Term Sheet:

1. "The Commonwealth" shall mean the Commonwealth of Virginia acting through its Attorney General.
2. "Political Subdivision(s)" shall mean the Virginia counties and independent cities represented by Counsel.
3. "Participating Political Subdivisions" shall mean the Political Subdivisions, along with all Virginia counties and independent cities who agree to become signatories to this MOU and to be bound by the terms of future Settlements.

4. "Counsel" shall mean the undersigned private attorneys representing the Political Subdivisions.
5. "The Parties" shall mean the Commonwealth of Virginia, the Political Subdivisions, and Counsel.
6. "Negotiating Committee" shall mean a three-member representative group of the Parties. The Commonwealth shall be represented by the Virginia Attorney General or his designees. The Political Subdivisions and Counsel shall be represented by W. Edgar Spivey of Kaufman & Canoles, P.C. or his designee, and J. Burton LeBlanc of Baron & Budd, P.C. or his designee.
7. "Settlement" shall mean the negotiated resolution of legal or equitable claims against a Pharmaceutical Supply Chain Participant named in Complaints filed by all the Political Subdivisions in court on or before April 30, 2020 when that resolution has been jointly entered into by the Commonwealth, the Political Subdivisions, and Counsel. "Settlement" also shall include the approval by a United States Bankruptcy Court of a plan of reorganization or liquidation of a Pharmaceutical Supply Chain Participant, or any other determination, ruling, or decision by a United States Bankruptcy Court, in which legal or equitable claims against the Pharmaceutical Supply Chain Participant by the Commonwealth and the Political Subdivisions are settled, adjudicated, released, or otherwise resolved.
8. "Opioid Funds" shall mean monetary amounts obtained through a Settlement as defined in this MOU.
9. "Approved Abatement Purposes" shall mean efforts to treat, prevent, or reduce opioid use disorder or the misuse of opioids or to otherwise abate or remediate the

opioid epidemic, including but not limited to those efforts described in Section C(4)(a) through (j) of this MOU. In addition, "Approved Abatement Purposes" shall include the types of efforts approved for funding by the Authority that is defined in Section C(1). "Approved Abatement Purposes" also shall include any other abatement or remediation purposes to the extent such purposes are described in a Settlement.

10. "Pharmaceutical Supply Chain" shall mean the process and channels through which opioids or opioid products are manufactured, marketed, promoted, distributed or dispensed.
11. "Pharmaceutical Supply Chain Participant" shall mean any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic.

**B. Allocation of Settlement Proceeds**

1. All Opioid Funds shall be initially divided with fifteen percent (15%) going to the Participating Political Subdivisions ("Subdivision Share"), seventy percent (70%) going to the Virginia Opioid Abatement Fund and to other Approved Abatement Purposes as further described herein ("Opioid Abatement Share"), and fifteen percent (15%) going to the Commonwealth of Virginia ("Commonwealth Share").
2. The Subdivision Share shall be allocated and paid to the Participating Political Subdivisions in accordance with the division of proceeds referenced in the schedule attached hereto as Exhibit A. The shares of Virginia counties and independent cities who elect not to become Participating Political Subdivisions, if any, shall be reallocated ratably to the Participating Political Subdivisions.

3. In the event a Participating Political Subdivision merges, dissolves, or ceases to exist, the allocation percentage for that Participating Political Subdivision shall be redistributed equitably based on the composition of the successor subdivision.
4. The Commonwealth Share shall be deposited to the Attorney General's Regulatory, Consumer Advocacy, Litigation, and Enforcement Revolving Trust Fund with moneys transferred to the Commonwealth's General Fund as provided by law. To the extent a Settlement requires that all Opioid Funds be used only for abatement or similar purposes, then the Commonwealth Share shall be deposited and distributed accordingly.
5. The Opioid Abatement Share of 70% of the Opioid Funds shall be allocated and paid as follows:
  - a. Fifty-five percent (55%) of the Opioid Funds shall be allocated and paid to the Virginia Opioid Abatement Fund ("Fund").
  - b. Fifteen percent (15%) of the Opioid Funds shall be allocated and paid to the Participating Political Subdivisions and shall be used for Approved Abatement Purposes ("Direct Subdivision Abatement Share"). Upon request, a Participating Political Subdivision shall make publicly available information showing the purposes for which the Participating Political Subdivision used Direct Subdivision Abatement Share funds. The Direct Subdivision Abatement Share shall be allocated and paid to the Participating Political Subdivisions in accordance with the division of proceeds referenced in the schedule attached hereto as Exhibit A. The shares of Virginia counties and independent cities who

elect not to become Participating Political Subdivisions, if any, shall be reallocated ratably to the Participating Political Subdivisions.

6. To the extent a Settlement requires that all Opioid Funds be used only for abatement or similar purposes, then the Subdivision Share and the Commonwealth Share shall be used for Approved Abatement Purposes.
7. To receive funds allocated under this MOU from any Settlement, the Commonwealth and the Participating Political Subdivisions will comply with the terms of any such Settlement, including, among other things, any reporting requirements or restrictions on the use of funds for administrative purposes.

**C. Virginia Opioid Abatement Fund and Virginia Opioid Abatement Authority**

1. The Parties have sought creation of a Virginia Opioid Abatement Authority ("Authority") through legislation submitted to the Virginia General Assembly, which passed in the form attached hereto as Exhibit B. The Authority shall administer the Fund, which also shall be created through the legislation. The Authority shall seek to abate and remediate the opioid epidemic in Virginia through financial support from the Fund in the form of grants, donations, or other assistance, for efforts to treat, prevent, and reduce opioid use disorder and the misuse of opioids in Virginia.
2. The Authority shall be governed by a Board of Directors consisting of 11 members as follows: (i) the Secretary of Health and Human Resources, or his designee; (ii) the Chair of the Senate Committee on Finance and Appropriations or his designee and the Chair of the House Committee on Appropriations or his designee; (iii) an elected member of the governing body of a Participating Political Subdivision, to

be selected from a list of three submitted jointly by the Virginia Association of Counties and the Virginia Municipal League; (iv) one representative of a community services board or behavioral health authority of an urban or suburban region containing Participating Political Subdivisions and one representative of a community services board or behavioral health authority of a rural region containing Participating Political Subdivisions, each to be selected from lists of three submitted by the Virginia Association of Community Services Boards; (v) one sheriff of a Participating Political Subdivision, to be selected from a list of three submitted by the Virginia Sheriffs' Association; (vi) one licensed, practicing City or County Attorney of a Participating Political Subdivision, to be selected from a list of three submitted by the Local Government Attorneys of Virginia; (vii) two medical professionals with expertise in public and behavioral health administration or opioid use disorders and their treatment; and (viii) one representative of the addiction and recovery community.

- a. The members appointed pursuant to clause (i) shall serve ex officio, and the members appointed pursuant to clauses (iii) through (viii) shall be appointed by the Governor.
- b. After an initial staggering of terms, members of the Board shall serve terms of four years. No member shall be eligible to serve more than two terms. Any appointment to fill a vacancy shall be for the unexpired term. A person appointed to fill a vacancy may be appointed to serve two additional terms. Ex officio members shall serve terms coincident with their terms of office.



- c. The Board shall elect annually a chairman and vice-chairman from among its membership. The chairman, or in his absence the vice-chairman, shall preside at all meetings of the Board. A majority of the members of the Board serving at any one time shall constitute a quorum for the transaction of business. The Board shall meet annually or more frequently at the call of the chairman.
- 3. The Authority shall establish specific criteria and procedures for awards from the Fund; establish requirements for the submission of funding requests; evaluate funding requests in accordance with the criteria established by the Authority; make awards from the Fund in a manner that distributes funds equitably among all community services board regions of the Commonwealth, including the establishment of minimum percentages of funds that must be awarded to each Participating Political Subdivision; and evaluate the implementation and results of all efforts receiving support from the Authority.
- 4. The Authority may make grants and disbursements from the Fund that support efforts to treat, prevent, or reduce opioid use disorder or the misuse of opioids or otherwise abate or remediate the opioid epidemic. Such efforts may include but shall not be limited to the following:
  - a. Support treatment of opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies.
  - b. Support people in recovery from opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;

- c. Provide connections to care for people who have, or are at risk of developing, opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;
- d. Support efforts, including law-enforcement programs, to address the needs of persons with opioid use disorder and any co-occurring substance use disorder or mental health conditions who are involved, or are at risk of becoming involved, in the criminal justice system through evidence-based or evidence-informed methods, programs, or strategies;
- e. Support drug treatment and recovery courts that provide evidence-based or evidence-informed options for people with opioid use disorder and any co-occurring substance use disorder or mental health conditions;
- f. Support efforts to address the needs of pregnant or parenting women with opioid use disorder and any co-occurring substance use disorder or mental health conditions, and the needs of their families, including babies with neonatal abstinence syndrome, through evidence-based or evidence-informed methods, programs, or strategies;
- g. Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed methods, programs, or strategies;
- h. Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed methods, programs, or strategies;

- i. Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed methods, programs, or strategies; and
  - j. Support efforts to provide comprehensive resources for patients seeking opioid detoxification, including detoxification services.
- 5. The Authority shall provide financial support only for efforts that satisfy the following conditions:
  - a. The efforts shall be conducted or managed by a Virginia state agency or Participating Political Subdivision;
  - b. No support provided by the Authority shall be used by the recipient to supplant funding for an existing program or continue funding an existing program at its current amount of funding;
  - c. No support provided by the Authority shall be used by the recipient for indirect costs incurred in the administration of the financial support or for any other purpose proscribed by the Authority; and
  - d. Recipients of support provided by the Authority shall agree to provide the Authority with such information regarding the implementation of the effort and allow such monitoring and review of the effort as may be required by the Authority to ensure compliance with the terms under which the support is provided.
- 6. The Authority shall give priority to applications for financial support for efforts that:

- a. Collaborate with an existing program or organization that has an established record of success treating, preventing or reducing opioid use disorder or the misuse of opioids;
  - b. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a community with a high incidence of opioid use disorder or opioid death rate relative to population;
  - c. Treat, prevent or reduce opioid use disorder or the misuse of opioids in a historically economically disadvantaged community, as that term is defined in Va. Code § 56-576; or
  - d. Include a monetary match from or on behalf of the applicant, with higher priority given to an effort with a larger matching amount.
7. For every deposit to the Fund, the Authority shall allocate a portion to the following purposes:
- a. Fifteen percent (15%) shall be restricted for use by state agencies;
  - b. Fifteen percent (15%) shall be restricted for use by Participating Political Subdivisions with these funds distributed in accordance with the division of proceeds referenced in the schedule attached hereto as Exhibit A. The shares of Virginia counties and independent cities who elect not to become Participating Political Subdivisions, if any, shall be reallocated ratably to the Participating Political Subdivisions.
  - c. Thirty-five percent (35%) shall be restricted for use for regional efforts (a partnership of at least two Participating Political Subdivisions within a community services board region); and

- d. Thirty-five percent (35%) shall be unrestricted and may be used to fund the Authority's staffing and administrative costs and may be distributed for use by state agencies, by the Participating Political Subdivisions, or for regional efforts in addition to the amounts set forth in subparagraphs 7(a)-(c), provided that the Authority shall ensure that such funds are used to accomplish the purposes described above or invested as described immediately below.
8. In distributing money from the Fund, the Authority shall balance immediate and anticipated needs with projected receipts of funds in order to best accomplish the purposes for which the Authority is established.
9. The Board may designate any amount from the Fund to be invested, reinvested, and managed by the Board of the Virginia Retirement System.

**D. Payment of Counsel and Litigation Expenses**

1. The Parties anticipate that any national Settlement will provide for payment of all or a portion of the attorneys' fees and litigation expenses of named plaintiff Participating Political Subdivisions. Counsel for any named plaintiff Participating Political Subdivision that seeks to recover attorneys' fees and litigation expenses from Settlement funds shall first seek to recover such fees and expenses from any national Settlement fund established to pay such fees and expenses. For such purposes, the Parties agree that the monetary recoveries obtained via Settlement are attributable to the Commonwealth and the Political Subdivisions 50% each.
2. In addition, the Parties agree that a supplemental attorneys' fees and costs fund (the "Deficiency Fund") will be created; provided, however, that such Deficiency Fund may not violate the terms of any national Settlement. In such event, the Parties

agree to exert diligent efforts to accomplish an alternate arrangement that preserves the payment of counsel and litigation expenses outlined hereunder. Administration of the Deficiency Fund shall be the responsibility of the Political Subdivisions, and the costs of administration may be paid out of the Deficiency Fund.

3. The Deficiency Fund is to be used to compensate counsel for the Participating Political Subdivisions that filed suit on or prior to April 30, 2020. Eligible contingent fee contracts shall have been executed on or before April 30, 2020.
4. The Deficiency Fund shall be funded as follows: from any national Settlement, the funds deposited in the Deficiency Fund shall be 25% of the Subdivision Share and 25% of the Direct Subdivision Abatement Share of each payment (annual or otherwise) that is allocated to the Commonwealth of Virginia (including its political subdivisions) for that Settlement. These funds shall be deposited to the Deficiency Fund prior to distribution to the Participating Political Subdivisions. No portion of the Deficiency Fund shall be drawn from the Commonwealth Share or the Fund.
5. The maximum percentage of any contingency fee agreement permitted for compensation shall be 25% of the portion of the Subdivision Share and the Direct Subdivision Abatement Share attributable to the named plaintiff Participating Political Subdivision that is a party to the contingency fee agreement, plus expenses attributable to that named plaintiff Participating Political Subdivision. Under no circumstances may counsel collect more for its work on behalf of a named plaintiff Participating Political Subdivision than it would under its contingency agreement with that named plaintiff Participating Political Subdivision.

6. To the extent that funds available in the designated amounts or percentages set forth in this Section D are inadequate to fully pay amounts due under contingent fee contracts, funds shall be distributed to private counsel for named plaintiff Participating Political Subdivisions who filed suit and entered into contingent fee contracts prior to April 30, 2020 on a pro rata basis based on the percentage of the total population of named plaintiff Participating Political Subdivisions contained in the named plaintiff Participating Political Subdivision that private counsel represents.
7. Any funds remaining in the Deficiency Fund in excess of the amounts needed to cover private counsel's representation agreements shall revert to the Participating Political Subdivisions and be allocated to the sources from which they derived.
8. Any attorneys' fees related to representation of the Commonwealth of Virginia shall not be paid from the Subdivision Share, the Direct Subdivision Abatement Share, or the Fund but shall be drawn directly from the Commonwealth Share or through other sources. Any payments of attorneys' fees related to representation of the Commonwealth of Virginia from such other sources shall not be deemed Opioid Funds subject to allocation under this MOU.

**E. Settlement Negotiations**

1. The Negotiating Committee members agree to inform each other in advance of any negotiations relating to any Virginia-only Settlement with a Pharmaceutical Supply Chain Participant that includes both the Commonwealth and its Political Subdivisions and shall provide each other the opportunity to participate in such negotiations.

2. The Parties further agree to keep each other reasonably informed of all other global settlement negotiations with Pharmaceutical Supply Chain Participants. Neither this provision, nor any other, shall be construed to state or imply that the Commonwealth or the Political Subdivisions are unauthorized to engage in settlement negotiations with Pharmaceutical Supply Chain Participants without prior consent or contemporaneous participation of the other, or that either party is entitled to participate as an active or direct participant in settlement negotiations with the other. Rather, while the Commonwealth's and the Political Subdivisions' efforts to achieve worthwhile settlements are to be collaborative, incremental stages need not be so.
3. As this is a Virginia-specific effort, the Negotiating Committee shall be chaired by the Attorney General or his designee.
4. The Commonwealth of Virginia, the Political Subdivisions, or Counsel may withdraw from coordinated Settlement discussions detailed in this Section upon 5 days' written notice to the remaining Committee Members and counsel for any affected Pharmaceutical Supply Chain Participant. The withdrawal of any Member releases the remaining Committee Members from the restrictions and obligations in this Section E.
5. The obligations in this Section E shall not affect any Party's right to proceed with trial or, within 30 days of the date upon which a trial involving that Party's claims against a specific Pharmaceutical Supply Chain Participant is scheduled to begin, reach a case-specific resolution with that particular Pharmaceutical Supply Chain Participant.



6. Nothing in this MOU alters or changes the right of the Commonwealth or any Political Subdivision to pursue its own claim. The intent of this MOU is to join the Parties to reach a Settlement or Settlements.

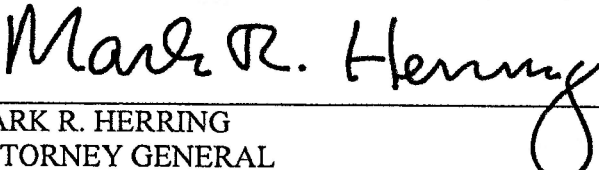
#### **Acknowledgment of Agreement**

We, the undersigned, have participated in the drafting of the above MOU, including comments solicited from client Political Subdivisions. This document has been collaboratively drafted to maintain all individual claims while allowing the Commonwealth and its Political Subdivisions to cooperate in exploring all possible means of resolution. Nothing in this agreement binds any party to any specific outcome. Any resolution under this document will require acceptance by the Commonwealth of Virginia and the Participating Political Subdivisions.

We, the undersigned, hereby accept the VIRGINIA OPIOID ABATEMENT FUND AND SETTLEMENT ALLOCATION MEMORANDUM OF UNDERSTANDING. We understand that the purpose of this MOU is to permit collaboration between the Commonwealth of Virginia and Political Subdivisions to explore and potentially effectuate earlier resolution of the Opioid Litigation against Pharmaceutical Supply Chain Participants. We also understand that an additional purpose is to create an effective means of distributing any potential Settlement funds obtained under this MOU between the Commonwealth of Virginia and the Participating Political Subdivisions in a manner that would promote an effective and meaningful use of the funds in abating the opioid epidemic throughout Virginia.

Executed this 20<sup>th</sup> day of August, 2021.

FOR THE COMMONWEALTH OF VIRGINIA:

  
\_\_\_\_\_  
MARK R. HERRING  
ATTORNEY GENERAL

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Participation in the American Rescue Plan Act Municipality Utility Assistance Program as Fiscal Agent for the James City Service Authority and Grant Award - \$240,808

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/24/2021 - 8:25 AM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Scott A. Stevens, James City County Administrator

SUBJECT: Participation in the American Rescue Plan Act Municipality Utility Assistance Program as Fiscal Agent for the James City Service Authority and Grant Award - \$240,808

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State and Local Fiscal Recovery Funds of the federal American Rescue Plan Act are available through the State Corporation Commission (SCC) and the Virginia Department of Housing and Community Development (DHCD) to assist municipal utility customers experiencing delinquent utility bills due to economic hardship caused by the COVID-19 pandemic. The James City Service Authority (the Authority) has been notified that it is being awarded \$240,808 of these funds.

All residential customers who are more than 60 days delinquent are eligible for assistance, and funds will be credited to accounts by formula. Unlike the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds, customers do not need to complete an attestation to receive assistance.

The Authority is ineligible to receive these funds directly and requires James City County to serve as fiscal agent. The County will receive the funds from the Department of Accounts (DOA) and pass-through the allocation directly to the Authority to implement the program.

Any unused portion of the funds will be remitted back to the DOA by the County no later than March 31, 2022.

Staff recommends approval of the attached resolution authorizing: the County's participation in the grant program as a fiscal agent for the Authority; execution of an agreement with the Authority and Hampton Roads Sanitation District and its subsidiary billing agency as may be necessary for the administration of funds; required certifications to the SCC and DHCD that grant funds will only be used in accordance with state and federal law; and appropriation of the \$240,808 of Municipal Utility Assistance Program funds to the County's Special Projects/Grants Fund.

The Board of Supervisors understands that both parties to the agreement authorized by this resolution are represented by the County Attorney's Office and has been informed by counsel of the potential conflicts that may arise from such common representation and consents to such common representation by adoption of the resolution.

SAS/ap  
GA-ARPAMUAPJCSA-mem

Attachment

## **RESOLUTION**

### **PARTICIPATION IN THE AMERICAN RESCUE PLAN ACT MUNICIPAL UTILITY**

### **ASSISTANCE PROGRAM AS FISCAL AGENT FOR THE JAMES CITY SERVICE**

### **AUTHORITY AND GRANT AWARD - \$240,808**

WHEREAS, the State and Local Fiscal Recovery Funds of the federal American Rescue Plan Act (ARPA) are available through the State Corporation Commission (SCC) and the Virginia Department of Housing and Community Development (DHCD) to assist municipal utility customers experiencing delinquent utility bills due to economic hardship caused by the COVID-19 pandemic; and

WHEREAS, the James City Service Authority (the "Authority") is eligible to participate in the program as a municipal utility and the Board of Supervisors desires to assist the Authority's participation in order to provide economic relief to eligible customers; and

WHEREAS, the grant program requires the Authority to establish a partnership with a city or county that will act as the fiscal agent to receive the funds from the Virginia Department of Accounts and the city or county will then forward funds to the Authority to implement the program for its customers; and

WHEREAS, the Authority has been awarded \$240,808 through this program and will use these relief funds to provide direct assistance to residential municipal utility customers of the Authority with arrearages greater than 60 days for the time period between March 12, 2020 and August 31, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, shall act as fiscal agent for the James City Service Authority for the purposes of receiving and transferring state and federal disbursements through the Municipal Utility Assistance Program operated by the SCC and DHCD and funded through State and Local Fiscal Recovery Funds of ARPA.

BE IT FURTHER RESOLVED that the County Administrator is authorized and directed to execute necessary documents and undertake all reasonable efforts and required processes to assist and partner with the James City Service Authority to request and disperse any Municipal Utility Assistance funding, including (1) execution of an agreement with the James City Service Authority and the Hampton Roads Sanitation District and its subsidiary billing agency as may be necessary for the administration of funds, and (2) making necessary certifications to the SCC and the DHCD, including that any funds awarded will be used only in accordance with state and federal law.

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

Revenue:

Federal - American Rescue Plan Act	
Municipal Utility Assistance Program	<u>\$240,808</u>

Expenditure:

Transfer to JCSA - American Rescue Plan Act	
Municipal Utility Assistance Program	<u>\$240,808</u>

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Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

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Teresa J. Saeed  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

GA-ARPAMUAPJCSA-res

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: 2022 Legislative Agenda Discussion with Legislators

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**ATTACHMENTS:**

	Description	Type
	2022 Legislative Agenda	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:37 PM



## **JAMES CITY COUNTY 2022 LEGISLATIVE PROGRAM**

### **Position/Legislation Supported by the County**

1. CHANGE THE SCHOOL FUNDING INDEX TO MORE FAIRLY ALLOCATE STATE FUNDS AMONG LOCALITIES AND TO RAISE THE COMMONWEALTH'S MONETARY CONTRIBUTION TO LOCAL SCHOOLS
2. DECENTRALIZE THE HAMPTON/PENINSULA HEATH DISTRICT INTO THREE SEPARATE, SMALLER DISTRICTS
3. AMEND THE JAMES CITY COUNTY CHARTER TO ALLOW JAMES CITY COUNTY TO REFUSE TO ACCEPT BONDS AS A FORM OF SUBDIVISION IMPROVEMENT SECURITY

Virginia Code section 15.2-2241 requires that localities accept bonds as a form of surety for public improvements associated with new subdivisions. Over the past several years, the County has made more than a half-dozen bond calls and all have proven time consuming and difficult. Letters of credit and cash escrow options are better options to ensure that County citizens receive all approved subdivision improvements in a timely manner.

#### 4. IMPACT FEES

The County encourages the General Assembly to revise existing impact fee laws to encourage the use of statutorily-calculated impact fees which reflect the true cost of residential development in lieu of cash proffers.

#### 5. LEGISLATIVE PROGRAMS OF VML/VACO/VIRGINIA COALITION OF HIGH GROWTH COMMUNITIES

James City County supports the legislative agendas of the Virginia Municipal League, the Virginia Association of Counties, and the Virginia Coalition of High Growth Communities.

#### 6. STATE FUNDING

James City County requests that the state adequately fund for local road improvements, tourism, substance abuse and mental health treatment, public education, stormwater local assistance funds ("SLAF" funding), reforestation, and public libraries.

#### 7. OFFICIAL IMMUNITY

James City County encourages the General Assembly to vote against any bills that would eliminate or otherwise reduce the official immunity of police officers.

**ITEM SUMMARY**

DATE: 11/23/2021

TO: Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: WJCC Preschool Needs Assessment

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**ATTACHMENTS:**

	Description	Type
📎	Presentation on WJCC Preschool Needs Assessment	Cover Memo
📎	Presentation on WJCC Preschool Needs Assessment	Backup Material
📎	Presentation on WJCC Preschool Needs Assessment	Presentation

**REVIEWERS:**

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	11/4/2021 - 4:33 PM
Publication Management	Pobiak, Amanda	Approved	11/4/2021 - 4:43 PM
Legal Review	Kinsman, Adam	Approved	11/8/2021 - 9:37 AM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:31 PM
Board Secretary	Rinehimer, Bradley	Approved	11/12/2021 - 1:44 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:49 AM



## **MEMORANDUM**

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Presentation on Williamsburg-James City County Preschool Needs Assessment

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In March 2021, AnLar, LLC, was awarded a consulting contract through a joint effort by James City County (JCC), the City of Williamsburg, and Williamsburg JCC Schools to complete a needs assessment focused on early childhood education in the Williamsburg/JCC community. Partners from the publically funded programs were engaged along with JCC Social Services and Williamsburg Human Services through a Preschool Taskforce to provide oversight while AnLar, LLC, conducted research on the current landscape of the early childhood providers in JCC and the City of Williamsburg.

AnLar, LLC, has concluded its research and has provided recommendations to increase capacity for eligible children with the goal of ensuring equitable access to early childhood programs in the Williamsburg/JCC community.

RV/ap  
PreschlNdsAssmnt-mem

# James City County and the City of Williamsburg Preschool Needs Assessment Final Report

October 2021



# Table of Contents

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## Executive Summary

In March 2021, James City County contracted with AnLar on behalf of the James City County and the City of Williamsburg (the localities) Joint-Liaison Group and Preschool Taskforce to conduct a needs assessment of the early childhood system in the localities. The goals of the project were to identify the needs of all children and families, as well as the community at large, who are involved with and impacted by the early childhood programs and explore the potential expansion of available programs.

The following report describes guiding questions that were of interest to decision-making bodies in the localities, AnLar's methodologies for answering those questions, and the findings. AnLar used several data sources, including extant data from the US Census Bureau, Virginia Department of Education, public early childhood providers (predominantly Advancing Community Excellence, Bright Beginnings Preschool, and Child Development Resources), the Williamsburg Department of Human Services, and the James City Department of Social Services. Additional data were collected via a stakeholder survey and focus groups.

As a result of AnLar's analyses, AnLar estimates that an additional 231 children are eligible for preschool but are not currently being served. While there may be many reasons as to why these children are not enrolled or being served by a program, one factor may be limited space and capacity. As such, AnLar has identified two expansion options for consideration by decision-making bodies in the community:

- **Option 1.** Explore options for implementation of a mixed-delivery system.
- **Option 2.** Allocate additional classrooms in WJCC K-12 schools to preschool.

In addition, AnLar presents three opportunities for consideration to drive systematic change across the early childhood community in the localities:

- **Opportunity 1.** Strengthen cross-provider communication and collaboration through equitable representation on decision-making bodies.
- **Opportunity 2.** Increase transparent communication with the community at large.
- **Opportunity 3.** Reflect on diversity, equity, and inclusion practices in early childhood program operation.

## Approach

In March 2021, James City County contracted with AnLar on behalf of the James City County and the City of Williamsburg (the localities) Joint-Liaison Group<sup>1</sup> and Preschool Taskforce<sup>2</sup> to conduct a needs assessment of the early childhood system in the

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<sup>1</sup> The Joint-Liaison Group consists of representatives from the Williamsburg-James City County School Board, James City County Board of Supervisors and Williamsburg City Council.

<sup>2</sup> The Preschool Taskforce consists of representatives from the James City County Department of Social Services, Williamsburg Department of Human Services, Williamsburg James City County School District Bright Beginnings Program, Advancing Community Excellence, and Child Development Resources.

localities. The goals of the project were to identify the needs of all children and families, and the community at large, who are involved with and impacted by the early childhood programs and explore the potential expansion of available programs.

## Guiding Questions

While AnLar and the Preschool Taskforce sought to understand the needs holistically, six specific questions guided analyses and were of interest to locally elected representatives:

1. What is the current early childhood landscape in James City County and the City of Williamsburg?
2. How many children are the early childhood providers currently serving? How has this number changed over time?
3. What are the individual capacities of the early childhood providers? Are there children who are eligible but are not currently being served? Why?
  - a. If barriers exist, how have similar early childhood systems resolved them?
4. What is the cost (including infrastructure and direct operating costs) to deliver early childhood programming to children?
5. Is it better to have preschool in the public schools in the elementary buildings or in a separate building?
6. What is the best means/most efficient way to provide preschool services to an increased population?



## Data Sources and Analysis

AnLar collected extant data from the following sources:

- Administrative data from early childhood providers, particularly Advancing Community Excellence (“ACE”), Williamsburg-James City County School District Bright Beginnings Preschool Program (“Bright Beginnings”), and Child Development Resources (“CDR”), related to enrollment, aggregated student and family demographics, finances and budgets, infrastructure, accreditation processes, and data systems.
- Subsidy data were provided by the James City County Department of Social Services and Williamsburg Department of Human Services.
- Enrollment data specifically related to fall membership from the Virginia Department of Education.



- Publicly available data from the American Community Survey census (population and enrollment trends).
- Publicly available data on programmatic components (e.g., curriculum, instructional hours) and enrollment information from private early childhood provider websites.

In addition, AnLar developed and fielded two online surveys. The first, a teacher and staff demographic survey, was sent to teaching staff at ACE, Bright Beginnings, and CDR. This survey collected data on personnel demographics, education level, experience, and other related skills. The second was a stakeholder survey that asked community members to comment on the quality and perceived needs of staffing and communications, facilities, curriculum and practices, and services provided.

AnLar also conducted three virtual focus groups that focused on topics related to barriers and access, quality of services and instruction, and services and resources offered. Moreover, an onsite visit was conducted to collect observational data on center-based early childhood program facilities. AnLar staff employed several analytic approaches to triangulate collected data and identify overarching trends. The findings are organized below by question.

## Discussion of Findings

### 1. What is the current early childhood landscape in James City County and the City of Williamsburg?

It is evident by the sheer number of early childhood providers and programs in James City County and the City of Williamsburg that the community is passionate about and dedicated to early childhood education and care. Currently, there are over 20 options available to families, including public (i.e. those primarily funded either through local or federal dollars) and private programs.<sup>3</sup> While there are common practices across providers, programs are unique entities that implement and utilize a variety of curricula, instructional or pedagogical approaches, and resources/materials. As such, families in the localities have several options to choose from when selecting a provider and program that best suits their child's needs.

#### Influential Factors

Early childhood care and education programming in James City County and the City of Williamsburg does not operate in a vacuum. Several influential factors impact how early childhood providers operate, such as governing bodies, community demographic characteristics, the local economy, and state-level early childhood initiatives, as described below.

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<sup>3</sup> This number excludes home-based providers, in which early childcare is provided directly to children in the provider's home.

## Governing Bodies

There are several local governing bodies that influence the early childhood landscape in James City County and the City of Williamsburg such as:

- **James City County Board of Supervisors.** The Board consists of five elected representatives from the County's five election districts. Elections are staggered; terms are four years. The Board passes laws and policies for the County, appropriates funds for and oversees County operations.
- **Williamsburg James City County School District School Board.** The consolidated school district comprises two separate political localities: the City of Williamsburg and James City County. A key governing body within the school district is the School Board. The School Board is primarily responsible for making key decisions regarding the school district's budget, approval of policies, and establishment of key budgetary priorities. The School Board also monitors school performance and reports updates to school and staff members. In addition, the school district is led by a senior leadership team of ten members. This group of leaders is responsible for the strategic direction and long-range planning of the school district.
- **Williamsburg City Council.** The Council consists of five elected-at-large and appointed officials and is led by the Mayor. Elections are staggered; terms are four years. The Council develops policies and oversees operations for the city.

In addition, early childhood providers in the area often have their own organizational structures and leadership teams whose decisions influence operation and program implementation.

## Demographic Characteristics

### *James City County*

76,523 individuals reside in James City County. According to census data, a majority of individuals in the county identify as White (80%), with the remaining 20 percent identifying as Black or African American (13.6%), American Indian and Alaska Native (0.4%), Asian (2.6%), Native Hawaiian, and Other Pacific Islander (0.1%), Two or More Races (2.9%), or Hispanic or Latino (6.1%) (U.S. Census, 2021). The majority of individuals within the county identified as women (53%) with the remaining 47 percent of individuals identifying as male. The average age of James City residents is 46.5 years; 3,779 children were between the ages of birth and age 5 (*N* male = 1,911, *N* female = 1,868) (U.S. Census, 2021).

### *City of Williamsburg*

In the City of Williamsburg, racial demographics break down in a similar manner to those observed in James City County. The majority of individuals are White (73%), with the remaining 17 percent of individuals identifying as Black or African American (15%), American Indian and Alaska Native (0.4%), Asian (6.5%), Two or More Races (3.6%), or Hispanic or Latino (7.1%). The median age in Williamsburg is notably lower, in

comparison to James City, at 24.9 years of age; approximately 500 children were between birth and 5 years of age ( $n$  male = 241,  $n$  female = 251).

Overarching trends differ between the two localities. The most consistent finding is that more than half of the population in both Williamsburg and James City County are White. It is important to keep in mind that the locality-specific information shared above is based upon projections made based upon previous census and data collection efforts. Moreover, census trends reported earlier this year indicate that the nation overall is diversifying even more rapidly than researchers previously projected. Specific to Virginia, in 2010 the diversity index (i.e., the probability that two people chosen at random will be from different race and ethnicity groups) was 54.9 percent. Over 50 percent of the population identified as White (64.8%), 19 percent as Black, 5.5 percent as Asian, 2.3 percent as Two or More Races, and less than one percent respectively as American Indian and Alaska Native, Native Hawaiian, and Other Pacific Islander, or another race (U.S. Census, 2021). However, as of the 2020 Census, the diversity index is 61 percent, an increase of 6.7 percent over a ten-year span. Over 50 percent of the population identifies as White (58.6%), 18 percent as Black, 7.1% as Asian, 4.7% as Two or More Races, and less than one percent respectively as American Indian and Alaska Native, Native Hawaiian, and Other Pacific Islander, or another race (U.S. Census, 2021). These trends point to a notable increase in the state, and likely the locality's, diversity.

### **Local Economy Characteristics**

#### *James City County*

In James City County, an estimated 35,685 individuals (47%) are currently in the labor force. The occupations included in the labor force vary in this area, primarily comprising engineers, scientists, as well as technicians, graduate students, university personnel, and the county's tourism industry (James City County Office of Economic Development, 2021). As of 2020, the city's unemployment rate is 4.6 percent, which is 3.1 percent lower than the country's average (8.1%), yet slightly higher than the state's unemployment rate of 4.5 percent. The median household income is \$87,678.00 (James City County Office of Economic Development, 2021). Most (76%) individuals in the county own the property they live in, with less than a quarter of individuals renting within the locality (24%). Most homeowners are between the ages of 45 to 54 years old (22%) and 65 to 74 years old (22%) (James City County, 2021).

#### *City of Williamsburg*

In the City of Williamsburg, an estimated 6,394 individuals (43%) are currently in the labor force. While primary drivers within the economy are tourism and education, "several clusters poised for growth have enhanced traditional industry strengths, including advanced manufacturing, data analysis, and food and beverage," (Virginia Economic Development Partnership, 2021). The unemployment rate in the City of Williamsburg is 5.8 percent (US Census Bureau, 2021). The median household income is \$57,463 (US Census Bureau, 2021). Less than half of individuals own the home that they are occupying (49%). The median value of owner-occupied housing units is \$306,000, and the average mortgage is \$1,712 per month (Williamsburg City, 2021).



## State-Level Early Childhood Efforts

Early childhood education has been a particular focus in Virginia, as evidenced by the receipt of a \$9.9 million competitive Preschool Development Grant Birth-Five awarded in 2019. The grant will be used to support statewide initiatives that strengthen Virginia's early childhood education landscape including statewide needs assessment and strategic planning, review of program alignment with early learning standards, and the development of kindergarten-readiness tools for educators and families (VDOE, 2021). As a result of grant funding, Virginia was able to pilot programs focused on unifying birth-five providers, improving access to services and supports, and family engagement across 11 communities. By 2023, the goal is to expand the program to include all Virginia communities.

Similarly, state-level support of early childhood efforts includes Governor Northam's establishment of the Governor's Executive Leadership Team on School Readiness. The Executive Leadership Team's goal is to unify and strengthen early childhood systems by conducting stakeholder engagement listening sessions, analyzing fundings streams, piloting and scaling uniform quality measurement and improvement systems, and consolidating oversight of providers' early care and education programs (Office of the Governor, 2019).

More recently, on July 1, 2021, oversight of subsidy programs such as early childhood care and education programs receiving public funding shifted from the Virginia Department of Social Services to the Virginia Department of Education. This decision was made to unify early childhood education and care efforts with the educational efforts of K-12 programs across the state. These efforts are aimed to reduce stratification in the funding of early childhood education and care programs, reduce inequities in access to high-quality education programs, and increase the percentage of students who enter kindergarten with key school readiness skills. Furthermore, going forward, publicly funded early childhood education and care program curricula will also be examined for alignment with the state's standards for early learners. These changes will be rolled out leniently over the next two years before being fully upheld and released to the public.

There is a lot to look forward to across the early childhood education landscape in James City County and the City of Williamsburg. Forthcoming early childhood education efforts are slated to focus on clarifying the appropriate prioritization of budgetary spending connected to enrollment slots in instances where Head Start and



preschool programs are offered by school districts receiving Virginia Preschool Initiative (VPI) funds. Guidance emphasizes the need for coordinated and collaborative enrollment systems and recommends that Head Start programs and VPI programs should, in instances where possible, involve mutually beneficial coordination of enrollment to maximize slots available to children in the community. There are no restrictions on parent choice based upon these forthcoming guidelines.

## Public Providers (Locally and/or Federally Funded)

### **Advancing Community Excellence**

#### *History and Organizational Structure*

Advancing Community Excellence (ACE) is a 501 (c)(3) organization that aims to promote self-sufficiency and to “revitalize the neighborhood, one person at a time, one house at a time, one family at a time, and one community at a time” (Tramuel, 2018). ACE traces its roots back to the formation of the James River Community Action Agency (CAA) in 1968.

ACE is led by the CEO and President of the organization, Tressell Carter. Her core team includes Dr. DeShea Simpson (Chief Governance Officer), Hazel Thomas, MBA (Chief Operating Officer), Dr. Cheryl Finch (Impact Officer, BOOKS Institute), and R. Felicia Norman, BS-Early Care and Education (PREP Academy Administrator). Additional governance is provided by ACE’s Board of Directors which consists of 21 members representing three sectors of the community: elected officials/designees, low-income representatives, and private and/or civic representation (Advancing Community Excellence, 2021). Together these leaders determine the strongest course of strategic action for ACE and its mission to promote the self-sufficiency of the families they serve (Advancing Community Excellence, 2021). Additional support for federally funded preschools is available at the state level through the Virginia Head Start Association, which focuses on providing training and advocacy to Head Start programs ( Virginia Head Start Association, 2021). Finally, as is the case with all Head Start programs, ACE receives guidance through federal legislation, policy, and regulation which aligns with national guidelines identified by the U.S. Department of Health and Human Services (ECLKC, 2021).

Employees consist of teaching staff, administrators, and service professionals. ACE has made a commitment to employing high-quality staff who are racially, ethnically, and linguistically diverse, and this commitment is reflected in the current diversity of their staff. Two-thirds of ACE teaching staff identify as Black, 18 percent identify as White, and 6 percent each identify as Asian, Hispanic/Latinx, or “Other.” Additionally, ACE teaching staff speak a variety of languages, including Spanish, Arabic, and Polish. Ten staff members were the parents/guardians of children who previously attended ACE, which demonstrates ACE’s success at meaningfully engaging families and creating a community atmosphere. Several staff members have been with the agency for numerous decades, and the average teacher has been with ACE for 12 years. In addition, over 600 volunteers support ACE’s work. ACE is committed to developing career pathways for community members, providing employment opportunities for local individuals who become involved in ACE’s community.

### Early Childhood Services Provided

One of ACE's most well-known services is its Head Start program, known as PREP Academy. Head Start is a federally funded program for children ages three to five years old. The program is center-based and currently operates out of three locations: Norge Elementary School, Poplar Creek, and James River. ACE recently moved into Poplar Creek for SY 2021-22; previously, PREP Academy was operated out of the Historic Triangle Center.

ACE uses the Creative Curriculum for Preschool ("Creative Curriculum") by TeachingStrategies for its PREP Academy. The Creative Curriculum is a research-based, individualized approach that fosters children's development and learning across ten areas: social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, the arts, and English language acquisition (TeachingStrategies, n.d.).

ACE nimbly adapted to the COVID-19 pandemic and offered virtual instruction to its children and families during the 2020-21 school year. In total, ACE provided 173 days of instruction; families opted into either morning or afternoon sessions (8:30 - 11:00 AM or 12:30 - 3:00 PM, respectively). ACE will continue to offer morning and afternoon sessions to families during the 2021-22 school year, yet instruction will be predominately in-person.

### Eligibility Criteria

To qualify for Head Start, a prospective family's income must be at or below the poverty level established by the federal government (see Figure B-1) and reside in James City County or the City of Williamsburg. To apply, prospective families must complete an application via ACE's online portal and submit documentation of income, child identity, residency, and health/immunization records.<sup>4</sup> Once completed, a member of the ACE team, known as the Family Navigator, will reach out to the prospective family to assist in the application process. ACE maintains a rolling application and enrollment process throughout the academic year; additional efforts towards recruitment and enrollment are made during the summer months. If all available slots are filled, families are placed on a waiting list.

### Capacity and Enrollment

As mentioned above, ACE operates the PREP Academy out of seven classrooms across three locations: James River, Norge Elementary School, and Poplar Creek. The number of children enrolled in each classroom varies per site, but on average there are approximately 16 children per classroom. In total, ACE has the capacity to serve 147 children. In SY 2019-20 ACE was at capacity; in SY 2020-21 enrollment varied throughout the year due to the COVID-19 pandemic, ranging from 108 to 115 children enrolled.

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<sup>4</sup> This list of required documentation was obtained from the [ACE website](#).

**Table 1. ACE Enrollment by Select Characteristics, SY 2020-2021**

	James River		Norge Elementary		Poplar Creek		Total	
	N	%	N	%	N	%	N	%
<b>Capacity</b>	--	--	--	--	--	--	147	100.0
<b>Total Enrollment</b>	31	--	35	--	44	--	110	74.8
<b>Age</b>								
3	11	35.5	11	31.2	16	36.4	38	34.5
4	20	64.5	23	65.7	28	63.6	71	64.5
5	0	0.0	1	2.9	0	0.0	1	0.9
<b>Gender</b>								
Female	16	51.2	17	48.6	21	47.7	54	49.1
Male	15	48.8	18	51.4	23	52.3	56	50.9
<b>Race/Ethnicity</b>								
Asian	0	0.0	1	2.9	0	0.0	1	0.9
Black/Afr. American	8	25.8	23	65.7	17	36.6	48	43.6
Hispanic	17	54.8	7	20.0	18	40.9	42	38.2
Multi-Racial	3	9.7	4	11.4	3	6.8	10	9.1
Other	0	0.0	0	0.00	1	2.3	1	0.9
White	3	9.7	0	0.00	3	6.8	6	5.5
<b>Disability Status*</b>								
IDEA disability	--	--	--	--	--	--	9	8.2
No-IDEA disability	--	--	--	--	--	--	101	91.8
<b>Economically Disadvantaged</b>								
Yes	--	--	--	--	--	--	110	100
No	--	--	--	--	--	--	0	0.0

NOTES: \*IDEA disability refers to a specific learning disability or developmental delay, health impairment, autism, emotional disturbance, speech or language impairment, visual impairment (including blindness), deaf-blindness, orthopedic impairment, intellectual disability, traumatic brain injury, or multiple disabilities. "--" data unavailable

SOURCE: ACE Enrollment and Tracking Data

### Classroom Space Utilization

There are seven classrooms across the three locations. The number of classrooms and size of these classrooms is contingent upon the age of the children and their needs. ACE follows the space requirements outlined by the US Department of Health and Human Services - Office of Head Start in "**Head Start Program Performance Standards**" (1203.21 Center-based option) that states: "A center-based program must have at least 35 square feet of usable indoor space per child available for the care and use of children (exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child."

Classrooms serve as the primary place of instruction. Additionally, ACE recently purchased SmartBoards and WIFI-supported tablets for children for "Khan Academy Kids program, Teaching Strategies' Distance Learning Solution, and AI's Pals

curriculum to enhance virtual learning instruction,” (Head Start Program Performance Summary Report, 2021, p. 4).

### Accreditation Processes

ACE is licensed by the Virginia Department of Education and submits annual reports to the US Department of Health and Human Services - Office of Head Start on (1) program design and management, (2) education and child development, (3) health program services, (4) family and community engagement, (5) Eligibility, Recruitment, Selection, Enrollment, and Attendance (**ERSEA**), and (6) fiscal infrastructure.

Moreover, ACE participates in the **Virginia Quality Rating**<sup>5</sup> process and has achieved high ratings for each of its locations (Level 4 at Historic Triangle Center [rated prior to move] and James River, and Level 5 at Norge).

### Data Systems Used

ACE utilizes several data systems to track enrollment, service receipt, and business operations. Data systems often track different outcomes. For example:

- **Phonological Awareness Literacy Screening (PALS)**: Achievement data on PALS for all 4-year-old students.
- **Teaching Strategies Gold Assessment Data Bank**: Pre-K assessment data management. Used by all teachers for all students. Teachers have access to enter student data. The principal has program-wide access to pull reports on student achievement.
- EmPOWER: Decision making, audit verification, and routine business operations.
- **ECLKC**: Head Start software for entering data through grants.gov and other secure sites to report data to the regional office.

## **Bright Beginnings Preschool Program**

### History and Organizational Structure

The Bright Beginnings Preschool Program (“Bright Beginnings”) is the public school-based preschool program offered by the WJCC School District. The program was initially offered to the community in 1983 in partnership with Child Development Resources. Since then, the program has expanded and currently operates at five locations: D.J. Montague Elementary School, Laurel Lane Elementary School, J. Blaine Blayton Elementary School, Norge Elementary School, and Clara Byrd Baker Elementary School. Instruction times vary upon location and student need; however, children generally attend the program for four hours per day Monday through Friday.

Bright Beginnings falls under jurisdiction of the Williamsburg-James City County School District. The Superintendent of the school district is Dr. Olwen Herron. Bright Beginnings is led by Principal Amy Gulick. Her core team consists of Julie Cretacci (Assistant Principal), Caitlin Whisemnant (Administrative Assistant), Renee Savedge

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<sup>5</sup> The Virginia Quality Rating System is the Commonwealth’s voluntary quality rating and improvement system (QRIS). Early childhood providers are rated on a 5-level scale, where Level 5 is optimal. However, in 2019 (formalized through legislation in June 2020), Governor Northam signed **Executive Order Four** calling for a Uniform Measurement and Improvement System. This system will eventually replace the VA QRIS by 2023 when all publicly funded early childhood programs will be required to participate.

(Early Childhood Special Education Coordinator), Shayna Gregory (Administrative Assistant), and Beth Burkhalter (Central Point of Entry Coordinator). Currently 93 teachers, assistant teachers, administrative, and professional services staff are connected to the Bright Beginnings program. Among the staff, 85 percent identify as White, 7 percent identify as Black, 4 percent identify as multiracial, 2 percent identify as Finnish, and 1 percent each identify as Asian or Hispanic/Latinx. Forty percent of Bright Beginnings teaching staff have Master's degrees. Additionally, the average teaching staff member has worked at Bright Beginnings for 16 years.

### Early Childhood Services Provided

Bright Beginnings is a center-based preschool model that serves children ages two through five years old. The program is an inclusive environment that serves children both with and without disabilities.

Bright Beginnings uses the Creative Curriculum by Teaching Strategies. This curriculum focuses on child growth and development across ten competencies: social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, the arts, and English language acquisition.

### Eligibility Criteria

To qualify for Bright Beginnings, prospective families must meet the following eligibility criteria:

- Children must be ages two through four years old by September 30th<sup>6</sup>.
- Families must reside in the WJCC school district boundaries.
- Families must meet the Virginia Preschool Initiative (VPI) eligibility criteria, which includes:
  - Family income at or below 200 percent of federal poverty guidelines,
  - Family/student experiencing homelessness,
  - Students' parents or guardians did not complete secondary school<sup>7</sup>, or
  - Family income is above 200 percent but at or below 350 percent of federal poverty guidelines in the case of students with special needs or disabilities.
- Children must complete a developmental screening.

Bright Beginnings has a rolling admissions process. In SY 2020-21, Bright Beginnings implemented an online intake form for the first time. Previously, interested families called Bright Beginnings to discuss eligibility with an Intake Coordinator. Additional staff hours are dedicated to recruitment and enrollment application processing during the summer months.

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<sup>6</sup> Bright Beginnings also serves five-year-old children who are not eligible for Kindergarten due to age or if a child was granted a waiver by VPI. However, this number is relatively small as shown in Table 3.

<sup>7</sup> Note: Placement into Bright Beginnings is predicated on a multitude of factors. Children/families of domestic violence, addiction, deployment, trauma, and COVID-related trauma are criteria before drop-out status.



As shown in Table 2, the switch to an online format increased the number of children added to the waitlist. Bright Beginnings staff indicated that the waitlist increase is likely due to minimized barriers; more specifically, families can complete the intake form at a date/time that works best for their personal schedules, and the developmental screening is no longer part of the initial application. The waitlist includes children who will be eligible for the following year. However, they are not currently placed because they are ineligible based on age and disability status.



In addition, it is important to note that the Bright Beginnings admissions process is not based on the order in which an application is submitted. Rather, several factors like age of the child, specific needs and services required, and geographic location, determine which children are offered spots from the waitlist.

**Table 2. Bright Beginnings Waiting List, SY 2018-19 through SY 2020-21**

	SY 2018-19	SY 2019-20	SY 2020-21	SY 2021-22
September	46	17	9	64
June	95	75	96	--
Children not placed- aged out	18	6	10	17
Children not placed- other reason (moved out of area; enrolled in another program; COVID concerns)*	--	--	14	--

NOTES: \* To date, WJCC Bright Beginnings has not tracked the number of children on the waitlist who have not been placed for reasons other than aging out. "--" indicates data is unavailable.

SOURCE: WJCC Bright Beginnings Recruitment and Enrollment Data, SY18-19 -- SY20-21

### Capacity and Enrollment

The program served 302 children across all sites in SY 2020-21. Bright Beginnings is an inclusive preschool environment, which serves children both with and without disabilities at all locations. The number of children in each classroom is contingent upon age and need. However, on average, there are about fifteen children per classroom; self-contained classrooms have about eight students per classroom.

**Table 3. Bright Beginnings Enrollment by Select Characteristics, SY 2020 - 2021**

	DJ Montague		Laurel Lane		J. Blaine Blayton		Norge		Clara Byrd Baker		Total	
	N	%	N	%	N	%	N	%	N	%	N	%
<i>Capacity</i>	30	100.0	78	100.0	108	100.0	107	100.0	78	100.0	403	100.0
<i>Total Enrollment</i>	18	60.0	60	76.9	70	64.8	97	90.7	57	73.1	302	75.1
<b>Age</b>												
2	0	0.0	9	15.0	10	14.3	13	13.4	7	12.3	39	12.9
3	9	50.0	21	35.0	19	27.1	26	26.8	18	31.6	93	30.8
4	9	50.0	40	46.7	40	57.1	57	58.8	31	54.4	165	54.6
5	0	0.0	1	3.3	1	1.4	1	1.0	1	1.8	5	1.7
<b>Gender</b>												
Female	5	27.8	17	28.3	24	34.3	35	63.9	20	35.1	101	33.4
Male	13	72.2	43	71.7	46	65.7	62	36.1	37	64.9	201	66.6
<b>Race/Ethnicity</b>												
Asian	0	0.0	2	3.3	1	1.4	3	3.1	1	10.6	7	2.3
Black/ Afr. American	7	38.9	13	21.7	12	17.1	20	20.7	11	19.3	63	20.9
Hispanic	4	22.2	12	20.0	6	8.6	20	20.7	11	19.3	53	17.5
Multi-Racial	2	11.1	5	8.3	7	10.0	10	10.3	6	19.3	30	9.9
Other	0	0.0	0	0.0	0	0.0	0	0.0	0	1.8	0	0
White	5	27.8	28	46.7	44	62.9	44	45.4	29	50.9	150	49.7
<b>Disability Status*</b>												
IDEA disability	2	11.1	75.0	60.0	60	85.7	75	77.3	37	64.9	219	72.5
No-IDEA disability	16	88.9	25.0	10.0	10	14.3	22	22.7	20	35.1	83	27.5
<b>Economically Disadvantaged*</b>												
Yes	--	--	--	--	--	--	--	--	--	--	48	15.9
No	--	--	--	--	--	--	--	--	--	--	254	84.1

NOTES: \*IDEA disability refers to a specific learning disability or developmental delay, health impairment, autism, emotional disturbance, speech or language impairment, visual impairment (including blindness), deaf-blindness, orthopedic impairment, intellectual disability, traumatic brain injury, or multiple disabilities. Economically disadvantaged refers to receipt of any of the following: (1) eligible for Free/Reduced Meals, (2) receives TANF, (3) is eligible for Medicaid, or (4) identified as either Migrant/experiencing homelessness. \*\*Data discrepancy causing percentages to not add to 100.0%

SOURCE: Bright Beginnings Enrollment and Tracking Data; VDOE fall membership data 2020-2021.



### Classroom Space Utilization

Across the five elementary schools, 32 classrooms are dedicated to the Bright Beginnings program. The number of classrooms and size of said classrooms ranges based on location as described in the table below. On average, classrooms are approximately 838 square feet. Of note, Norge Elementary School was specifically designed with dedicated space for early childhood programming (Bright Beginnings, as well as ACE Head Start); J. Blaine Blayton was also designed to include early childhood classroom spaces.

**Table 4. Bright Beginnings Classroom Space**

Location	Number of Classrooms	Size of Classroom (sq. ft.)	Total Square Feet
DJ Montague	2	730	1,460
Laurel Lane	6	890	5,340
J. Blaine Blayton	8	800	6,400
Norge	10	950	9,500
Clara Byrd Baker	6	820	4,920
<b>TOTAL</b>			<b>27,620</b>

Bright Beginnings follows the space requirements outlined by the Department of Social Services of the Commonwealth of Virginia in “**Standards for Licensed Child Day Centers**,” (22VAC40-185-310) that states: “(1) Effective June 1, 2008, applicants must have 35 square feet of indoor wall-to-wall space per child; (2) Current licensees and subsequent licensees at currently licensed facilities may continue to provide 25 square feet per child; and (3) New additions shall have 35 square feet of indoor wall-to-wall space per child effective June 1, 2008.” Moreover, the square foot allotment per child excludes offices, hallways, restrooms, kitchens, and storage rooms or closets.

Classrooms serve as the primary location for instruction. Many therapies and services are also provided in classroom spaces, and Bright Beginnings staff use occupational and physical therapy rooms or hallways with dividers if more therapeutic space is needed outside of the classroom.

### Accreditation Processes

Bright Beginnings is licensed by the Virginia Department of Education; the licensure process focuses on instruction, inclusion rates, equity, enrollment data, and professional development opportunities. In addition, Bright Beginnings is observed twice a year using the Classroom Assessment Scoring System (**CLASS**). The Bright Beginnings program aligns to the **Virginia Early Learning and Development Standard Birth - Five** and



submits requisite data for **Part B State Performance Plan (SPP) and Annual Performance Report (APR) reports**, focusing particularly on Indicators 6, 7, and 12.

#### Data Systems Used

Bright Beginnings utilizes several data systems to track student enrollment, growth and development, achievement, and service receipt such as:

- **Synergy**: Student information, attendance, emergency information, class roles, homerooms, funding codes, and state indicators for state reporting. Administrators have full access to Synergy and teachers have access to student demographics, attendance, contact info, and all special education records.
  - **StudentVue**: Within Synergy, and contains all special education processes, records, teacher caseloads, and timeline
- **SharePoint**: Enrollment data, including all VPI criteria for administrator use, and waitlist for the Central Point of Entry.
- **Student Record Collection**: (SRC) by the central office and state for monitoring student enrollment for funding purposes.
- **Phonological Awareness Literacy Screening (PALS)**: Achievement data on PALS for all 4-year-old students.
- **Teaching Strategies Gold Assessment Data Bank**: Pre-K assessment data management. Used by all teachers for all students. Teachers have access to enter student data. The principal has program-wide access to pull reports on student achievement.

Bright Beginnings is also currently working with the WJCC Kindergarten programs to track outcomes and readiness for students who went through Bright Beginnings. In addition, several systems are maintained for business operations, including TalentED, Munis, and Novatime. These systems track outcomes such as teacher, therapist, instructional assistant, and administrator evaluation performance; budget, purchasing, and hiring; and timesheets/work hours.

### **Child Development Resources (CDR)**

#### History and organizational structure

Founded in 1965, Child Development Resources (“CDR”) is a 501 (c)(3) organization that provides early childhood programming and support services to families in James City County, Poquoson, Williamsburg, and York Counties. The organization is led by Executive Director Paul Scott and is guided by a Board of Directors consisting of Leigh Houghland (Chair), Alex B. Hutcherson, II (Vice Chair), Edward Robinson (Treasurer), Virginia McLaughlin (Secretary), as well as 19 other members.

There are 68 employees connected to Children’s Services at CDR. Among those employees, 57 percent identify as White, 27 percent identify as Black, and 15 percent identify as Hispanic/Latinx. Staff have 16 years of teaching experience in early childhood, on average. The CDR Early Head Start program has 31 employees.

### Early Childhood Services Provided

CDR offers the following Children's Services Programs: The Infant & Parent Program (for infants and toddlers with disabilities/delays, Parents as Teachers (evidence based home visitation program), Early Head Start (both center-based early learning and evidence based home visitation program), Motherhood services (comprehensive Motherhood education), infant massage classes, breastfeeding, postnatal mood support), Developmental Playgroups and Parent Groups (integrated and inclusive playgroups and parent education and support groups), and the Fatherhood Program (fatherhood education, job support, individualized intervention, co-parenting support). The organization also provides professional development and technical assistance to early childhood professionals.

The following discussion focuses on CDR's Early Head Start program unless otherwise specified. Early Head Start is a federally sponsored program that aims to provide services and resources to low-income pregnant women and families with infant and toddler-age children. The program is offered to the community as either center-based or evidence-based home visitation program.

The center-based program operates out of two locations: Griffin-Yeates Learning Center and Lafayette High School. However, CDR recently acquired a new building that will consolidate all existing CDR centers and service lines under one roof. The center-based program uses Frog Street Infant and Frog Street Toddler Curriculum. Both curricula are rooted in the scientific early brain development research; both curricula are organized around four learning domains: physical development, cognitive development, language development, and social emotional development.

Under the home-based option, a Family Advocate visits the child and their family in their home once per week for 90 minutes. The role of the Family Advocate is to provide information and resources on child development, tips and guidance on health and safety in the home, and connections to community-based services and resources. CDR Early Head Start also offers families developmental playgroups and family engagement and involvement events.

### Eligibility Criteria

Prospective families interested in enrolling their child(ren) in CDR's Early Head Start program complete either an online intake form or call CDR's Central Point of Entry hotline. To qualify for CDR's Early Head Start program, families must meet the following criteria:

- Family income falls below the federal poverty guidelines (see Figure B-1) or
- Family/Child must be experiencing homelessness, or
- Child must be in foster care, or
- Family must be receiving public assistance (TANF or SSI).

Families whose children have a disability are encouraged to apply as at least ten percent of enrolled children must have a disability.

CDR Early Head Start maintains a waitlist for children who wish to enroll in the center-based program when the program is at capacity. A ranking system is used to

determine priority for placement; the system is based primarily on income level, geographic location, and other risk factors (e.g. experiencing homelessness). Typically, about 15 to 18 children are on the waitlist for the James City County location of Early Head Start at any given time.

### Capacity and Enrollment

In SY 2020-21, CDR Early Head Start served 146 children; 98 children were served through the home-based model and 48 children were served through the center-based model.

**Table 5. CDR Early Head Start Enrollment by Select Characteristics, SY 2020-21**

	Lafayette High School		Griffin-Yeates		Home-Based		Total	
	N	%	N	%	N	%	N	%
<b>Capacity</b>	32	100.0	16	100.0	98	100.0	146	100.0
<b>Total Enrollment</b>	24	75.0	16	100.0	88	89.8	128	87.7
<b>Age</b>								
<1	8	33.3	4	25.0	65	73.8	77	60.2
1	10	41.7	8	50.0	20	22.7	38	29.7
2	6	25.0	4	25.0	3	3.4	13	10.2
3	0	0.0	0	0.0	0	0.0	0	0.0
4	0	0.0	0	0.0	0	0.0	0	0.0
<b>Gender</b>								
Female	8	33.3	5	31.3	41	46.6	54	42.2
Male	16	66.7	11	69.7	47	53.4	74	57.8
<b>Race/Ethnicity</b>								
Asian	1	4.2	1	6.3	3	3.4	5	3.9
Bi- or Multi-Race	1	4.2	1	6.3	15	17.0	17	13.3
Black/Afr. American	3	12.5	3	18.8	42	47.7	48	37.5
Hispanic	3	12.5	2	12.5	16	18.2	21	16.4
Other	1	4.2	0	0.0	0	0.0	1	0.8
White	13	54.2	9	56.3	28	31.8	50	39.1
<b>Disability Status*</b>								
IDEA disability	4	16.7	3	18.8	12	13.6	19	14.8
No-IDEA disability	20	83.3	13	81.3	76	86.4	109	85.2
<b>Economically Disadvantaged</b>								
Yes	24	100.0	16	100.0	74	84.1	114	89.1
No	0	0.0	0	0.0	14	15.9	14	10.9

NOTES: Hispanic are a subset of White in CDR's calculations. \*IDEA disability refers to a specific learning disability or developmental delay, health impairment, autism, emotional disturbance, speech or language impairment, visual impairment (including blindness), deaf-blindness, orthopedic impairment, intellectual disability, traumatic brain injury, or multiple disabilities. Economically disadvantaged refers to receipt of any of the following: (1) eligible for Free/Reduced Meals, (2) receives TANF, (3) is eligible for Medicaid, or (4) identified as either Migrant/experiencing homelessness.

SOURCE: CDR Enrollment and Tracking Data

### Classroom Space Utilization

There are six classrooms across the two locations. The number of classrooms and size of said classrooms is contingent upon the age of the children and their needs. CDR's Early Head Start program follows the space requirements outlined by the US Department of Health and Human Services - Office of Head Start in "**Head Start Program Performance Standards**" (1203.21 Center-based option) that states: "A center-based program must have at least 35 square feet of usable indoor space per child available for the care and use of children (exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child."

### Accreditation Processes

CDR Early Head Start is licensed by the Virginia Department of Education and submits annual reports to the US Department of Health and Human Services - Office of Head Start on (1) program design and management, (2) education and child development, (3) health program services, (4) family and community engagement, (5) Eligibility, Recruitment, Selection, Enrollment, and Attendance (**ERSEA**), and (6) fiscal infrastructure. In addition, CDR Early Head Start center-based programs have participated in the **Virginia Quality Rating**<sup>8</sup> process and have achieved Level 3 at Griffin Yeates Center and Level 4 at Lafayette High School.

### Data Systems Used

CDR uses several data systems to track implementation of and outcomes depending upon the program. For CDR Early Head Start these include:

- **Access.** A center-wide data system that tracks program enrollment, student demographics, growth, and key indicators for reporting to funders. The Central Point of Entry Coordinator is the primary user who enrolls and follows new program participants in this system. Each CDR program has individual databases to track their work and each has a staff member who maintains that database. Every program administrator has access and can run reports from the database.
- **ECLKC:** Early Head Start software for entering data through grants.gov and other secure sites to report data to the regional office.

### Private Providers

There are over 20 private provider options for families in the localities. These private providers range on a variety of factors including ages served, services and resources offered, hours of operation and length of instruction, geographic location and transportation options, quality rating, and tuition. Moreover, each has its own organizational structure and leadership team. Several providers are licensed by the Virginia Department of Education (VDOE), which can be viewed as a form of oversight.

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<sup>8</sup> The Virginia Quality Rating System is the Commonwealth's voluntary quality rating and improvement system (QRIS). Early childhood providers are rated on a 5-level scale, where Level 5 is optimal. However, in 2019 (formalized through legislation in June 2020), Governor Northam signed **Executive Order Four** calling for a Uniform Measurement and Improvement System. This system will eventually replace the VA QRIS by 2023 when all publicly-funded early childhood programs will be required to participate.

## VA Child Care Subsidy Program

The purpose of the VA Child Care Subsidy Program is to increase the availability of and access to affordable quality child care services within the Commonwealth. Individuals must complete an online application through the [Virginia CommonHelp Portal](#) and must meet several eligibility criteria including:<sup>9</sup>

- Be a Virginia resident who is either (1) actively employed or seeking employment; (2) participating in an education or training program; (3) participating in the Virginia Initiative for Education and Work (VIEW); or (4) participating in the Supplemental Nutrition Assistance Program Employment and Training (SNAPET) program.
- Provide documentation of the child(ren)'s citizenship or legal residence.
- Provide documentation of the child(ren)'s immunization records.
- Provide documentation of household income that does not exceed the limits of the locality.

Early childhood providers elect to accept a subsidy voucher from an individual to offset the tuition cost for their child. The monetary value of a voucher is dependent upon child age, which is typical for states (Workman & Howard, 2018). For example, a child who is either an infant or young toddler will receive a higher amount of subsidy than a child who is three or four years old.

Eight providers currently participate in the VA Child Care Subsidy Program including La Petite Academy (two locations), Childcare Network, Creative Kids, LeaRNLily, Williamsburg Indoor Sports Complex (WISC), CDR's Early Head Start centers, and Williamsburg Campus Child Care. The number of spaces that are reserved for children with subsidy vouchers varies across providers as shown in Table 6 below. Updated information regarding children served and available slots as of October 2021 (SY 2021-22) have been included in Appendix C, which reflect providers are close to or at capacity and do not have any available slots.

**Table 6. Providers Accepting VA Child Care Subsidy, July 2021 (SY 2020-21)**

Age Group	Capacity	Enrolled	Available		Subsidy Rates
			Slots	Market Rate	
<b>Childcare Network</b>	<b>73</b>	<b>71</b>	<b>2</b>	<b>205 - 235</b>	<b>205 - 235</b>
Infants	8	7	1	235	235
Toddlers	10	9	1	235	235
Two's	20	20	0	205	205
Three's	20	20	0	205	205
KPA	15	15	0	205	205
<b>CDR Early Head Start</b>	<b>48</b>	<b>24</b>	<b>8</b>	<b>200 - 220</b>	<b>200 - 220</b>
6 weeks - 16 months	U	U	U	220	220
16 - 24 months	U	U	U	210	210
24 - 36 months	U	U	U	200	200

<sup>9</sup> Eligibility criteria are obtained from [Child Care VA](#).

<b>Creative Kids</b>	<b>27</b>	<b>25</b>	<b>2</b>	<b>200 - 245</b>	<b>200 - 245</b>
Infants	8	6	2	245	245
Two's	8	8	0	230	230
Preschool	11	11	0	200/220	200/220
<b>La Petite Academy #7145</b>	<b>76</b>	<b>40</b>	<b>36</b>	<b>218 - 271</b>	<b>205 - 235</b>
Infants	12	4	8	271	235
Toddlers	12	8	4	277	235
Two's	12	8	4	238	205
Early Preschool	0	0	0	240	205
Preschool	20	10	10	218	205
Pre-Kindergarten	20	10	10	218	205
<b>La Petite Academy #898</b>	<b>84</b>	<b>72</b>	<b>12</b>	<b>197 - 245</b>	<b>205 - 235</b>
Infant I	8	8	0	245	235
Infant II	8	8	0	245	235
Toddlers	10	10	0	245	235
Two's	10	10	0	212	205
Early Preschool	8	8	0	212	205
Preschool	20	12	8	197	205
Pre-Kindergarten	20	16	4	197	205
<b>LeaRNLily</b>	<b>73</b>	<b>63</b>	<b>10</b>	<b>245 - 290</b>	<b>205 - 235</b>
Nursery	12	12	0	290	235
Toddlers	17	12	5	280	235
Two's	16	15	1	270	235
Three's	18	14	4	255	205
Pre-Kindergarten	10	10	0	245	205
<b>Vanessa Frazier (Home)</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>U</b>	<b>U</b>
Infant	0	0	0	U	U
Toddler	4	4	0	U	U
Pre-Kindergarten	3	3	0	U	U
<b>WISC</b>	<b>66</b>	<b>66</b>	<b>0</b>	<b>150 - 180</b>	<b>150 - 180</b>
Toddler	36	36	0	180	180
Pre-Kindergarten	30	30	0	170	170

NOTES: "U" indicates data is unavailable.

SOURCE: James City County Department of Social Services, Subsidy Provider Data July 2021

## 2. How many children are the early childhood providers currently serving? How has this number changed over time?

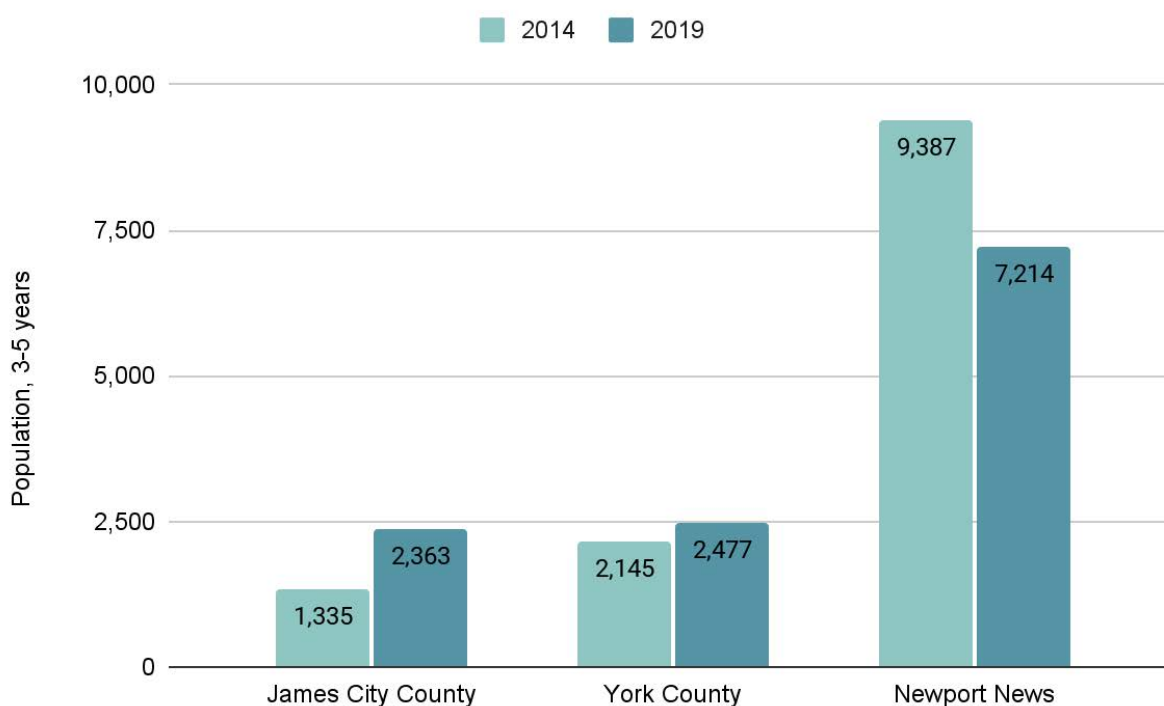
Since 2015, there have been an estimated 4,128 children aged five or younger who have resided in James City County per year on average. Of these children, about 55 percent are ages three to five (N=2,266) on average and 45 percent below age three (N=1,863). Looking specifically at children ages three and older, an estimated 995 children are enrolled in nursery or preschool in a given year. More than half of these children are served by public early childhood providers (N=627.8; 63.1%). 1,271 children



are not currently enrolled in a nursery or preschool program in James City County (U.S. Census Bureau, 2015-2019 American Community Survey 1-Year Estimates)<sup>10</sup>. Please note, data was publicly unavailable for the City of Williamsburg.

According to data compiled from the American Community Survey, which is administered by the US Census Bureau, the preschool population has nearly doubled from 2014 to 2019.<sup>11</sup> Specifically, the number of children ages three through five in James City County increased from 1,335 in 2014 to 2,363 in 2019, which is a 77 percent increase year-over-year. In comparison, the same age group in York County grew by only 15 percent, while Newport News actually had a population decrease of 23 percent over the same period.

**Figure 1. Population, 3-5 in James City County, York County, and Newport News, 2014 and 2019**



SOURCE: American Community Survey, 2014 & 2019 administrations. Retrieved from [data.census.gov](https://data.census.gov).

Utilizing data provided by ACE, Bright Beginnings, CDR, and the James City County Department of Social Services, AnLar estimated that 529 children ages three to five were enrolled in public early childhood programs or used subsidy vouchers for private programs in SY 2020-21. 370 children under age three were in public early childhood programs or used subsidy vouchers for private programs in SY 2020-21.

<sup>10</sup> It is important to note that there is a considerable margin of error associated with American Community Survey 1-Year Estimates; the actual number of children enrolled may be different.

<sup>11</sup> Data from the 2020 American Community Survey has not yet been released due to the COVID-19 pandemic.



**Table 7. Number of Children Under 3 Served, by Provider (SY 2020-21)**

Provider	Children Served Under 3	Children Served 3-5
ACE Head Start	--	115
Bright Beginnings Preschool	39	263
CDR - Early Head Start	146	--
Childcare Network	36	35
Creative Kids	14	11
La Petite Academy #7145	20	20
La Petite Academy #898	36	28
LeaRN Lily	39	24
Vanessa Frazier (Home-Provider)	4	3
WISC	36	30
<b>Total</b>	<b>370</b>	<b>529</b>

SOURCE: ACE and Bright Beginnings Enrollment Data; James City County Department of Social Services Subsidy Provider Information, July 2021.

### **3. What are the individual capacities of the early childhood providers? Are there children who are eligible, but who are not currently being served? Why? If barriers exist, how have similar early childhood systems resolved them?**

To determine if there are children in the community who are eligible for preschool services, but who are not currently being served, AnLar employed an estimation methodology utilized by REL Appalachia in their report “West Virginia’s Progress Toward Universal Prekindergarten,” (Cavalluzzo, Clinton, Holian, Marr, & Taylor, 2009). This methodology uses average reported enrollment totals for Kindergarten through Grade 2 as a proxy for the eligible preschool population. Enrollment total for students in Kindergarten through Grade 2 students in disabilities-receiving special services and economically disadvantaged subgroups were used to further refine the estimated eligible population in this estimation given the eligibility criteria of early childhood providers mentioned in preceding sections. The combined average is then taken and doubled to reflect estimated three- and four-year-old populations. Enrollment is taken from Virginia Department of Education Fall Membership data<sup>12</sup>.

<sup>12</sup> “VDOE annually collects statistics on the number of students enrolled in public school on September 30. This report, known as Fall Membership, is submitted by each school in Virginia that officially enrolls students (i.e. student records are maintained on a Virginia teacher’s register or automated system),” (VDOE, 2021).

**Table 8. Fall Membership and Estimated Eligible Population**

School Year	Kinder- garten	Grade 1	Grade 2	Year Average Enrollment	Combined Average Enrollment	Est. Eligible PreK Population
Total Enrollment						
2017-18	718	809	754	760	738	1,476
2018-19	751	734	813	766		
2019-20	738	757	790	762		
2020-21	602	686	703	664		
Race/Ethnicity						
Black						
2017-18	127	143	137	136	134	268
2018-19	128	137	147	137		
2019-20	116	135	156	136		
2020-21	131	118	129	126		
White						
2017-18	424	487	474	462	432	864
2018-19	447	430	492	456		
2019-20	444	429	450	441		
2020-21	325	410	377	371		
Hispanic						
2017-18	92	102	81	92	101	202
2018-19	117	93	110	107		
2019-20	101	110	95	102		
2020-21	96	97	120	104		
Multi-Race, Non-Hispanic						
2017-18	60	65	62	62	63	126
2018-19	59	62	64	62		
2019-20	65	72	65	67		
2020-21	50	61	67	59		
Economically disadvantaged						
2017-18	272	288	301	287	281	562
2018-19	290	274	317	294		
2019-20	240	286	306	277		
2020-21	256	248	292	265		
Students with disabilities						
2017-18	63	81	69	71	74	148
2018-19	92	67	93	84		
2019-20	65	81	68	71		
2020-21	66	54	90	70		

Source: Author calculations based on VDOE Fall Membership Data, SY 2017-18 -- SY 2020-21.

AnLar's analyses show that approximately 1,476 children are eligible for preschool services in the James City County and City of Williamsburg area based on age (either three or four years of age). If it is assumed that 995 of these children are, in fact, currently enrolled in a nursery or preschool program based on American Community Survey data presented above, then



**481 children are eligible, but not currently being served by a preschool program based on age alone. However, if analysis is further refined by key eligibility criteria of public early childhood providers (i.e., the proportion of economically disadvantaged and/or whether the child has an IDEA disability) then an estimated 231 children are eligible, but not currently being served by a preschool program.**

Families may decide to not enroll their eligible children in a preschool program for several reasons, such as parenting preference to stay home, lack of a geographically convenient program to either a parent or caretaker's place of residence or employment, or perceived developmental preparedness for preschool. However, if families of all 231 eligible children wished to enroll in a public early childhood program in the near future, they would be unable to do so as providers are currently at or close to capacity as exemplified by the table below. **Thus, a critical barrier that must be addressed is the need for additional preschool space.**

**Table 9. Capacity of Public Early Childhood Providers by Age**

Provider	Capacity for Children Under 3	Capacity for Children 3 - 5
ACE Head Start	--	147
Bright Beginnings Preschool	32	365
CDR - Early Head Start	146	--
Childcare Network	38	35
Creative Kids	16	11
La Petite Academy #7145	36	40
La Petite Academy #898	36	48
LeaRN Lily	45	28
Vanessa Frazier (Home-Provider)	4	3
WISC	36	30
<b>Total</b>	<b>389</b>	<b>707</b>

SOURCE: ACE and Bright Beginnings Enrollment Data; James City County Department of Social Services Subsidy Provider Information, July 2021.

The need for additional space is not unique to James City County and the City of Williamsburg. Within Virginia, there are efforts to create more capacity; several counties in the state have sought creative solutions to either source or create additional space for their preschool programs. For example, in Newport News (a neighboring city to the localities that provides free preschool programming to four-year-olds), a decision was recently made to close two of the district's smallest locations (Lee Hall Early Childhood Center and Gatewood Program for Educating Exceptional Preschoolers) and reallocate students and staff to other existing preschools and elementary schools for SY 2021-22. Specifically, four classrooms (approximately 117 students) will be moved from the Lee Hall Early Childhood Center to the Denbigh Early Childhood Center and two classrooms will be opened at General Stanford Elementary School (40 students). This will result in four preschool locations: one elementary school (General Stanford Elementary) and three early learning-focused centers (Denbigh Early Childhood Center, Marshall Early Learning Center, and Watkins Early Childhood Center). This reconfiguration is expected to increase capacity, better align students to providers, and better address needs of students with disabilities (Jones, 2021).

In addition, many communities throughout Virginia have opted to explore/implement mixed delivery systems for preschool programming. A mixed delivery system is one in which programming is offered in "any school, licensed child care center, licensed family child care home, or Head Start program that meets agreed-upon quality criteria," (Early Care & Education Consortium, 2021). For example, in 2017, Smart Beginnings Southwest Virginia (Carroll, Russell, and Tazewell Counties and the city of Bristol) received a mixed-delivery grant to expand preschool offerings in the localities. Similar to James City County and the City of Williamsburg, there was more demand for preschool programming than capacity allowed. The localities have worked together to "improve the quality of eight private child care and preschool providers in the region by coordinating with Virginia Quality to provide high-quality professional development," (VECF, 2021). Several entities are involved in the mixed-delivery system including the public school system, community action agencies, local workforce investment boards, community partners, and health/social services departments.

#### **4. What is the cost (including infrastructure and direct operating costs) to deliver early childhood programming to children?**

The cost to deliver early childhood programming can be broken into two categories: personnel and non-personnel. Personnel costs are based on the size of the program, ratios and group size, staffing decisions (e.g., part- and full-time staff, in addition to teachers and assistant teachers), salaries, and mandatory benefits, whereas non-personnel costs include items such as facilities' rent and utilities, materials, and supplies/resources (ECQA Center & NCSIA, 2018).

To understand the holistic cost of early childhood programming in the localities, AnLar leveraged existing publicly available data sources, such as Child Care Aware of Virginia. As shown below, center-based, full-time early childhood programming varies

considerably by age. This variance is due to differences in resources and materials, facilities, and mandated staff-child ratios.

**Table 10. Average Cost for Weekly, Full-Time Programming in James City County Child Care Centers (2021)**

Age	Weekly Average Cost
Infant (Birth - 16 months)	\$217.19
Toddler (17 - 23 months)	\$212.81
Preschool (2 - 3 years)	\$192.00
Preschool (4 - 5 years)	\$177.50

SOURCE: Child Care Aware of Virginia, 2021

To further estimate the cost of public preschool early childhood programming specifically, AnLar used budgetary information provided by Bright Beginnings for FY20, FY21, and FY22. Estimated annual cost per child varies slightly per year based on funding allocated to Bright Beginnings, as well as the total capacity of the program. Staff salaries and benefits are the largest expense driving this cost; research indicates that, on average, salaries and benefits account for roughly 56 to 68 percent of total cost (Workman & Jessen-Howard, 2018). Additionally, the current estimate involves Bright Beginnings being spread across its current five locations.

**Table 11. Per Child Expenditure at Bright Beginnings**

	FY20 (SY 2019-20)	FY21 (SY 2020-21)	FY22 (SY 2021-22)
Personnel	\$4,462,860.00	\$4,482,909.00	\$4,757,328.00
Non-Personnel	\$74,848.00	\$60,795.00	\$62,055.00
Total Budget	\$4,537,708.00	\$4,543,774.00	\$4,819,383.00
Total Capacity	403	403	403
Est. Annual Cost per Child	\$11,259.82	\$11,274.87	\$11,958.77
Assumed weeks of instruction	41	41	41
Est. weekly cost	\$274.60	\$275.00	\$291.68

NOTES: These calculations assume full capacity at Bright Beginnings. Costs per child increase when total enrollment is less than full capacity.

SOURCE: Williamsburg-James City County FY22 Budget

## 5. Is it better to have preschool in the public schools in the elementary buildings or in a separate building?

### *Integrated Preschools*

Research has investigated the benefits of integrating preschools in elementary schools. In a three-year study across five states, elementary schools that contained preschool programs were more successful at establishing an integrated curriculum, thereby increasing the learning of the students (Payne, Fedoravicius, Henrich, & Finn-Stevenson, 2004). Additionally, the presence of preschool programs in elementary schools improved preschool teachers' access to resources that they otherwise would not have had (Payne et al., 2004). Integrated programs also

facilitated transitions from preschool to kindergarten, which was noted by both families and staff as a benefit to having the preschool in the elementary school. Further, an integrated program increased family engagement and made families more comfortable at their child's school, which is associated with significant positive outcomes for children (Payne et al., 2004). Finally, programs in which students were enrolled for at least five years (preschool-to-third-grade programs) as opposed to four years (kindergarten-to-third grade) were more likely to have increased academic and developmental outcomes, such as reading performance (Reynolds et al., 2010).

There were challenges associated with integrated programs, however, which mainly are associated with the conflict created when sharing resources. For example, putting elementary schools and preschools on the same site resulted in challenges in navigating the disparity in salary between elementary and preschool teachers (Payne et al., 2004). Further, having programs at the same site results in difficulties in allocating space to the two programs, as well as ensuring that all environments are developmentally appropriate for children (Payne et al., 2004). In particular, having the preschool program in the elementary school makes it difficult to respond to increased need for space for both preschool and elementary-age students as the school's population changes.

### *Separate Preschools*

There are particular efficiencies that make a fewer number of sites beneficial for preschool programs. First, larger buildings are more capable of efficiently providing high-quality services to children and families. For example, consolidating programs into a fewer number of locations would allow James City County and the City of Williamsburg to invest in high-quality



resources, such as advanced technology or newer instructional resources, which could be shared among many classrooms at one site. Additionally, fewer sites would enable greater access to equitable and inclusive services for the children as service providers and special education teachers would not need to travel to multiple sites.

However, having fewer sites may increase transportation costs as children would likely be further from the provider locations. A plan would need to be created to provide transportation for families, regardless of their distance from the site, so that family access to the sites is not limited. At present, there is a waitlist at some publicly funded preschool programs while other programs have available enrollment spots. This disparity in whether providers are at capacity indicates that the location of facilities is particularly important for families when selecting their preschool program, and



families sometimes cannot overcome transportation barriers. A plan would need to develop a system to provide accessible transportation if they opted to combine sites, which may come at an increased cost. Moreover, a cost-benefit analysis would need to be conducted to determine whether integrated programs with a greater number of children at one site yet increased transportation costs would result in greater accessibility to preschool across the counties at a cost that is manageable for the counties.

Moreover, separating preschool into its own facilities/buildings may have unintended consequences such as isolating staff from professional development opportunities that are primarily marketed for K-12 initiatives.

## **6. What is the best means/most efficient way to provide preschool services to an increased population?**

There is neither a superior nor “one-size-fits-all” approach to preschool expansion. Communities are unique entities that have different early childhood programming needs and goals (Education Trust, 2014). However, from a cost-effectiveness standpoint, research supports the implementation of a mixed-delivery system. These systems can be “especially effective in divisions...where school facilities have limited space for preschool classrooms, to reduce need for capital/construction costs,” (VECF, 2021) such as the James City County and City of Williamsburg community. Mixed-delivery systems also leverage blended and/or braided funding structures to fund preschool slots in various types of high-quality early childhood programs, such as private child care or Head Start programs. Nationally, the focus of Preschool Development Grants Birth to Five encourages the development of mixed delivery systems as the most effective way to offer families choices of programs to meet their needs and to sustain high-quality early childhood programs over time (Dichter, Weisenfeld, & Morrison, 2021).

Regardless of approach, communities must make every effort to ensure that expansion is done to support implementation of a high-quality program. High-quality preschool programs are generally those that have sufficient “compensation and support for a highly qualified and well-compensated workforce, a program day that provides adequate productive learning time and activities and supports parental work, and family engagement that improves parent-child relationships,” (Meloy, Gardner, & Darling-Hammond, 2019, p.31). Often, high-quality preschool programs align to the standards put forth by the National Association for the Education of Young Children (NAEYC, 2021) as shown in Figure B-2.

Unsurprisingly, a high-quality preschool program is more costly to implement than a program that is low-quality. This difference in cost is primarily the result of annual program hours, staffing structure, staff compensation, and facility costs. A study that used nationally representative data estimated that the cost for high-quality preschool would be roughly \$12,700 per child annually (ranging from about \$9,800 to \$15,400 in 2019 dollars) (Károly, Cannon, Gomez, & Whitaker, 2021).

# Recommendations

## Expansion Options

To accommodate the possible addition of 231 children that are eligible for public preschool, AnLar estimates that an additional 10 classrooms, at a minimum, would be needed if all the families of these children decided to enroll in a public preschool program.<sup>13</sup> AnLar estimates that the cost to serve these children at the current cost-per-child rate for Bright Beginnings (\$11,274.87) would be roughly \$2.6 million. AnLar recognizes that the estimated



231 eligible children who are not currently being served by early childhood providers may not end up enrolling in a public preschool program, or *any* preschool program for that matter. If that is the case, the number of necessary classrooms would decrease, as would the overall potential cost of the additional preschoolers. However the price per child would remain the same. In addition, the number of classrooms needed may be greater or less depending upon the age and need of children, and thus overall cost to serve may differ.

Given that many of the public providers are at or close to capacity (see Table 11), James City County and the City of Williamsburg must investigate creative solutions for expansion so that eligible children who wish to be served can be. AnLar puts forth two options for consideration. These options do not necessarily need to be mutually exclusive. Prior to implementation of one (or more) of the options recommended below, AnLar **strongly** recommends that the appropriate decision-making bodies consider the following:

- How many additional slots should be added? What is reasonable given current requests for additional funding? What amount of additional funding is reasonable to advocate for if the additional \$2.6 million estimated above exceeds what the legislature expects or will fund? What children will be prioritized if it is not feasible or cost effective to serve total eligible children?
- What are the current and anticipated needs of the eligible population? This may include required accommodations and services for children with disabilities and other special needs.

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<sup>13</sup> Using the standard 35 square feet per child highlighted in the preceding section, AnLar calculated the following: 231 additional children x 35 sq.ft. = 8,085 sq.ft. This area was then divided by the average preschool classroom size (using Bright Beginnings as a proxy (838 sq.ft.)) to arrive at 9.6 classrooms.



- What is the current supply of educators and service providers that meet the requirements held by the Bright Beginnings program? Is there a sufficient budget to support the salaries, wages, and mandatory benefits of hiring additional staff?
- How will children be transported to and from school? Is there infrastructure currently available, or will transportation routes need to be created or transportation services hired?
- What additional funding sources can be leveraged to support expansion? What are one-time capital expenses versus ongoing expenses (e.g., staff salaries) for expansion models?
- What partnerships (i.e., early childhood programs, elementary schools, community centers, or religious organizations) might be leveraged to support expansion? Do these partner programs have funds that might be used to serve preschool age children? Do these partner programs have other resources (staff, space, materials, etc.) that might be combined with those of Bright Beginnings to support expansion?

In addition, while the options put forth are rooted in research and data analyses, it is critical that the perspectives of families, staff, and other concerned stakeholders are heard by the decision-making bodies of James City County and the City of Williamsburg. This stakeholder engagement can be accomplished through listening sessions and public comment forums that specifically ask to hear the needs, concerns, and priorities of the families in the community.

### **Option 1. Explore options for implementation of a mixed-delivery system.**

As described in preceding sections, a mixed-delivery system is one in which programming is offered in “any school, licensed child care center, licensed family child care home, or Head Start program that meets agreed-upon quality criteria,” (Early Care & Education Consortium, 2021) as a means to increase availability, maximize parental/family choice, and streamline funding (Morris & Smith, 2021). There are several benefits to children and families, staff and providers, and the early childhood landscape as a whole associated with implementation of a mixed-delivery system, such as increased opportunities to share resources (e.g. screening materials), fewer transitions between and within providers, improved program accountability processes, and coordinated professional development (Anders, 2016). Another important benefit of mixed-delivery systems is that they are considered to be highly cost effective as they leverage multiple funding sources through blending and braiding structures to fund program slots.

There are four common types of partnerships typically used by communities with mixed-delivery systems (Anders, 2016):

- **Stacked:** two programs are offered to a child simultaneously to offer a full day of programming.

- **Concurrent:** more than one program is offered to a child simultaneously. For example, this could mean multiple teachers from different programs are in one classroom instructing a child.
- **Wraparound:** more than one program is working collaboratively to provide before- and/or after-school services and resources.
- **Subcontracting:** one provider/program that is contracted to provide services by another provider/program.

Given that space limitations are the primary driver for a mixed-delivery expansion, AnLar further recommends implementation that uses subcontracting to private providers in the community to meet capacity needs.

As part of the mixed-delivery system, also AnLar recommends the development of a coordinated enrollment system. A coordinated enrollment system is a simplified enrollment process in which different types of early childhood providers in a community (e.g., Early Head Start, Head Start, private preschool programs) come together to create a single joint application for prospective families to complete (U.S. Department Health and Human Services, 2021). This in turn minimizes the burden on families who no longer have to source information about the different providers they are eligible for and complete multiple, perhaps duplicative, applications. The single application also minimizes the burden to providers as it eliminates the duplication of staff hours and effort to review applications. Moreover, the system allows for additional clarity regarding the availability of slots across providers and supports the ability to quickly assess full early childhood demand more concretely. Last, the coordinated enrollment process promotes collaboration and partnership across early childhood programs in a community and can alleviate perceptions of competition among programs. Instead, providers across the community work together to identify and address the needs of the families and children to ensure equitable access to programs and a high-quality early childhood experience for all the community's children.

## **Option 2. Allocate additional classrooms in WJCC K-12 schools to preschool.**

As highlighted above, research indicates that there are many benefits to preschool classroom integration into K-12 school buildings such as minimizing transition stressors and supporting development for young children, improving access to resources and professional development opportunities, integrating/connecting preschool to kindergarten curriculum, and improving family engagement and involvement (Payne et al., 2004). As such, AnLar supports the continued integration of the Bright Beginnings preschool program into Williamsburg James City County School District K-12 school buildings. Again, this recommendation is not mutually exclusive from the recommendation to pursue a mixed-delivery approach; in fact, elementary schools can be one of the community partners approached about expanding public preschool availability.

If decision-making bodies wish to serve even a portion of the additional 231 eligible children, they currently do not have the space to do so. The Bright Beginnings program is currently at capacity regarding program slots. Moreover, this needs assessment has revealed that the Bright Beginnings program does not have sufficient space to operate efficiently and effectively with the current number of

children enrolled. For example, while Norge Elementary and J. Blaine Blayton Elementary were originally designed with dedicated preschool space and classrooms, the K-5 population in the community and school has grown, leading administrators to advocate for reclaiming this dedicated space. This has led to cramped conditions, including insufficient storage options causing material and resource overflow into instruction areas and unintended multi-purpose spaces that may prevent staff from addressing the needs of students fully.

Throughout the project, AnLar has heard that the decision-making bodies are considering the construction of an additional elementary school in James City County and the City of Williamsburg. If this were to occur, AnLar recommends that the localities consider adding a dedicated preschool wing to the new building. This expansion could operate as a pilot for the community to see how well a more substantive presence of preschool programs within elementary schools might work, and to understand the full impact on the school's staff and resources. The number of classrooms and dedicated space will depend upon how many additional children the decision-making bodies and the Bright Beginnings program decide to serve. For example, if it is determined that an additional 100 spots will be made available, the program will need roughly eight classrooms, excluding space needed for therapies, office spaces, or playgrounds. The estimated operational cost would be \$1,124,787.00 using the current cost per child statistics. The decision-making bodies and Bright Beginnings program will need to decide whether this amount is feasible, and if not, what number of students they can appropriately fund and where to place these students.

AnLar does not recommend the consolidation of preschool locations at this time. However, if the decision-making bodies in James City County and the City of Williamsburg decide that consolidation would be the best way to optimize classroom configurations and service delivery, AnLar encourages that stakeholder listening sessions and public comment forums are prioritized and held to gain perspectives on closing or consolidating locations. Furthermore, AnLar encourages decision-making bodies to “start small,” (i.e. close/consolidate one location at a time) and reflect on how the community is impacted before opting to consolidate more programs.

## **Additional Opportunities**

Throughout the lifecycle of this project, it became apparent to AnLar that there are several opportunities for systematic change in the James City County and City of Williamsburg early childhood system. If implemented, AnLar believes the current and future needs of children and families in the community could be more fully met.

### **Opportunity 1. Strengthen cross-provider communication and collaboration through equitable representation on decision-making bodies.**

AnLar recognizes that early childhood providers in the community address the needs of different populations and have unique strengths, funding sources, eligibility criteria, and instructional approaches. However, providers may be experiencing stressors or challenges that other providers have also faced. Leadership at each of these providers must work together to transparently communicate these areas of needed support so that the providers' collective strengths can be leveraged in an efficient and effective

manner. In addition, with the localities' support, providers must actively work to establish a shared understanding of the purpose and outcomes of joint initiatives so that providers can participate meaningfully and engage fully. This can be more easily accomplished through representation by various provider types in decision-making bodies. For example, there are currently several providers that are also considered to be publicly funded as a result of their acceptance of VA Child Care subsidies, but which have not been included on the Preschool Taskforce (e.g., La Petite Academy, Childcare Network, Creative Kids, LeaRNLily, Williamsburg Indoor Sports Complex (WISC), and Williamsburg Campus Child Care). Moreover, despite serving a considerable portion of the under-age-five population, perspectives of other private providers (e.g., The Goddard School, Kensington School) have also not been included. This lack of representation and cohesion has created unnecessary opacity regarding children served, services offered, the staffing organization, and opportunities for collaboration.

## **Opportunity 2. Increase transparent communication with the community at large.**

Stakeholders expressed a greater need for consistent and transparent communication with family members about children's growth and development, as well as opportunities for family engagement and involvement in provider-sponsored activities. More specifically, there is a need for communications materials targeted toward family members to be available in additional languages, aside from



English and Spanish. Specific languages mentioned include Farsi, Norwegian, and French; however, there may be additional languages that were not captured in data collection efforts. AnLar recommends that each early childhood provider revisit their communications and outreach approach and identify opportunities for improvement.

Furthermore, AnLar encourages providers to work collaboratively to create joint-communications channels that provide stakeholders information on all early childhood care and education options in the community. This could include, for example, a dedicated page on either the James City County and/or City of Williamsburg websites. Currently, there are multiple channels where stakeholders access information about early childhood providers in the area, as well as the resources and services offered by the individual providers. For example, if a family member is interested in learning more about the times of instruction or quality of the publicly funded early childhood programs in the community, they can visit the individual program websites or social media channels; access third-party, local

websites (e.g., [Network Peninsula](#), [Williamsburg Families](#) or [TOOTRiS](#)); or search local and state agency websites. However, not all of these communications channels may contain relevant or useful information related to the topic that a family member is searching for; information may also be incorrect or out of date. This may have led to confusion or frustration for parents or their vocalized desire for greater access to information and communication from providers. Channels that point families in the right direction can help to ensure families are accessing up-to-date and relevant information.

### **Opportunity 3. Reflect on diversity, equity, and inclusion practices in early childhood program operation.**

James City County and the City of Williamsburg are richly diverse communities. As highlighted earlier in this report, census projections indicate that the communities will continue to diversify in upcoming years. AnLar feels that this projection, coupled with interest by decision-making in expanding preschool programming, is a watershed moment for the early childhood community in James City County and the eCity of Williamsburg. As such, AnLar encourages decision-making bodies, as well as early childhood providers in the community, to reflect on diversity, equity, and inclusion (DEI) practices in their operations including, but not limited to, representation on and distribution of authority on decision-making bodies and positions of leadership, hiring practices for teaching staff, and curriculum approaches implemented. AnLar further recommends that the localities hire an external evaluator to conduct a DEI audit as a means of identifying opportunities for improvement.

## **Limitations**

This needs assessment was conducted during the late spring and summer of 2021 when James City County and the City of Williamsburg community was still in the midst of the COVID-19 pandemic. As such, the early childhood community at large was still feeling the ramifications of disrupted 2019-2020 and 2020-2021 school years. This may have caused atypical trends in data, as well as lower than expected participation in data collection. The recommendations in this report are based on data made available to AnLar. Gaps in data may have skewed AnLar's analyses and/or perspective.

## **Conclusion**

It is evident that James City County and the City of Williamsburg community is passionate about and dedicated to early childhood education and care. As the community emerges from the COVID-19 pandemic, there is an opportunity to redefine what "normal" looks like regarding the operation of early childhood programming. We encourage decision-making bodies in the localities to consider and implement the recommendations in this report so that early childhood programs can continue to be responsive to the evolving needs of the children and families of the community.

# Appendices

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## B. Supplementary Data Tables and Figures

**Figure B-1. US Department of Health and Human Services Poverty Guidelines for 2021**

2021 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660
For families/households with more than 8 persons, add \$4,540 for each additional person.	

**Figure B-2. NAEYC Standards for High Quality Preschool Programs**

**Standard 1: Relationships.** The program promotes positive relationships between all children and adults to encourage each child's sense of individual worth and belonging as part of a community and to foster each child's ability to contribute as a responsible community member.

**Standard 2: Curriculum.** The program implements a curriculum that is consistent with its goals for children and that promotes learning and development in each of the following areas: social, emotional, physical, language, and cognitive.

**Standard 3: Teaching.** The program uses a variety of developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the program's curriculum goals.

**Standard 4: Assessment of Child Progress.** The program uses a variety of formal and informal assessment approaches to provide information on children's learning and development.

**Standard 5: Health.** The program promotes the nutrition and health of children and protects children and staff from illness.

**Standard 6: Staff Competencies, Preparation, and Support.** The program employs and supports a teaching and administrative staff that have the qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.

**Standard 7: Families.** The program establishes and maintains collaborative relationships with each child's family to foster children's development in all settings. These relationships are sensitive to family composition, language, and culture.

**Standard 8: Community Relationships.** The program establishes relationships with and uses the resources of the children's communities to support the achievement of program goals.

**Standard 9: Physical Environment.** The program has a safe and healthful environment that provides appropriate and well-maintained indoor and outdoor physical environments. The environment includes facilities, equipment, and materials to facilitate child and staff learning and development.

**Standard 10: Leadership and Management.** The program effectively implements policies, procedures, and systems that support stable staff and strong personnel, fiscal, and program management so all children, families, and staff have high-quality experiences.



### C. Providers Accepting VA Child Care Subsidy, October 2021 (SY 21-21)

Age Group	Capacity	Enrolled	Available Slots
<b>Childcare Network</b>	<b>71</b>	<b>71</b>	<b>0</b>
Infants	7	7	0
Toddlers	9	9	0
Two's	20	20	0
Three's	20	20	0
KPA	15	15	0
<b>CDR Early Head Start</b>	<b>48</b>	<b>24</b>	<b>24</b>
6 weeks - 16 months	-	-	-
16 - 24 months	-	-	-
24 - 36 months	-	-	-
<b>Creative Kids</b>	<b>30</b>	<b>25</b>	<b>5</b>
Infants	6	6	0
Two's	8	8	0
Preschool	16	11	5
<b>La Petite Academy #7145</b>	<b>82</b>	<b>40</b>	<b>26</b>
Infants	8	4	4
Toddlers	10	8	2
Two's	16	8	8
Early Preschool	5	0	5
Preschool	10	10	0
Pre-Kindergarten	17	10	7
<b>La Petite Academy #898</b>	<b>84</b>	<b>72</b>	<b>12</b>
Infant I	8	8	0
Infant II	8	8	0
Toddlers	10	10	0
Two's	10	10	0
Early Preschool	8	8	0
Preschool	20	12	8
Pre-Kindergarten	20	16	4
<b>LeaRNLily</b>	<b>71</b>	<b>67</b>	<b>14</b>
Nursery	12	12	0
Toddlers	16	14	2
Two's	16	12	4
Three's	21	15	6
Pre-Kindergarten	16	14	2
<b>Vanessa Frazier (Home)</b>	<b>7</b>	<b>7</b>	<b>0</b>
Infant	0	0	0
Toddler	4	4	0

Pre-Kindergarten	3	3	0
<b>WISC</b>	<b>66</b>	<b>66</b>	<b>0</b>
Toddler	36	36	0
Pre-Kindergarten	30	30	0

## D. Private Providers in James City County and the City of Williamsburg

Name of Provider Location(s)	Ages Served	Licensed?	Child Care Subsidy?	Half Day/ Full Day Options	Tuition	Curriculum
<b>Childcare Network</b> 4300 John Tyler Memorial Hwy, Williamsburg, VA 23185	6wks-12yrs	✓	✓	K. Prep: Full Day Young achiever's club: after school and full day	--	HighReach Learning
<b>Creative Critters Learning Center</b> 3701 Rochambeau Dr, Williamsburg, VA 23188	6wks-5yrs	✓		Full Day; Half Day; after school	--	--
Creative Kids Child Development Center 8582 Pocahontas Trail Williamsburg, VA 23185	1mo-12yrs	✓	✓	--	--	--
Crosswalk Community Church 7575 Richmond Rd, Williamsburg, VA 23188	2-12yrs			--	--	--
King of Glory Lutheran Church 4897 Longhill Road , Williamsburg VA 23188	2.5-10yrs?			Half Day; Full Day	--	Creative Curriculum
<b>La Petite Academy</b> 3190 Lake Powell Road, Williamsburg, VA 23185	6wks-5yrs	✓	✓	--	--	(STEM inspired) Infants & Toddlers: Learn from the Start™; early preschool: Learn as We Grow™; preschool & Pre-K: Early Innovators™
<b>LeaRNlily</b> 104 Bypass Rd, Williamsburg, VA 23185	6wks-5yrs	✓	✓	Half Day; Full Day	--	Creative Curriculum
<b>Middle School REC Connect</b>	grades K-5, ages 5-9	✓		before and after school	--	--
<b>New Town United Methodist Church</b> 5209 Monticello Ave, Williamsburg, VA 23188	2-5yrs			Half Day	--	4 year old classes: Virginia's Foundation Blocks for Early Learning: Comprehensive Standards for Four-Year-Olds serves as minimum guidelines in developing our program.

<b>Providence Classical School</b> 6000 Easter Cir, Williamsburg, VA 23188	grades JK-12	✓		Half Day; Full Day	Range: 2x/week at half day - 2 - 5 Full-Day JK: \$3434 - 6868 2 - 5 Half-Day JK: \$2320 - 4640 In addition, there is a \$175 Application fee and a \$120 registration fee.	"Christ-centered"
<b>Sisters of Mercy of the Americas</b> 1100 Jamestown Road, Williamsburg, VA 23185	grades preK-12			Half Day; Full Day	Early Learners (3 years old by Sept. 30) Half-day: \$6,670 Full-day: \$10,261  Junior Kindergarten (4 years old by Sept. 30) Full-day: \$10,261	--
<b>Stone House Presbyterian Church</b> 9401 Fieldstone Parkway, Toano, VA 23168	2-5yrs			Half Day; Full Day	2yr olds 2-4 Days: \$215 - 405/month  3yr olds 2-5 Days: \$200 - 415/month  4yr olds 3-4 Days: \$340 - 415/month	Theme-based curriculum based on developmental centers: math, science, art, blocks, literacy, dramatic play, fine motor, and faith
<b>St. Stephen Lutheran Church</b> 612 Jamestown Rd, Williamsburg VA 23185	3-5yrs			Classes 9-12 and extended day from 12-2	--	Spiritual, language, physical, social-emotional, cognitive, problem-solving, scientific, mathematical, and creative development
<b>The Goddard School</b> 4280 Casey Blvd, Williamsburg, VA 23188	6wks-6yrs	✓		--	--	F.L.EX.® Learning Program (Fun Learning Experience)

<b>The Kensington School, LLC</b> 3435 John Tyler Hwy, Williamsburg, VA 23185	6wks-12yrs	✓		Half Day; Full Day	6wks-16mo 3 - 5 Full Days \$775 - 1035/ month 5 Half Days \$750  16mo-2yrs 3 - 5 Full Days \$715 - 985/month 5 Half Days \$700  3-5yrs 3 - 5 Full Days \$595 - 800/month 5 Half Days \$565  Additionally, \$100 registration fee and \$100 per family activity fee yearly	Creative Curriculum
<b>Walnut Hills Baptist Church</b> 1014 Jamestown Rd, Williamsburg, VA 23185	2.5-5yrs			School 9:15 - 12:15, after school enrichment until 2pm	2 1/2, 3's, 2 Half Days \$165/month 3's, 3 - 5 Half Days \$215 - 380/month 4's, 3 - 5 Half Days \$215-285/month  In addition, \$75 for returning, \$85 for new registration fees. After school enrichment for 3yrs+ are \$15 per day for drop in or 40 per month for 1 day per week \$80 per month for 2 days per week \$120 per month for 3 days per week	--
<b>Williamsburg Campus Childcare, Inc.</b> 114 Grigsby Dr, Williamsburg	0 - 5	✓	✓	Full Day	Monthly: 6wk-1yr \$1124 12-18mo \$1103 18-26mo \$1072 26mo-4yrs \$1019 4-5yrs \$910	Creative Curriculum
<b>Williamsburg Montessori School</b> 4200 Longhill Rd, Williamsburg, VA 23188	18mo-8th grade	✓		Half Day; Full Day	18mo-36mo Half Day: \$8700 Full Day \$13200 3-6yrs Half Day \$7500 Extended Day \$9300	Montessori Method

<b>Williamsburg Parent Cooperative Preschool</b> 1333 Jamestown Rd, Williamsburg, VA 23185	2-5yrs	✓		Half Day	Monthly One-day Twos \$70 Three-day Threes \$200 Four-Day Fours \$260 Registration fee: \$75 for first child and \$50 for each additional child	none listed but requires parent participation in one "major commitment"
<b>Williamsburg United Methodist Church</b> 500 Jamestown Rd, Williamsburg, VA 23185	2mo-100yrs			weekly music classes	--	"Musikgarten" 2-17mo: First Music; 18-35mo: Musical Beginner; 3yrs: Musical Explorer with Adult and without Adult; 4-5yrs: Young Musician 1; 5-6yrs: Young Musician 2;
<b>WISC Kids Club Child Care Center</b> 5700 Warhill Trail , Williamsburg VA 23188	2-5yrs	✓	✓	Half Day; Full Day	3-5 yr old Full Time: \$170/wk Half-Day: \$130/wk 3 Full Days: \$130/wk  2 yr old Full Time \$180/wk Half-Day \$140/wk 3 Full Days: \$140/wk	"A curriculum that promotes education, physical activity, and cooperative play.

# James City County and the City of Williamsburg Preschool Needs Assessment

Tara Adam, Kathi Gillaspay  
AnLar, LLC

November 2021





# Approach





# Project Goals

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- Identify the needs of all children and families in the James City County and City of Williamsburg community
- Explore potential preschool expansion options



# Guiding Questions

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1. What is the current early childhood landscape in James City County and the City of Williamsburg?
2. How many children are the early childhood providers currently serving? How has this number changed over time?
3. What are the individual capacities of the early childhood providers? Are there children who are eligible but are not currently being served? Why?
  - a. If barriers exist, how have similar early childhood systems resolved them?
4. What is the cost (including infrastructure and direct operating costs) to deliver early childhood programming to children?
5. Is it better to have preschool in the public schools in the elementary buildings or in a separate building?
6. What is the best means/most efficient way to provide preschool services to an increased population?



# Data Sources and Analysis

## Secondary

- Administrative data from early childhood provider (e.g., enrollment, aggregated student and family demographics, infrastructure)
- Subsidy data from James City County Department of Social Services and Williamsburg Department of Human Services
- Fall membership data from VA Department of Education
- Census data (American Community Survey)
- Publicly available data on programmatic components from private early childhood provider websites.

## Primary

- Online surveys (teacher and community-member)
- Focus groups/targeted interviews
- Onsite visit



# Findings



# **1. What is the current early childhood landscape in James City County and the City of Williamsburg?**



# Overall...

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- 25+ public and private options available
- While there are common elements, providers are unique entities a variety of curricula, instructional or pedagogical approaches, and resources/materials.
- **Families in the localities have several options to choose from when selecting a provider and program that best suits their child's needs**



# Providers Don't Exist in a Vacuum

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1. Governing Bodies: policies, regulations, funding
1. Demographic Characteristics of the community population
  - Census trends indicate that the localities will increase to diversify in upcoming years
1. Local Economy: labor force size and occupations, unemployment rate, homeownership



# Providers Don't Exist in a Vacuum

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- Early childhood education has been a particular focus in Virginia
  - \$9.9M competitive Preschool Development Grant Birth-Five (2019)
  - Governor Northam's Executive Leadership Team on School Readiness
  - Shift in subsidy oversight from VDSS to VDOE
  - Virginia Preschool Initiative (VPI) funds





# **Public Providers (Locally and/or Federally Funded)**



# Advancing Community Excellence (ACE)

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- 501 (c)(3) organization, 1968 (James River CAA)
- Led by CEO and President - Tressell Carter
- 21 member Board of Directors
- Several community and children services, including **Head Start, known as PREP Academy**



# ACE - Head Start

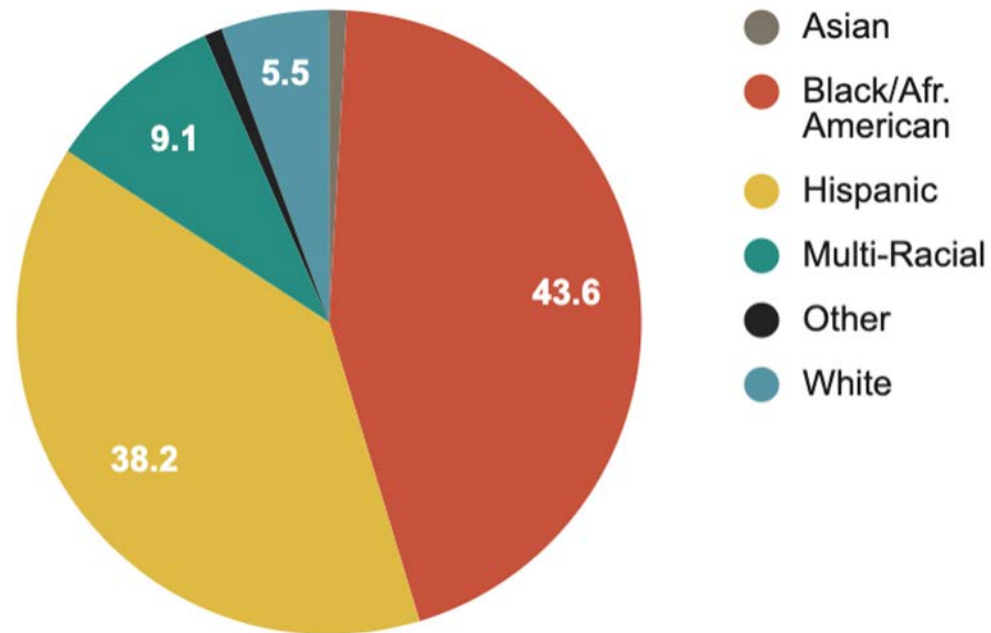
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- Center-based program operates out of three locations Norge Elementary School, Poplar Creek, and James River
- Eligibility Criteria: a prospective family's income must be at or below the poverty level established by the federal government and reside in the community
- Rolling application window with waitlist



# ACE - Head Start

- Seven classroom across three locations
- ~16 children per classroom
- Capacity to serve 147 children
- In SY20-21 served 108 - 115 children
  - 3's: 34.5%; 4's: 64.5%
  - 92% no-IDEA disability



# Bright Beginnings Preschool

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- Public school-based preschool program offered by the WJCC School District
- Led by Principal Amy Gulick
- Operates out of five locations:
  - D.J. Montague Elementary School
  - Laurel Lane Elementary School
  - J. Blaine Blayton Elementary School
  - Norge Elementary School
  - Clara Byrd Baker Elementary School



# Bright Beginnings Preschool

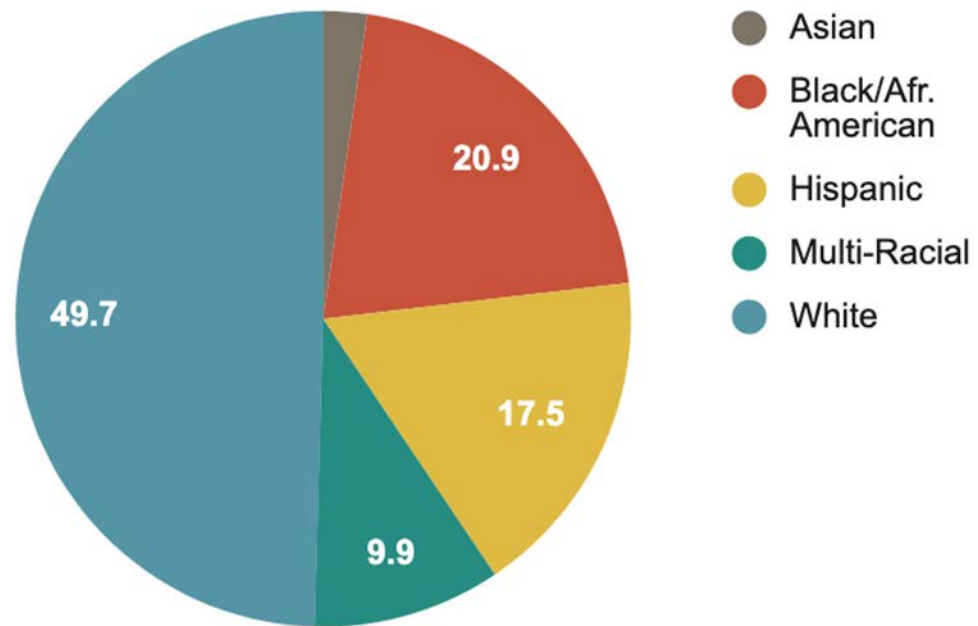
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- Inclusive environment that serves children both with and without disabilities.
- Several eligibility criteria:
  - Age two - four by September 30th
  - Reside in WJCC school district boundaries
  - Meet VPI criteria
    - Family income  $\leq$  200 % federal poverty or below 350% in families of children with disabilities), or
    - Experiencing homelessness, or
    - Parents/Guardians didn't complete secondary school
  - Complete developmental screening
- Rolling admission and waitlist



# Bright Beginnings Preschool

- 32 classrooms across five locations; avg. classroom approx. 838 sq.ft.
- ~15 children/classroom; 8/ self-contained classroom
- Capacity to serve 403 children
- In SY20-21 served 302 children
  - 3's: 30.8%; 4's: 54.6%  
5's: 1.7%
  - 72.5% IDEA disability



# Child Development Resources (CDR)

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- 501 (c)(3) organization founded in 1965
- Led by Executive Director Paul Scott and is guided by a Board of Directors
- Several community and children services, one of which is **Early Head Start**





# CDR - Early Head Start

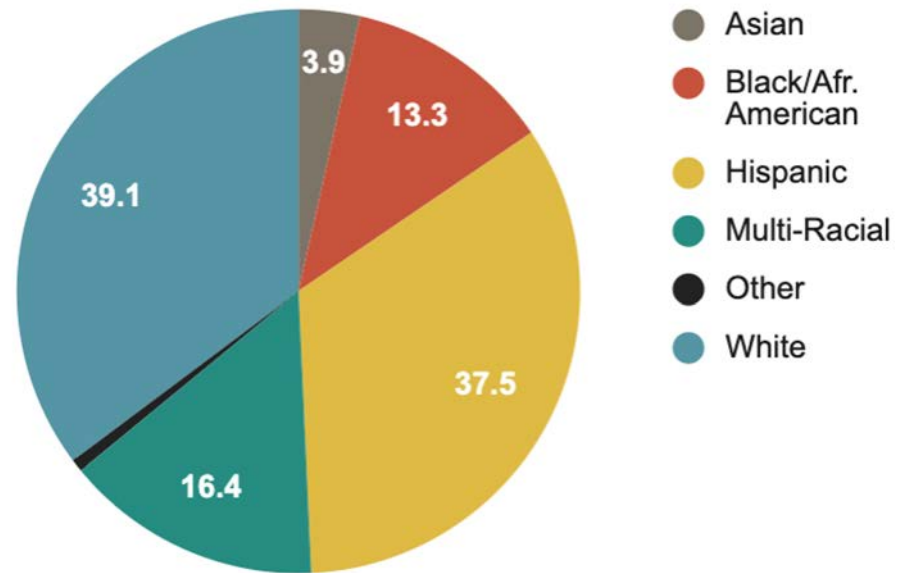
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- Center-based model operates out of two locations: Griffin-Yeates Learning Center and Lafayette High School.
  - New building forthcoming
- Home-based option where a Family Advocate visits the child and family in their home
- Eligibility criteria:
  - Reside in the appropriate localities
  - Family income falls below the federal poverty guidelines, or
  - Family/Child must be experiencing homelessness, or
  - Child must be in foster care, or
  - Family must be receiving public assistance (TANF or SSI).



# CDR - Early Head Start

- Rolling admission and waiting list
- Six classrooms across two locations
- Capacity to serve 146 children; 48 at center-based programs
- In SY20-21, served 128 children
  - <1's: 60.2%; 1's: 29.7%; 2's 10.2%
  - 14.8% IDEA-disability\*\*



# Private Providers



# Private Providers

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- Over 20 private provider options for families in the localities.
- Private providers range on a variety of factors including:
  - Ages served
  - Services and resources offered
  - Hours of operation and length of instruction
  - Geographic location and transportation options
  - Quality rating
  - Tuition



# VA Child Care Subsidy Program

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- Purpose: Increase availability and access to affordable quality child care services
- Early childhood providers elect to accept a subsidy voucher from an individual to offset the tuition cost for their child.
- The monetary value of a voucher is based on child age, which is typical for states (Workman & Howard, 2018).
  - For example, a child who is either an infant or young toddler will receive a higher amount of subsidy than a child who is three or four years old.



# Providers Accepting Subsidies

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- 8 providers currently accept subsidies:
  - La Petite Academy (two locations)
  - Childcare Network
  - Creative Kids
  - LeaRNLily
  - Williamsburg Indoor Sports Complex (WISC)
  - CDR's Early Head Start
  - Williamsburg Campus Child Care
  - Home-based provider - Vanessa Frazier
- The number of spaces that are reserved for children with subsidy vouchers varies
  - So do market and subsidy rates

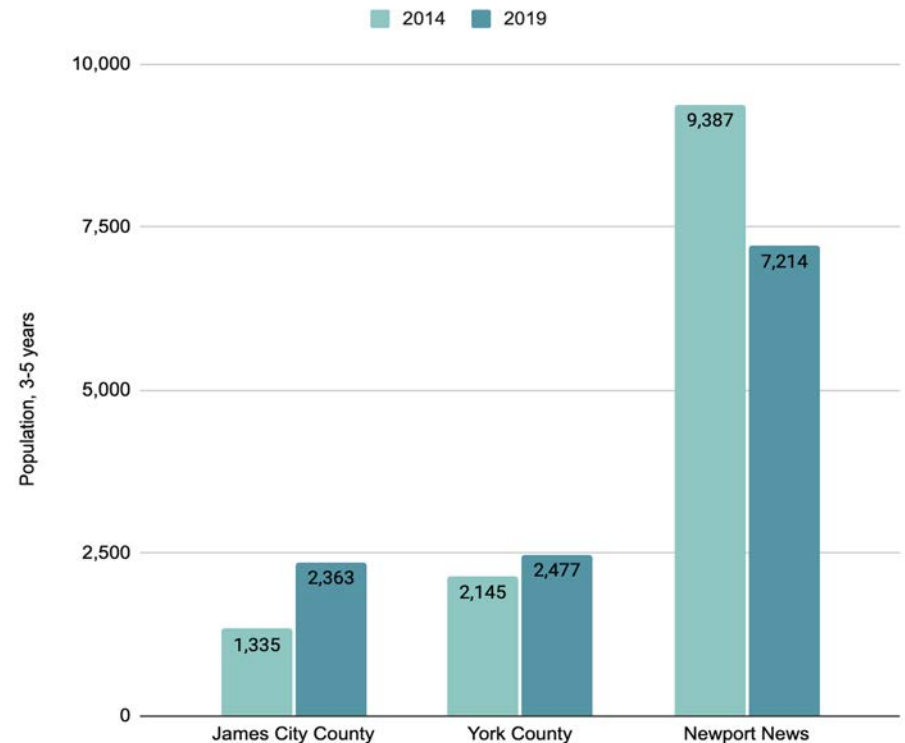


**2. How many children are the early childhood providers currently serving? How has this number changed over time?**



# Under Five Population

- On average, there are an estimated 4,128 children age five or younger who reside in JCC per year per year; about 55% are ages 3 - 5 (N=2,266)
- The preschool population has nearly doubled from 2014 to 2019. Specifically, 3 - 5 year olds in JCC increased from 1,335 in 2014 to 2,363 in 2019 (77% increase year-over-year).





# Children Served

- An estimated 995 children three or older are enrolled in nursery/preschool in a given year (ACS 2014 - 2019). More than half are served by public providers (N=627).
- In SY20-21, 529 children ages 3- 5 were served public early childhood programs or used subsidy vouchers for private programs. 370 children under 3 were served.

Provider	Under 3	3-5
ACE Head Start	--	115
Bright Beginnings Preschool	39	263
CDR - Early Head Start	146	--
Childcare Network	36	35
Creative Kids	14	11
La Petite Academy #7145	20	20
La Petite Academy #898	36	28
LeaRN Lily	39	24
Vanessa Frazier (Home-Provider)	4	3
WISC	36	30
<b>Total</b>	<b>370</b>	<b>529</b>

SOURCE: ACE and Bright Beginnings Enrollment Data; James City County Department of Social Services Subsidy Provider Information, July 2021.



### **3. What are the individual capacities of the early childhood providers?**

**Are there children who are eligible, but who are not currently being served? Why?**

**If barriers exist, how have similar early childhood systems resolved them?**



# Eligible Children Not Served

Estimation method used by REL Appalachia, 2009 that uses average reported enrollment totals for K - Grade 2 as a proxy for the eligible preschool population

**Total Enrollment based on Fall Membership Data from VDOE**

School Year	K	G-1	G-2	Year Avg.	Combined Avg.	Est. Eligible PreK Population
2017-18	718	809	754	760	738	1,476
2018-19	751	734	813	766		
2019-20	738	757	790	762		
2020-21	602	686	703	664		

**x 2** →



## Enrollment by Select Characteristics based on Fall Membership Data from VDOE

<b>Total Enrollment</b>	<b>1,476</b>
Race/Ethnicity	--
Black/African American	268
White	864
Hispanic	202
Multi-Race, Non-Hispanic	126
Economically Disadvantaged	562
Students with Disabilities	148



# Eligible Children Not Served, cont'd...

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- 1,476 does **not** account for children served versus not served. As such, we removed the estimated 995 children served according to the previously mentioned ACS data.

— 1,476 eligible children

995 est. children served

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481 eligible children not served  
age alone

231 eligible children not served  
age, econ. dis., SWD



# Why not enroll?

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Families may decide to not enroll their eligible children in a preschool program for several reasons:

- Parenting preference to stay home
- Inconvenient locations to home/work
- Perceived developmental preparedness for preschool



- If families of all 231 eligible children wished to enroll they would be unable to do so as providers are currently at or close to capacity.

Provider	Capacity < 3	Capacity 3 - 5
ACE Head Start	--	147
Bright Beginnings Preschool	32	365
CDR - Early Head Start	146	--
Childcare Network	38	35
Creative Kids	16	11
La Petite Academy #7145	36	40
La Petite Academy #898	36	48
LeaRN Lily	45	28
Vanessa Frazier (Home-Provider)	4	3
WISC	36	30
<b>Total</b>	<b>389</b>	<b>707</b>

SOURCE: ACE and Bright Beginnings Enrollment Data; James City County Department of Social Services Subsidy Provider Information, July 2021.



**Thus, a critical barrier that must be addressed is the need for additional preschool space.**





# Creative solutions by peers

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The need for additional space is not unique to the localities. Example solutions:

1. Newport News recently closed two of the district's smallest locations and reallocated students and staff to other existing preschools and elementary schools resulting in four preschool locations.
  - Reconfiguration is expected to increase capacity, better align students to providers, and better address needs of students with disabilities (Jones, 2021).



# Creative solutions by peers

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2. Many communities have opted to explore/implement mixed delivery systems for preschool programming.

- In 2017, Smart Beginnings Southwest received a mixed-delivery grant to expand preschool offerings in the localities.
  - Similar to James City County and the City of Williamsburg, there was more demand than capacity allowed.
  - Public school system, community action agencies, local workforce investment boards, community partners, and health/social services departments



**4. What is the cost (including infrastructure and direct operating costs) to deliver early childhood programming to children?**



# Cost components

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## Personnel

- Size of the program,
- Ratios and group size,
- Staffing decisions (e.g., part- and full-time staff, in addition to teachers and assistant teachers),
- salaries, and mandatory benefits

## Non-personnel

- Facilities' rent and utilities,
- Materials,
- Supplies/resources

Source: ECQA Center & NCSIA, 2018



# Cost to deliver programming

- Holistic view of programming in the localities.
- Center-based, full-time early childhood programming varies considerably by age. This variance is due to differences in resources and materials, facilities, and mandated staff-child ratios.

Age	Weekly Average Cost
Infant (Birth - 16 months)	\$217.19
Toddler (17 - 23 months)	\$212.81
Preschool (2 - 3 years)	\$192.00
Preschool (4 - 5 years)	\$177.50

SOURCE: Child Care Aware of Virginia, 2021



# Further refinement...

	<b>FY20 (SY 2019-20)</b>	<b>FY21 (SY 2020-21)</b>	<b>FY22 (SY 2021-22)</b>
Personnel	\$4,462,860.00	\$4,482,909.00	\$4,757,328.00
Non-Personnel	\$74,848.00	\$60,795.00	\$62,055.00
Total Budget	\$4,537,708.00	\$4,543,774.00	\$4,819,383.00
Total Capacity	403	403	403
Est. Annual Cost per Child	\$11,259.82	\$11,274.87	\$11,958.77
Assumed weeks of instruction	41	41	41
Est. weekly cost	\$274.60	\$275.00	\$291.68

NOTES: These calculations assume full capacity at Bright Beginnings. Costs per child increase when total enrollment is less than full capacity.  
SOURCE: Williamsburg-James City County FY22 Budget



**5. Is it better to have preschool in the public schools in the elementary buildings or in a separate building?**



# Integrated Preschools

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## Pros

- More successful at establishing an integrated curriculum, thereby increasing the learning of the students (Payne, Fedoravicius, Henrich, & Finn-Stevenson, 2004).
- Improved preschool teachers' access to resources (Payne et al., 2004)
- Facilitated transitions from preschool to kindergarten and increased family engagement (Payne et al., 2004)
- Programs in which students were enrolled for at least five years (preschool-to-third-grade programs) as opposed to four years (kindergarten-to-third grade) were more likely to have increased academic and developmental outcomes, such as reading performance (Reynolds et al., 2010).





# Integrated Preschools

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## Cons

- Conflict created when sharing resources.
  - For example, putting elementary schools and preschools on the same site resulted in challenges in navigating the disparity in salary between elementary and preschool teachers (Payne et al, 2004).
- Difficult to respond to increased need for space for both preschool and elementary-age students as the school's population changes.



# Separate Preschools

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## Pros

- Larger buildings are more capable of efficiently providing high-quality services to children and families.
- Fewer sites would enable greater access to equitable and inclusive services for the children as service providers and special education teachers would not need to travel to multiple sites



# Separate Preschools

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## Cons

- Fewer sites may increase transportation costs as children would likely be further from the provider locations.
- There is a waitlist at some publicly funded preschool programs while other programs have available enrollment spots.
  - This disparity in whether providers are at capacity indicates that the location of facilities is particularly important for families when selecting their preschool program
- Separating preschool into its own facilities/buildings may have unintended consequences such as isolating staff from professional development opportunities that are primarily marketed for K-12 initiatives.



**6. What is the best means/most efficient way to provide preschool services to an increased population?**



# No “one-size-fits-all” approach

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- **There is neither a superior nor “one-size-fits-all” approach to preschool expansion.** Communities are unique entities that have different early childhood programming needs and goals (Education Trust, 2014).
- From a cost-effectiveness perspective, research supports implementation of a mixed-delivery system.
  - Leverage blended and/or braided funding structures to fund preschool slots in various types of high-quality early childhood programs, such as private child care or Head Start programs.



# Key: Maintain Quality

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Regardless of approach, communities must make every effort to ensure that expansion is done to support implementation of a high-quality program.

High quality often means:

- sufficient, and well-compensated staff
- adequate productive learning time and activities
- supports parental work, family engagement that improves parent-child relationships

(Meloy, Gardner, & Darling-Hammond, 2019)



# Higher quality = higher cost

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Difference in cost is primarily the result of:

- annual program hours
- staffing structure
- staff compensation
- facility costs

A study that used nationally representative data estimated that the cost for high-quality preschool would be roughly **\$12,700 per child annually** (ranging from about \$9,800 to \$15,400 in 2019 dollars) (Karoly, Cannon, Gomez, & Whitaker, 2021).





# Recommendations





# Needs for eligible children not served

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- To accommodate the possible addition of 231 children that are eligible for public preschool, AnLar estimates that an **additional 10 classrooms, at a minimum, would be needed.**
- AnLar estimates that the cost to serve these children at the current cost-per-child rate for Bright Beginnings (\$11,274.87) would be roughly **\$2.6 million.**
- Providers are at capacity so the localities must investigate creative solutions for expansion.



# Questions for Consideration

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- How many additional slots should be added? What is reasonable given current requests for additional funding? What amount of additional funding is reasonable to advocate for if the additional \$2.6 million estimated above exceeds what the legislature expects or will fund? What children will be prioritized if it is not feasible or cost effective to serve total eligible children?
- What are the current and anticipated needs of the eligible population? This may include required accommodations and services for children with disabilities and other special needs.
- What is the current supply of educators and service providers that meet the requirements held by the Bright Beginnings program? Is there a sufficient budget to support the salaries, wages, and mandatory benefits of hiring additional staff?
- How will children be transported to and from school? Is there infrastructure currently available, or will transportation routes need to be created or transportation services hired?

***and more!***



## Option 1. Explore options for implementation of a mixed-delivery system.

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- Many benefits associated with mixed-delivery systems related to child development and cost-effectiveness.
- There are four common types of partnerships typically used by communities with mixed-delivery systems (Anders, 2016):
  - Stacked
  - Concurrent
  - Wraparound
  - Subcontracting



## Option 1. Explore options for implementation of a mixed-delivery system.

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- As part of the mixed-delivery system, also AnLar recommends the development of a coordinated enrollment system:
  - A simplified enrollment process in which different types of early childhood providers in a community (e.g., Early Head Start, Head Start, private preschool programs) come together to create a single joint application for prospective families to complete (U.S. Department Health and Human Services, 2021).
  - Minimizes burden on families and staff
  - Additional clarity in availability of slots



## Option 2. Allocate additional classrooms in WJCC K-12 schools to preschool.

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- Research indicates that there are many benefits to preschool classroom integration into K-12 school buildings
- If decision-making bodies wish to serve even a portion of the additional 231 eligible children, they currently do not have the space to do so.
  - Bright Beginnings program is currently at capacity regarding program slots and does not have sufficient space to operate efficiently and effectively with the current number of children enrolled.



## Option 2. Allocate additional classrooms in WJCC K-12 schools to preschool.

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- If a new elementary school is constructed, AnLar recommends that the localities consider adding a dedicated preschool wing to the new building.
  - Can be considered a pilot
  - Number of classrooms and cost is dependent upon priorities of the district regarding the number of additional children to be served
- AnLar **does not** recommend consolidation of preschool locations at this time.



# Opportunities for systematic change

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- **Opportunity 1.** Strengthen cross-provider communication and collaboration through equitable representation on decision-making bodies.
- **Opportunity 2.** Increase transparent communication with the WJCC community at large.
- **Opportunity 3.** Reflect on diversity, equity, and inclusion practices in early childhood program operation.





# Thank you! Questions?





**ITEM SUMMARY**

DATE: 11/23/2021


TO: The Board of Supervisors

FROM: Grace Boone, Director of General Services

SUBJECT: Waste Collection & Consolidation Study

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**ATTACHMENTS:**

	Description	Type
	Presentation	Presentation

**REVIEWERS:**

Department	Reviewer	Action	Date
General Services	Boone, Grace	Approved	11/5/2021 - 10:42 AM
Publication Management	Daniel, Martha	Approved	11/5/2021 - 10:52 AM
Legal Review	Kinsman, Adam	Approved	11/8/2021 - 9:37 AM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:28 PM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 8:12 AM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:49 AM



# Waste Collection & Consolidation Study Update

Board of Supervisors Presentation  
November 23, 2021

# Today's Agenda

○ ○ ○



Key Questions

Phone Survey

Key Findings

Decision Point

Next Steps

Questions & Answers

# Key Questions

1 – What program options should the County consider?

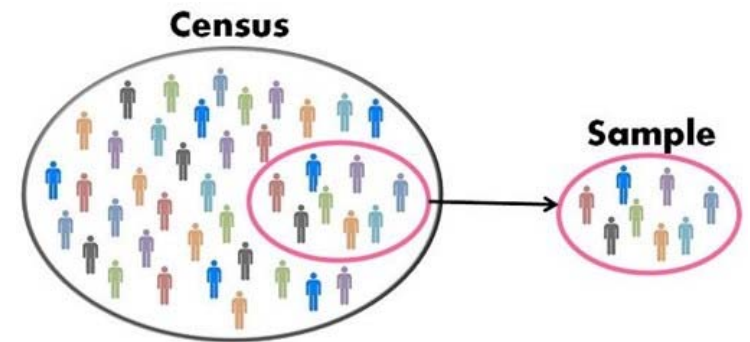
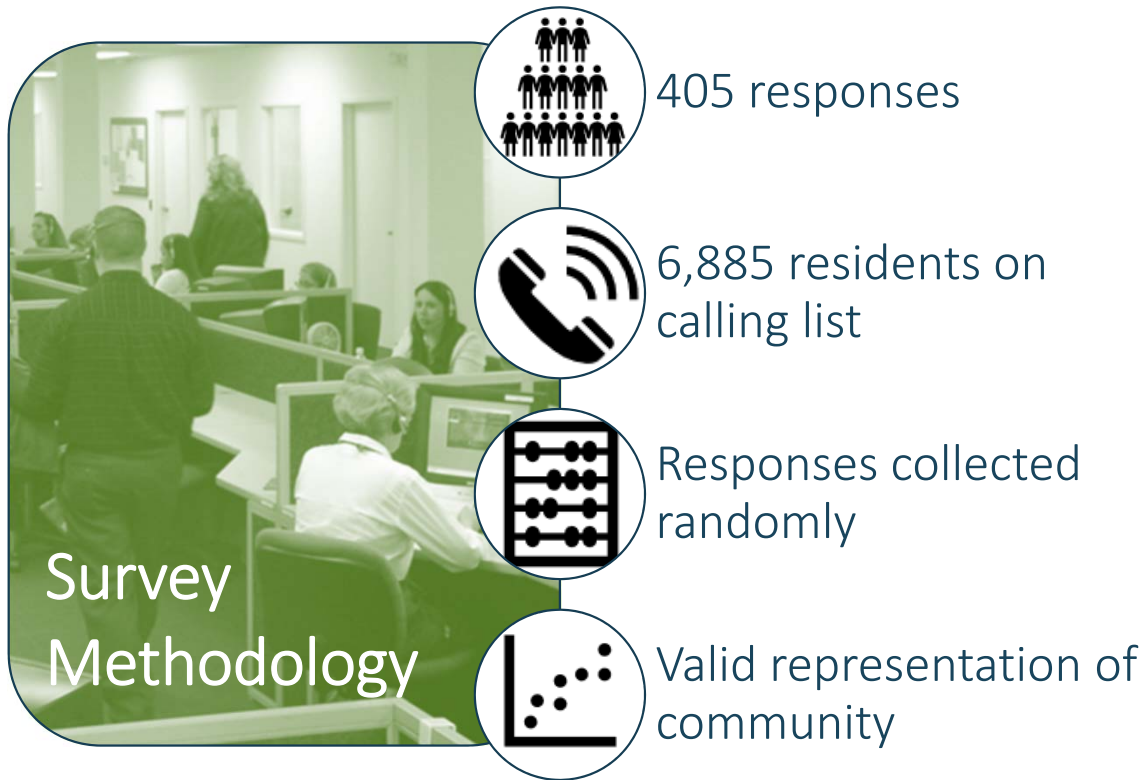
2 – Mandatory or voluntary?

3 – Fee-based program or included in tax rate?

4 – County-wide or PSA only?

5 – County-run or contracted out?

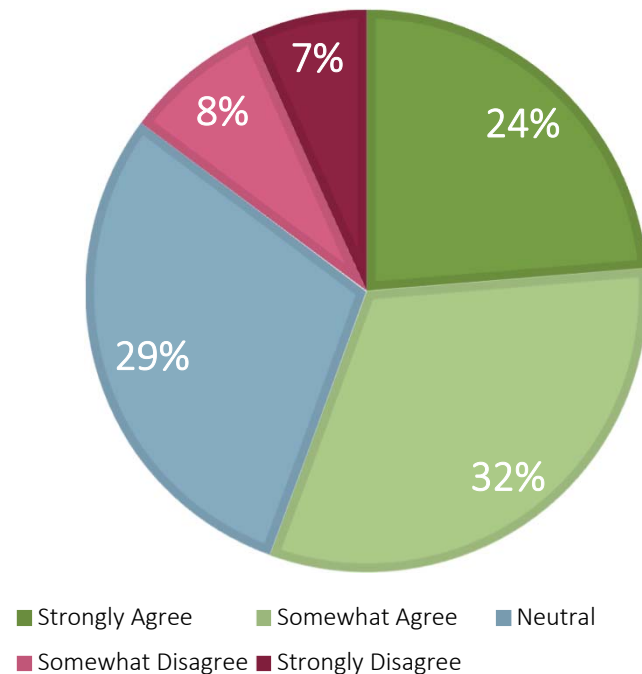
6 – Maintain convenience centers?



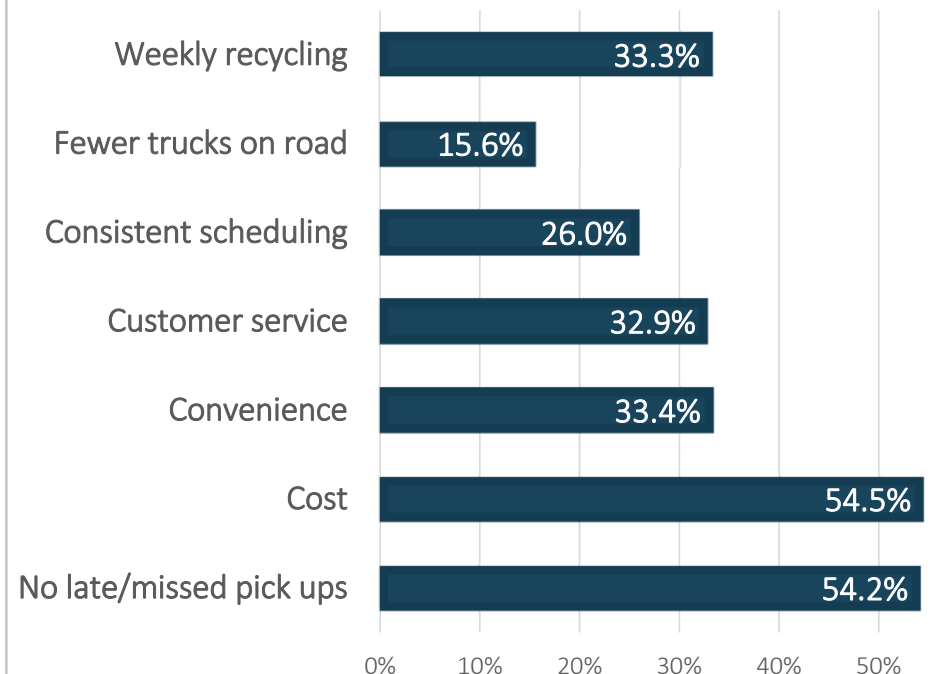
**ShapardResearch**

# Phone Survey Results

WOULD PARTICIPATE IN CURBSIDE TRASH COLLECTION PROGRAM



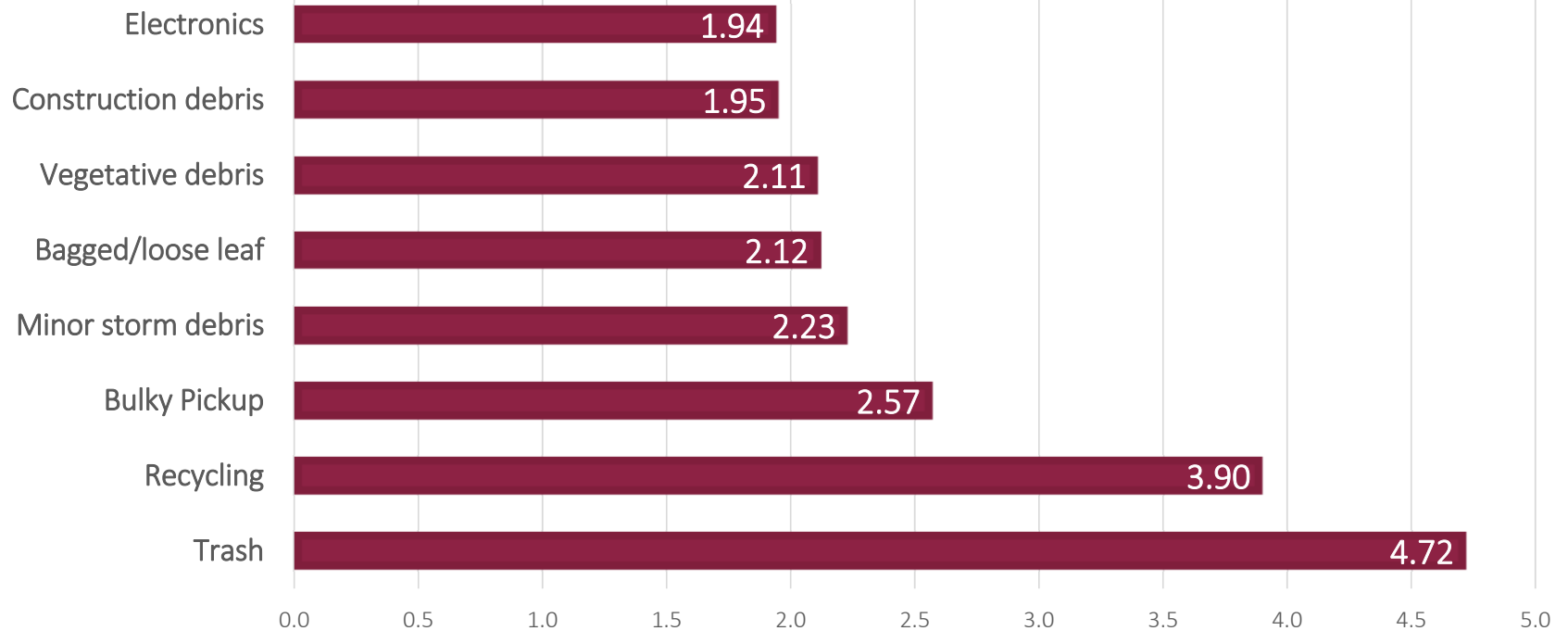
MOST IMPORTANT ELEMENTS OF COUNTY TRASH COLLECTION PROGRAM





# Phone Survey Results

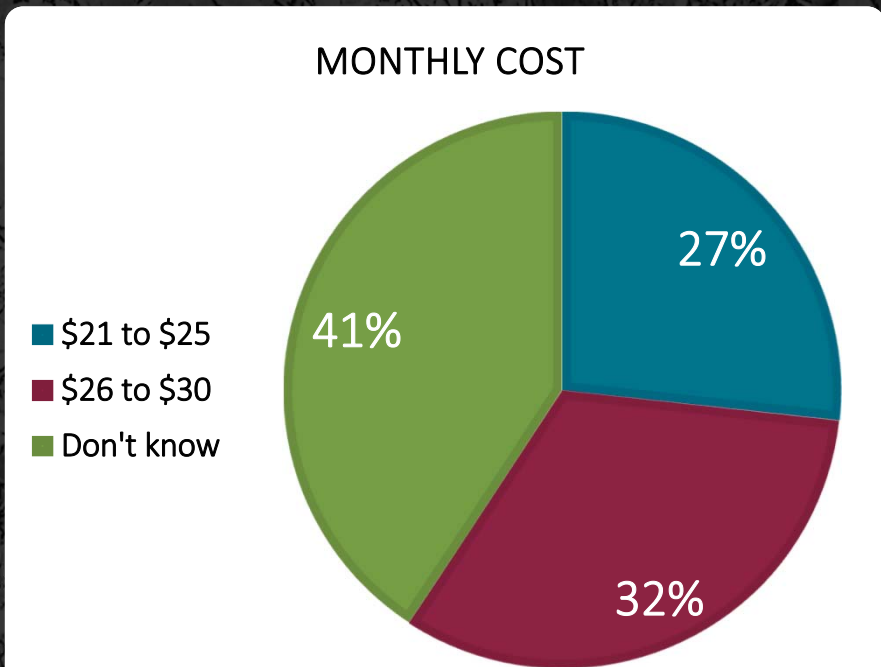
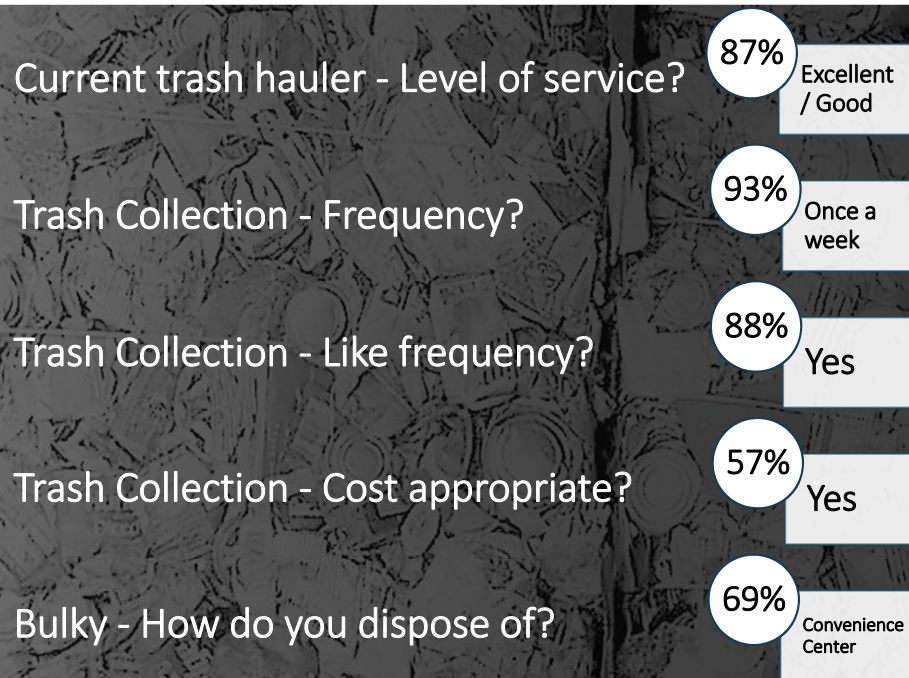
## RANK COLLECTION SERVICES



*One person noted "Hazardous Waste" as very important (5).*

Importance				
Not Important			Very Important	
1	2	3	4	5

# Phone Survey Results Private Hauler & HOA





# Phone Survey Results Convenience Center

Experience with convenience center?

90%  
Excellent  
/ Good

What improvements are needed?

50%  
None

How convenient is the Center?

90%  
Very /  
Somewhat

How long is a trip to the Center?

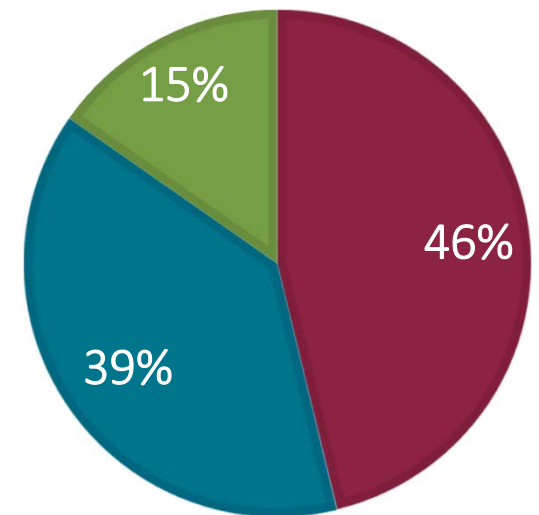
80%  
< 1  
hour

How long have you been using Center?

65%  
10+  
years

HAVE NOT HIRED PRIVATE  
TRASH HAULER BECAUSE

- Too expensive
- Prefer to do myself
- Other reasons



# Assumptions

Curbside Trash Collection = Highest cost service

Analysis undertaken to assess cost of services

- No cost metrics available from County

County selected 3 curbside trash collection service options to model

3 service options include 2 associated cases – performance of services within:

- PSA only
- Full area of County

Overall 'planning level' consolidated cost of service based on: Analysis results

- Existing cost metrics of current program services

# Key Findings

Modeled Options and associated cases were compared with the modeled current 'Status Quo' services provided for both Curbside Trash and Recycling Collection metrics

## Options Route Modeling

Trash	In PSA Only 24,131 households 483 tons per week			In/Out PSA 28,992 households 580 tons per week		
	Routes	Hours	Miles	Routes	Hours	Miles
Status Quo – Free Market	-	-	-	47	441	5,946
1 Hauler / 1 District	26	248	1,703	32	303	2,142

Recycling	In PSA Only 10,331 households 580 tons every other week			In/Out PSA 12,052 households 121 tons every other week		
	Routes	Hours	Miles	Routes	Hours	Miles
Status Quo - VPPSA	-	-	-	15	143	1,561
1 Hauler / 1 District	12	109	827	14	132	1,137

Routes, hours, and miles shown on weekly basis



# Key Findings (continued)

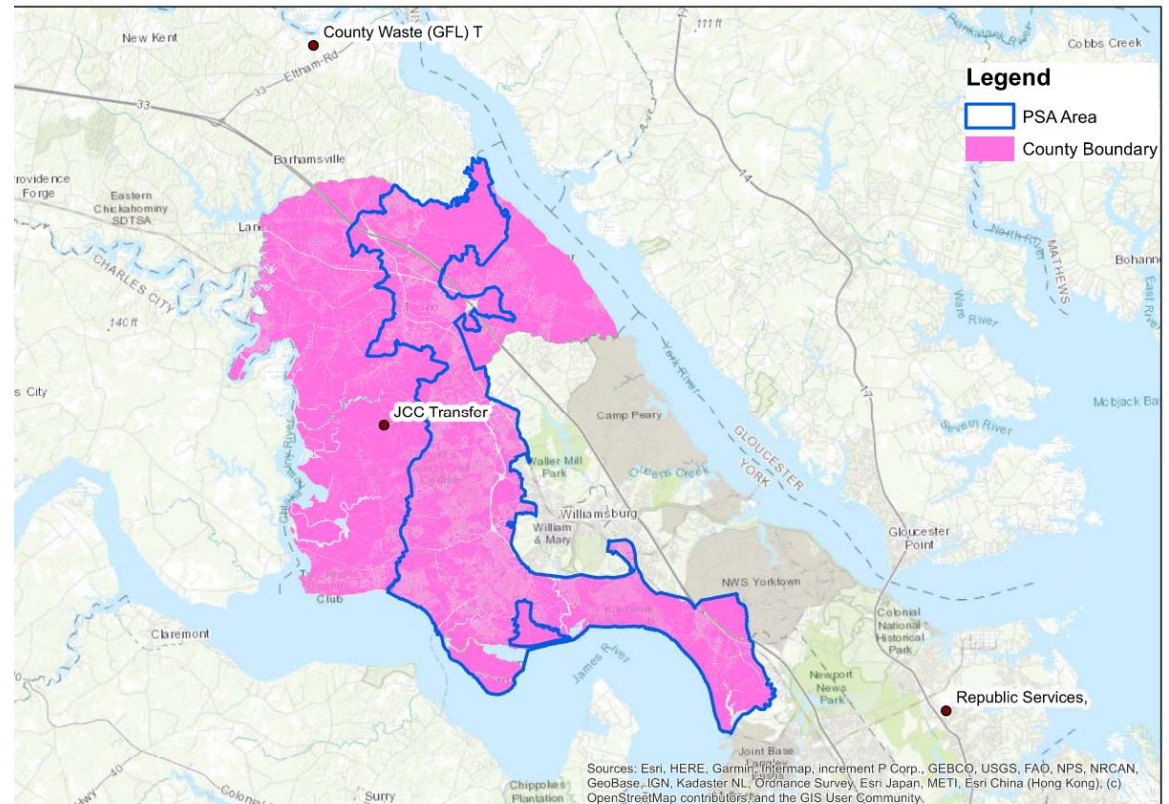
To obtain the cost per household per month, the total annual cost is divided by the number of households served:\*

- 24,131 for PSA only
- 28,992 for full County

The results of the analysis are presented on the next slide

*\* The PSA boundary changed during the project such that 34 residences moved from outside to inside the PSA but the impact is not a material change to the GBB analysis.*

## Transfer Locations



# Key Findings (continued)

Modeled Trash Options and associated cases (PSA and Full County) were compared.

While County operation costs are lower, and no profit cost, asset costs and incremental management expense were higher.

	One Provider		One Provider	
	Private Sector		County Operates	
	PSA Only	Full County	PSA Only	Full County
Trash Operating Cost	\$1,757,600	\$2,163,200	\$1,487,200	\$1,830,400
Disposal Cost	\$1,330,101	\$1,598,039	\$1,330,101	\$1,598,039
Asset Cost	\$526,699	\$611,856	\$890,849	\$974,400
Incremental Mgmt. Expense	\$200,000	\$200,000	\$518,000	\$518,000
<b>Total Trash Cost per Year</b>	<b>\$3,814,400</b>	<b>\$4,573,095</b>	<b>\$4,226,151</b>	<b>\$4,920,839</b>

# Key Findings (continued)

Modeled Trash Options and associated cases were compared with the modeled current 'Status Quo' services provided for Curbside Trash Collection and Disposal and Recycling Collection.

Expansion of existing County Services includes curbside bulk services (4 per year), construction debris, vegetative debris, bagged/loose leaf collection, minor storm debris, and Convenience Centers.

	One Provider		One Provider	
	Private Sector		County Operates	
	PSA Only	Full County	PSA Only	Full County
Trash Cost (per HH per month)	\$13.17	\$13.14	\$14.59	\$14.14
Recycling Cost (per HH per month)*	\$7.00	\$7.00	\$7.00	\$7.00
Bulk, Leaf, and other Services (per HH per month)**	\$4.00	\$4.00	\$4.00	\$4.00
All Program Services (per HH per month)	\$24.17	\$24.14	\$25.59	\$25.14
Status Quo – private hauler trash + \$7 recycling \$30-32/month				

\* Note: Existing County Services cost rounded to whole dollar.

\*\* Expansion of existing County Services includes curbside bulk services (4 per year), construction debris, vegetative debris, bagged/loose leaf collection, minor storm debris, and Convenience Centers.



# Why Consolidation?

- Residents now paying \$30+/month for subscription trash, opt-in recycling
  - *Residents could be paying less than that for **all** HHs trash, recycling as well as assumption of current costs for bulk: construction/vegetation debris, leaf, storm debris, and Convenience Centers*
  - *Provides for economies of scale in pricing*
- Less Trucks on the Road:
  - *Up to 65% less truck miles and GHG emissions*
  - *Residents want all items set out on the same day; all neighbors picked up on the same day*
  - *Less traffic and increased safety where families live*
- Provides an essential public health service
- Less than 1 of 5 municipalities use subscription model for residential service
- Reduces illegal dumping

# Why Not Consolidation?

- Current system is working
- High customer satisfaction with current system
- Higher initial capital cost if County provided service
- Any change is hard: extensive efforts required, concerns from citizens, etc.





# Next Steps



Upcoming decision needed  
on consolidation  
based on this study,  
then move to next steps.



# Moving Ahead

## November 2021

- Final Waste Collection & Consolidation Study Issued

## Step 1

- Decision on Consolidation

## Step 2

- Consolidation Plan & Full Cost Accounting / Billing Options Analysis

## Step 3 \*

- Implementation (3-5 Years)
- **County - \$11.3 million Capital Investment**
- **One Contractor - \$4 million Capital Investment**

*\* The Capital Investment planning level estimates in Step 3 reflect cash or financing which is estimated as needed to be available over 3-5 years to put the system in place.*





Q&A

Thank You!

# Contact Us



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GBB Vice President

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[jporter@gbbinc.com](mailto:jporter@gbbinc.com)

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Building Consolidation Study

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 4:20 PM

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: ARPA Funding Discussion

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**ATTACHMENTS:**

	Description	Type
	Spreadsheet	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 2:00 PM

Project	Description	Estimated Cost	Recommended Funding Source	Recommended Funding	In Current 5 Year CIP
Affordable Housing - Revenue Recovery Due to State repayment moratorium	Most of our housing projects are funded by three pots of money: state/local funds, JCC budget allocations (i.e., the housing fund), and program income (i.e., payments that homeowners make back to the County). The Department of Housing and Community Development (DHCD) informed the Housing Division that effective November 1, 2020, all monthly program income from homeowners under the Community Development Block Grant (CDBG) and Indoor Plumbing Repair (IPR) programs must be forgiven and that they intend to extend the payment moratorium indefinitely. Total estimated loss of program income is \$410,000 but through ARPA timeframe of December 2026 the estimated loss of income is \$170,000.	\$ 409,878	ARPA	\$ 170,000	N
Affordable Housing – Acquisition of Property to Develop New Affordable and Workforce Housing	Acquisition of property to develop new affordable and workforce housing. Funding will allow us to develop a new neighborhood with homes for sale/rent that are affordable to those families making low- to moderate-incomes.	\$ 540,000	ARPA	\$ 540,000	N
Affordable Housing – Implementation of Workforce Housing Task Force Recommendations	Funding for Workforce Housing Task Force recommendations that were: 1. “Highly” feasible, 2. Did not require additional staff resources, and 3. Were recommended in the short and medium timeframes.	\$ 125,000	ARPA	\$ 125,000	N
Tourism and Hospitality Grant Program	Consideration of grants for tourism and hospitality industries if other funding sources are not available. The County is pursuing other funding opportunities that may satisfy this requirement.	\$ 1,000,000	ARPA	\$ 500,000	N
Non-Profit Grant Program	Provide assistance to non-profits.	\$ 500,000	ARPA	\$ 500,000	N
Housing Specialist I/II	Temporary position within DSS primarily for the management and implementation/oversight as it relates to housing programs. The position will also assist with the managing the local Housing Choice Voucher program that we have recommended for funding. The position would be funded for three years. At end of the three years, need for position would be evaluated.	\$ 190,000	ARPA	\$ 190,000	N
Housing Financial Analyst/Budget Management Position	Temporary position within Financial and Management Services (FMS) to provide additional support for the impacts of housing assistance programs as relates to the Accounting and Housing Divisions. Future need for position would be evaluated as work related to housing and additional federal funding are completed. Annual cost estimated at \$72,000 and we anticipate it would be needed for four years.	\$ 288,000	ARPA	\$ 288,000	N
Emergency Communications Center Generator Replacement	This project involves installation of an additional emergency generator which supplies emergency power to the JCC Emergency Communications Center (ECC).	\$ 234,000	ARPA	\$ 234,000	Y
Marina Structural Improvements	Project involves structural improvements to the Marina building. The improvements to the building will ensure that travel, tourism and hospitality operations associated with the Marina will continue to safely serve visitors.	\$ 75,000	ARPA	\$ 75,000	N
Chickahominy Riverfront Park Well Facility	Existing well is outdated and has met its life expectancy. The replacement of the well facility will provide a safe and reliable source of water for the park, and is critical for JCC’s ability to effectively operate the outdoor facilities for the community and to enhance the travel/tourism sector.	\$ 1,570,000	ARPA	\$ 1,570,000	Y
Replacement Phone System	Replacement of current phone system used by all departments that is a vintage 1990’s Nortel that is no longer manufactured. Parts for repair are primarily available through third party vendors but are becoming scarce.	\$ 560,000	ARPA	\$ 560,000	N
Capital Projects Coordinator	Currently planned projects and newly created projects (a result of the pandemic) have driven the need for a project manager in the Information Resources Management department. Projects include: 1. Broadband expansion and competition 2. County/Schools fiber maintenance and extension 3. Replacement of the County phone system. Costs include funding the position for three years at \$105,200/year + \$37,400 for a vehicle. At end of the three years, need for position would be evaluated.	\$ 353,000	ARPA	\$ 353,000	N
Marina Infrastructure to Support Restaurant	Infrastructure improvements at our Marina to support a new restaurant that will be privately funded and operated. Infrastructure Improvements include utilities, storm water, landscaping and parking to support the restaurant.	\$ 1,750,000	ARPA	\$ 1,120,000	N
Local Housing Choice Voucher Program	The Department of Social Services is proposing to establish a three-year Local Voucher Pilot Program designed to provide up to two years of subsidy per household. This was a recommendation of the 2019 Workforce Housing Taskforce and funding requested would provide assistance to at least 25 households per year.	\$ 726,000	ARPA	\$ 350,000	N
CONNECT Program Medical Case Manager position	Temporary Medical Case Manager position within DSS to work with CONNECT referrals. The addition of this position would allow the program to follow individuals who are at high-risk, such as those with chronic diseases like congestive heart failure, to help manage their conditions while working with the Social Work Case Manager to address the social determinants creating a barrier to meeting their health needs. Funding recommended supports the position for two years (salary and benefits \$100,000 per year plus \$40,000 vehicle and equipment). Will evaluate the ongoing need for position at end of two year timeframe.	\$ 240,000	ARPA	\$ 240,000	N
Satellite Office Renovation	The layout of this office is no longer efficient with the constant need for social distancing. The counter layout includes an "L-shape", resulting in two unusable workstations. Additionally, employees cannot see citizens waiting in the lobby, causing safety issues for social distancing as an employee is required to staff a workstation in the lobby.	\$ 500,000	ARPA	\$ 500,000	N
Fiber Optic	Costs for fiber optic cabling maintenance included in FY 2022 CIP budget to expand the cabling and complete loops in the fiber infrastructure for redundancy. This project includes the replacement of aging communication equipment to meet modern, high-speed needs.	\$ 450,000	ARPA	\$ 450,000	Y



Project	Description	Estimated Cost	Recommended Funding Source	Recommended Funding	In Current 5 Year CIP
Transportation Match - Revenue Recovery	This project is to request funding to support building roads and transportation infrastructure.	\$ 175,000	ARPA	\$ 175,000	N
Elimination of Bathroom Touch Points	General Services evaluated most County facilities for conversion of faucets and toilets to touch free restroom fixtures to prevent the spread of disease.	\$ 100,000	ARPA	\$ 100,000	N
Lower County Park	The need for a lower County park was identified in three previous Parks and Recreation Master plans. The proposed park would include a walking trail, picnic shelter, swimming pool with water features, restrooms and all related infrastructure to support. Currently in CIP for FY 2025	\$ 6,310,000	ARPA	\$ 6,310,000	Y
NEW ITEM Tourism Related	Ambler House- Underground electric (\$125,000), landscaping (\$50,000), Purchase Portable Bathrooms (\$75,000) and Stage (\$200,000).		ARPA	\$ 450,000	
Business Ready Sites Grant Program	Grant program to help fund utility extensions, access improvements and environmental assessment studies to improve the Virginia Economic Development Partnership's site readiness rankings of selected industrial and commercially zoned or designated properties in the County.	\$ 2,000,000	Future CIP	\$ -	\$ -
General Services Administration Building	Existing General Services facilities are antiquated, not meeting the needs of the department, and are scattered throughout the County. Having one facility that houses the General Services Department will improve efficiencies and create a team-centered environment which allows greater collaboration between all divisions, creating a proactive approach to citizen services and planning for future needs of residents as the population continues to grow.	\$ 1,774,000	Future CIP	\$ -	Y
Marina Phase II	Improvements to County owned Marina facility. Project would relocate existing boat ramp, replace the two covered boat houses, construct a bathhouse facility, provide additional parking for Marina and ramp visitors and add a transient docking/floating walkway. The project has already been designed and construction is currently in the County's five-year CIP in FY 2024.	\$ 5,813,000	Future CIP	\$ -	Y
Ambler House	Construct utility improvements at the historic Ambler House located in Jamestown Beach Event Park.	\$ 739,287	Future CIP	\$ -	N
Fire Department Personnel Related Expenses	#1. Additional overtime dollars (\$500,000), #2. Retention related bonuses as well as public safety pay increases, and #3. Six additional firefighter positions to help provide depth that will allow us to maintain our current response model without dropping units or having our staff work mandatory overtime (\$420,000).	\$ 1,070,000	Current Year General Fund Savings	\$ -	N
Axon Core Plus	The Police Department's current body cameras are only in use by Operations and School Resource officers. The goal is to provide every sworn officer with the latest edition camera, increase evidence gathering, capture citizen contacts and assist in criminal prosecutions. This purchase would allow us to replace all of those cameras with a much more reliable option.	\$ 500,000	Current Year General Fund Savings	\$ -	N
Police Investigations and Operations Package	Request for 1. VX400 Covert Deployable Pole Camera Unit, 2. Diver Communication System and 3. Dell Workstation for FARO 3D Scanner.	\$ 24,000	General Fund Savings	\$ -	N
Call Center for Main Social Services Phone Line	The request is to be able to use a "call center" for the main phone line (757-259-3100) that operates in the Human Services Building for Social Services. The main phone line is often the first number that individuals in need of critical services to meet their basic needs for food, shelter and medical care , as well as to report child or adult abuse (CPS and APS).	\$ 18,000	Current Year General Fund Savings	\$ -	N
Credit Card Fee Waiver for Remainder of FY 2022	The current fee waiver expires December 2021. To extend the waiver, funding is needed for January 1 to June 30. Discussion about continuing this waiver into the future would be part of FY 2023 budget process.	\$ 400,000	Current Year General Fund Savings	\$ -	N
Affordable Housing - Sanitary Sewer improvements	Addressing sanitary sewer needs for affordable housing units inside the PSA. Staff has become aware of at least eighteen residents residing within the PSA who are experiencing failed septic systems. On multiple occasions, these households don't meet the qualifications to be assisted by any existing program's funding.	\$ 313,398	Outside Funding Recommended	\$ -	N
Business Investment Grants	Several of the hotel and motel properties in the County are in poor condition and it would be more cost effective to demolish existing structures than renovate. Purchasing properties could be cost prohibitive, but funding demolition costs may help incentivize ownership to consider building new hotels	\$ 1,500,000	Outside Funding	\$ -	N
Non-Department Initiated Items					
Creation of Mowing/Litter Crews	Creation of a general maintenance crew to help in responding to requests for additional mowing, trash pickup, etc.	\$ 800,000	Current Year General Fund	\$ -	N
PDR/Conservation Easement		\$ 5,000,000	Future CIP	\$ -	N

Total Requested \$ 36,047,563      Total ARPA \$ 14,800,000

Updated November 22, 2021

**ITEM SUMMARY**

DATE: 11/22/2021

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Initiation of Consideration of Amendments to the Zoning Ordinance and Subdivision Ordinance to Provide Additional Requirements to Protect and Preserve Scenic Roadways such as Forge Road

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	11/15/2021 - 1:57 PM
Publication Management	Daniel, Martha	Approved	11/15/2021 - 2:00 PM
Legal Review	Kinsman, Adam	Approved	11/15/2021 - 2:33 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:48 AM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 9:51 AM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:29 PM



## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Initiation of Consideration of Amendments to the Zoning Ordinance and Subdivision Ordinance to Provide Additional Requirements to Protect and Preserve Scenic Roadways such as Forge Road

---

On October 26, 2021, the Board of Supervisors adopted the James City County 2045 Comprehensive Plan “Our County, Our Shared Future.”

At the request of a supervisor, staff has prepared the attached Initiating Resolution to consider possible amendments to the Zoning Ordinance and Subdivision Ordinance to provide additional requirements to protect and preserve scenic roadways such as Forge Road.

The purpose of such amendments would be to implement Goal, Strategy, and Action (GSA) No. Land Use (LU) 6.3 which states:

“To help retain the character of Rural Lands, develop additional zoning and subdivision tools (e.g., scenic easement dedication requirements, increased minimum lot sizes, increased setbacks, and/or overlay districts) to protect and preserve scenic roadways such as Forge Road. Consider 400-foot setbacks along Community Character Corridors outside the PSA.”

Staff recommends approval of the attached resolution.

PDH/md  
InitConsdForgeRd-mem

Attachment:

1. Resolution

## **RESOLUTION**

### **INITIATION OF CONSIDERATION OF AMENDMENTS TO THE ZONING ORDINANCE AND**

### **SUBDIVISION ORDINANCE TO PROVIDE ADDITIONAL REQUIREMENTS TO PROTECT**

### **AND PRESERVE SCENIC ROADWAYS SUCH AS FORGE ROAD**

WHEREAS, section 15.2-2286(A)(7) of the Code of Virginia, 1950, as amended (the “Virginia Code”), and County Code Section 24-13 authorize the Board of Supervisors of James City County, Virginia (the “Board”), to, by resolution, initiate amendments to the regulations of the Zoning Ordinance that the Board finds to be prudent and required by public necessity, convenience, general welfare, or good zoning practice; and

WHEREAS, section 15.2-2253 of the Virginia Code and County Code Section 19-10 authorize the Board to request the Planning Commission to prepare and recommend amendments to the Subdivision Ordinance; and

WHEREAS, the Board is of the opinion that the public necessity, general welfare, and good zoning practice warrant the consideration of amendments to the Zoning Ordinance and Subdivision Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby initiate amendment of the James City County Code, Chapter 24, Zoning in order to consider additional requirements to protect and preserve scenic roadways such as Forge Road. The Planning Commission shall hold at least one public hearing on the consideration of amendments to said Zoning Ordinances and shall forward its recommendation to the Board of Supervisors in accordance with the law.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby request the Planning Commission to prepare and recommend amendments to Chapter 19, Subdivisions, in order to consider additional requirements to protect and preserve scenic roadways such as Forge Road. The Planning Commission shall hold at least one public hearing on the consideration of amendments to said Subdivision Ordinances and shall forward its recommendation to the Board of Supervisors in accordance with the law.

---

Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

---

Teresa J. Fellows  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
LARSON  
MCGLENNON  
HIPPLE

VOTES

AYE      NAY      ABSTAIN      ABSENT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of  
November, 2021.

InitConsdForgeRd-res

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: Authorization for a Full-time Position in Real Estate Assessments

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	11/16/2021 - 10:57 AM
Publication Management	Pobiak, Amanda	Approved	11/16/2021 - 11:51 AM
Legal Review	Kinsman, Adam	Approved	11/16/2021 - 1:42 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:43 PM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 1:44 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:59 PM

## MEMORANDUM

DATE: November 23, 2021

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: Authorization for a Full-time Position in Real Estate Assessments

---

In 2008, the Real Estate Assessments division had 13 full-time equivalent positions. Since that time, two positions were eliminated due to the housing market crash and economic downturn, and the Geographic Information System positions have been transferred to the Information Resources Management Department. One of the eliminated positions was the Deputy Director of Real Estate Assessments, whose duties included supervision of staff, residential assessments, and performing the bulk of the commercial assessments. When the position was eliminated, the position's residential parcels shifted to the remaining appraisers and the supervision duties and commercial assessments shifted to the Director of Real Estate Assessments. These changes resulted in a heavier workload on staff (higher number of parcels per appraiser), and the County was left with only one position performing the bulk of the commercial assessments. Today, the department's staffing level is still down two positions compared to 2008, and the number of real estate parcels has grown substantially over the past 15 years.

James City County performs biennial reassessments and the next reassessment is underway, which will be effective on January 1, 2022. To manage the workload and ensure proper review and oversight, the Financial and Management Services Department is seeking approval to re-establish the Deputy Director of Real Estate Assessments. The estimated cost of the position for the remainder of Fiscal Year 2022 is \$75,000, which would be funded by savings in the General Fund.

Staff recommends the adoption of the attached resolution.

SBD/md  
AuthDepDirREAssmt-mem

Attachment

## RESOLUTION

### AUTHORIZATION FOR A FULL-TIME POSITION IN REAL ESTATE ASSESSMENTS

WHEREAS, the Real Estate Assessments division currently has fewer positions than it did in 2008, due to the impact of the housing market economic downturn and elimination of two positions; and

WHEREAS, one of the eliminated positions was the Deputy Director of Real Estate Assessments, whose duties included supervision and residential and commercial assessments; and

WHEREAS, the number of parcels and complexity of the process have grown since that time, and additional resources are necessary to ensure proper review and oversight of the reassessment process; and

WHEREAS, the estimated cost to restore the full-time Deputy Director of Real Estate Assessments is \$75,000 for the remainder of Fiscal Year 2022.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves a full-time Deputy Director of Real Estate Assessments position in the Financial and Management Services Department and authorizes the use of General Fund savings for this purpose.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

SADLER  
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MCGLENNON  
HIPPLE

VOTES

AYE    NAY    ABSTAIN    ABSENT

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Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of November, 2021.

AuthDepDirREAssmt-res

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 9:47 AM

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Tom Leininger, Senior Planner

SUBJECT: Historic Triangle Bicycle Advisory Committee Reappointment

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**ATTACHMENTS:**

Description	Type
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**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	10/29/2021 - 11:07 AM
Development Management	Holt, Paul	Approved	10/29/2021 - 11:08 AM
Publication Management	Pobiak, Amanda	Approved	10/29/2021 - 11:13 AM
Legal Review	Kinsman, Adam	Approved	10/29/2021 - 11:26 AM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:28 PM
Board Secretary	Purse, Jason	Approved	11/16/2021 - 8:12 AM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:49 AM



**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Social Services Director

SUBJECT: Social Services Advisory Board Appointment

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**ATTACHMENTS:**

Description	Type
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**REVIEWERS:**

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	11/8/2021 - 10:27 AM
Publication Management	Daniel, Martha	Approved	11/8/2021 - 10:34 AM
Legal Review	Kinsman, Adam	Approved	11/8/2021 - 10:46 AM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:28 PM
Board Secretary	Rinehimer, Bradley	Approved	11/12/2021 - 1:45 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:49 AM

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Colonial Juvenile Services Commission Board Replacement

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**ATTACHMENTS:**

Description	Type
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**REVIEWERS:**

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	11/9/2021 - 4:30 PM
Publication Management	Pobiak, Amanda	Approved	11/9/2021 - 4:36 PM
Legal Review	Kinsman, Adam	Approved	11/12/2021 - 1:01 PM
Board Secretary	Saeed, Teresa	Approved	11/12/2021 - 1:27 PM
Board Secretary	Rinehimer, Bradley	Approved	11/12/2021 - 1:34 PM
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 8:41 AM

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Board of Equalization Reappointment

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**ATTACHMENTS:**

Description	Type
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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:46 PM

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Cassie Cordova, Environmental Sustainability Coordinator, Staff Liaison to the Commission

SUBJECT: Clean County Commission Appointment

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**ATTACHMENTS:**

Description	Type
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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:58 PM

**ITEM SUMMARY**

DATE: 11/23/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Adjourn until 5 pm on December 14, 2021 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2021 - 1:42 PM