A G E N D A JAMES CITY COUNTY BOARD OF SUPERVISORS BUSINESS MEETING

County Government Center Board Room 101 Mounts Bay Road, Williamsburg, VA 23185 January 25, 2022 1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION

- 1. VACo Certified County Supervisors' Program
- 2. James City Clean County Commission 2021 Annual Report

D. CONSENT CALENDAR

- 1. Acceptance of Housing Vouchers \$59,787 State Rental Assistance Program
- 2. Additional Appropriation \$220,000 2019 Scattered Site Housing Rehabilitation Community Development Block Grant
- 3. 2021 Scattered Site Housing Rehabilitation Community Development Block Grant Adoption of the Amended Housing Rehabilitation Program Design
- 4. Competitive Grant Award \$16,000 Litter Prevention and Recycling Program (Glass Recycling)
- 5. Contract Award \$127,172 Automatic Cardiopulmonary Resuscitation Devices
- 6. Contract Award \$245,738 Emergency Communications Center HVAC Backup Generator
- 7. Dedication of the Streets in the Mason Park Subdivision
- 8. Dedication of the Streets in Section 6 of the Peleg's Point Subdivision
- 9. Grant Award \$28,000 Bulletproof Vest Partnership
- 10. Grant Award \$47,797 Commonwealth Attorney V-Stop Grant Program Fund
- 11. Grant Award \$24,651 Fiscal Year 2022 Digital Forensics Training for Investigators
- 12. Grant Award \$33,333 Fiscal Year 2022 Law Enforcement Officer Safety and Wellness: Addressing Psychological Needs of Law Enforcement
- 13. Grant Award \$17,991 Litter Prevention and Recycling Program
- 14. Grant Award \$16,000 State Homeland Security Program -
- 15. Grant Award \$5,000 Williamsburg Health Foundation 2021 Emergency Management
- 16. Minutes Adoption

E. BOARD DISCUSSIONS

- 1. James City County Facilities Master Plan Update
- 2. Minimum Wage Impact Analysis
- 3. Pre-Budget Business Meeting Discussion
- 4. Annual Report Presentation
- 5. Update on the Natural and Cultural Assets Plan Effort

F. BOARD CONSIDERATIONS

1. James City County Parks Master Plan Update

G. BOARD REQUESTS AND DIRECTIVES

H. REPORTS OF THE COUNTY ADMINISTRATOR

I. CLOSED SESSION

- 1. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia and pertaining to 6616 Cranston Mill Pond Road as well as property along the Brick Bat Road Corridor, Jamestown Road Corridor, and the Forge Road Corridor
- 2. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia and pertaining to the Planning Commission
- 3. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia
- 4. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(29) of the Code of Virginia

J. ADJOURNMENT

1. Adjourn until 8 a.m. on February 3, 2022 for Local Government Day at the Capitol

AGENDA ITEM NO. C.1.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Dean Lynch, VACo Executive Director

SUBJECT: VACo Certified County Supervisors' Program

REVIEWERS:

Department Reviewer Action Date

Board Secretary Saeed, Teresa Approved 12/28/2021 - 1:47 PM

AGENDA ITEM NO. C.2.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Peg Boarman, Clean County Commission Chair

SUBJECT: James City Clean County Commission 2021 Annual Report

ATTACHMENTS:

Description Type

Presentation Presentation

REVIEWERS:

Department	Reviewer	Action	Date
General Services	Boone, Grace	Approved	1/7/2022 - 12:35 PM
Publication Management	Daniel, Martha	Approved	1/7/2022 - 1:44 PM
Legal Review	Kinsman, Adam	Approved	1/7/2022 - 1:57 PM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:20 AM
Board Secretary	Purse, Jason	Approved	1/18/2022 - 3:01 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:02 PM

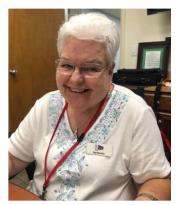


James City Clean County Commission 2021 Annual Report

Presented to the Board of Supervisors

January 25, 2022

The James City Clean County Commission



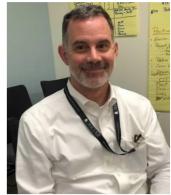
Peg Boarman Commission Chair Stonehouse



Charles Loundermon Commissioner Berkeley



Kevin Radcliffe Commissioner Roberts



Tim Winstanley Commissioner Roberts



Rachel West Commissioner Berkeley



Heath Richardson Commissioner Stonehouse



Emma Zahren-Newman Former Commission Co-Chair Jamestown

Litter League





Stewardship Hour

The James City County Clean County Commission presents..

The Stewardship

Keeping Citizens Informed About County Sustainability Initiatives

The Stewardship Hour is a monthly education program for citizens of James City County to learn about the ways we can be better environmental stewards of our community. Each month, attendees will get to learn from an expert on the subject, have a chance to ask questions and engage in meaningful conversations, and walk away with specific action steps



We will discuss..

- When plastic is useful and when it's avoidable
- . The harms and dangers of plastic in our community
- · How to seek plastic alternatives
- · Laws that exists to reduce plastic and pollution
- · How to stay updated and informed

Join us on **ZOOM!** (click the image to join)



When

5:30 PM EST Thursday July 8, 2021

Where

The Stewardship Hour Zoom Meeting

Meeting ID: 742 2476 6819 Password: JC4



The James City County Clean County Commission presents...

The Stewardship Hour

Keeping Citizens Informed About County Sustainability Initiatives

The Stewardship Hour is a monthly education program for citizens of James City County to learn about the ways we can be better environmental stewards of our community. Each month, attendees will get to learn from an expert on the subject, have a chance to ask questions and engage in meaningful conversations, and walk away with specific action steps.



This month's expert: Bruno Welsh from Compost RVA!

November's topic:

- Understand the ecological implications of composting food scraps and yard waste.
- Analyze the connection between individual actions and the environmental impact of landfill diversion.
- · Evaluate if small-scale composting is a system we can accept into our lifestyle.

Join us on ZOOM! (click the image to join)



When

November 12, 2020 5:30 PM EST

Where

Meeting ID: 865 4106 8965

Password: JC4

Join us every month!

On the 2nd Thursday of the month At 5:30 PM EST

The Stewardship Hour Zoom Meeting Meeting ID: 742 2476 6819 Password: IC4

Next month's topic: Minimizing Food Waste

The James City County Clean County Commission presents...

The Stewardship



Keeping Citizens Informed About County Sustainability Initiatives

The Stewardship Hour is a monthly education program for citizens of James City County to learn about the ways we can be better environmental stewards of our community. Each month, attendees will get to learn from an expert on the subject, have a chance to ask questions and engage in meaningful conversations, and walk away with specific action steps.



This month's guests: Diane Race & Kensett Teller

Prevention & Pick-Up

- How does litter negatively affect our community?
- How can citizens best prevent litter in JCC?
- What is the Zero Tolerance for Litter Resolution?
- * What are the best ways and places to pick up litter?

Join us on **ZOOM!** (click the image to join)



Where

When

Meeting ID: 865 4106 8965 Password: IC4

5:30 PM EST, 2020

Join us every month!

On the 2nd Thursday of the month At 5:30 PM EST

The Stewardship Hour Zoom Meeting Meeting ID: 865 4106 8965 Password: JC4

Next month's topic: Composting

jamescitycountyva.gov

Litter & Recycling Expo 2020



Litter & Recycling Expo 2021



Arbor/Earth Day @ Williamsburg Botanical Garden



Will Barnes Day



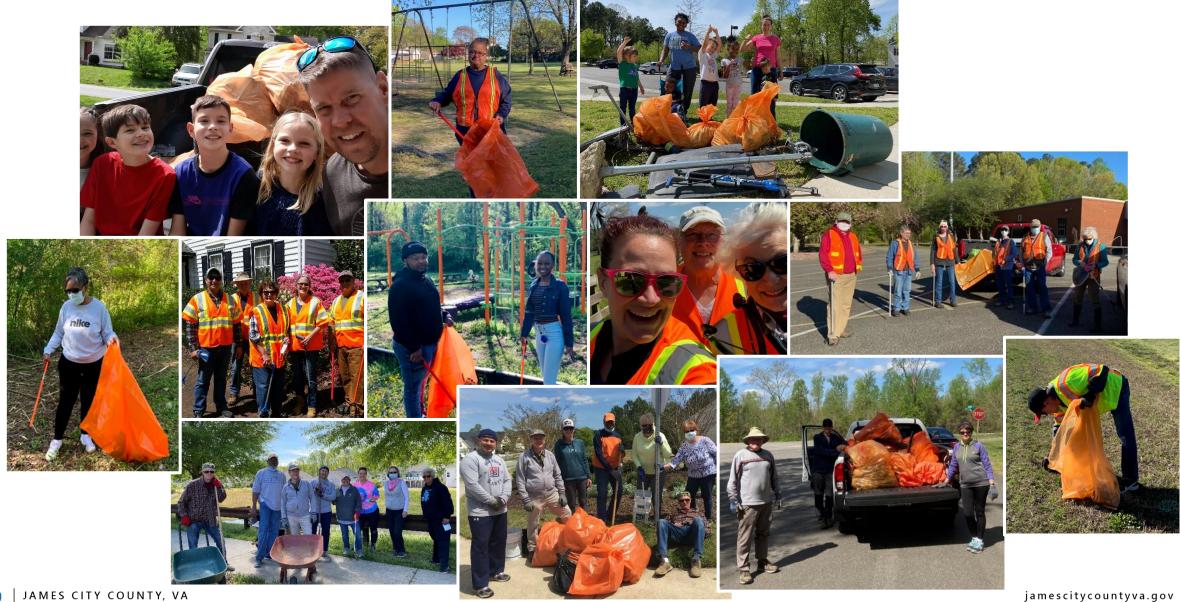
Pollinator and Rain Garden: Veteran's Park



Great American Cleanup



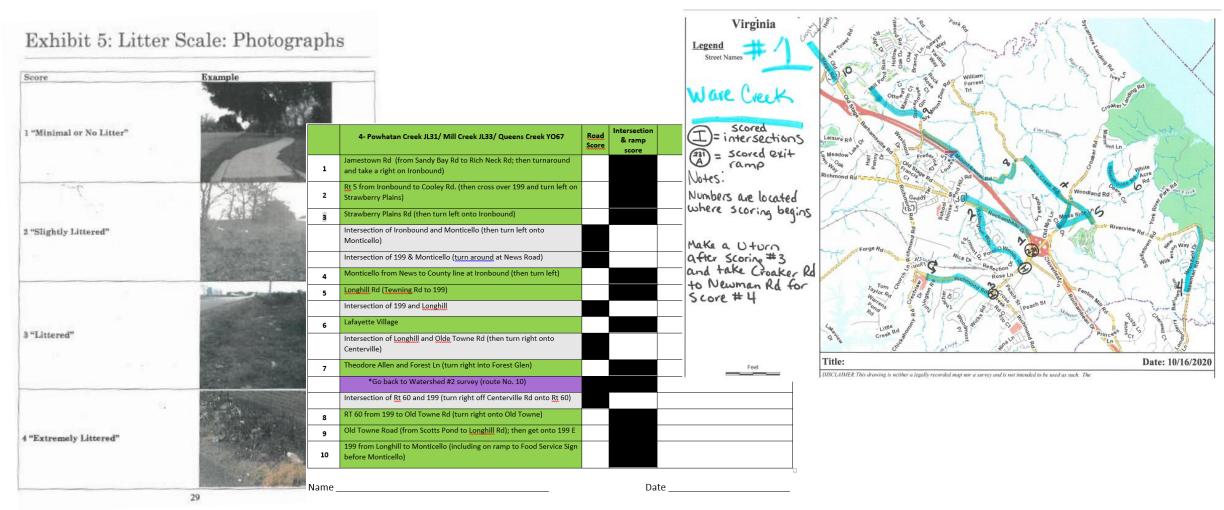
Spring Cleanup



Spring Cleanup



Litter Index



Adopt-A-Spot Program

- 2 new locations:
 - -Warhill High School Environmental Club
 - -Jamestown High School
- 6 cleanups





3 CAMPAIGNS...

Lots of potential opportunities to volunteer!

- I. Recycling Education
 - -Waste Minimization
 - -Curbside Recycling Program
 - -Glass-only Recycling
- II. ZERO Tolerance for Litter
 - -Annual Litter Index
 - -Spring Cleanup
 - -Litter League
- III. Community Beautification
 - -Adopt-A-Spot
 - -Good Neighbor Grant
 - -Pollinator Garden Planting



Interested in volunteering?

Call 757-259-5375 or email sustainabilitycoordinator@jamescitycountyva.gov

JAMES CITY COUNTY, VA jamescitycountyva.gov

RESULTS OF OUR LABORS...

LITTER CLEANUPS

- 26 litter cleanups
- 238 volunteers
- 943 volunteer hours valued at \$23,094

COMMUNITY OUTREACH & EDUCATION

- 20 group presentations & displays
- 1,359 in attendance











Thank you! Any Questions?

AGENDA ITEM NO. D.1.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Acceptance of Housing Vouchers - \$59,787 - State Rental Assistance Program

ATTACHMENTS:

	Description	Type
ם	Acceptance of Housing Vouchers - State Rental Assistance Program - \$59,787	Cover Memo
ם	Acceptance of Housing Vouchers - State Rental Assistance Program - \$59,787	Resolution
ם	Acceptance of Housing Vouchers - State Rental Assistance Program - \$59,787	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	1/11/2022 - 3:43 PM
Publication Management	Daniel, Martha	Approved	1/11/2022 - 3:47 PM
Legal Review	Kinsman, Adam	Approved	1/11/2022 - 3:49 PM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:18 AM
Board Secretary	Rinehimer, Bradley	Approved	1/13/2022 - 9:30 AM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 11:43 AM

MEMORANDUM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Acceptance of Housing Vouchers - State Rental Assistance Program - \$59,787

The James City County (JCC) Social Services Housing Unit is designated as the Public Housing Agency (PHA) responsible for administering the Section 8 Housing Choice Voucher program (HCV) and Special Purpose voucher programs including vouchers for individuals with an (a) Intellectual/Developmental Disability. The Department of Behavioral Health and Developmental Services (DBHDS) has awarded JCC 10 State Rental Assistance Program (SRAP) vouchers with an initial term from January 2022 through June 2026. Funding has also been committed to support administration of these vouchers, \$59,787 for the remainder of Fiscal Year (FY) 2022 and \$119,574 for FY 2023.

These vouchers will be used to increase housing opportunities for the U.S. Department of Justice Settlement Agreement target population by leveraging state rental assistance with local public and private housing resources to serve individuals aged 18 or older who:

- 1. Have an intellectual or developmental disability as defined in the Code of Virginia.
- 2. Are in one of the following categories:
 - a. Transitioning from a skilled nursing facility, intermediate care facility, state training center, group home, or other congregate setting;
 - b. Receiving Building Independence (BI), Family and Individual Support (FIS), or Community Living (CL) Waiver services; or
 - c. Determined eligible for and currently on a waitlist for the BI, FIS, or CL Waiver.
- 3. Currently receives no other source of local, state, or federal rent assistance, subsidy, or supplement, whether tenant-based or project-based rent assistance.
- 4. Resides in the catchment area established as JCC, Upper York County, and the City of Williamsburg.

Funding will be used to provide rental assistance and coordinate case management and clinical services in collaboration with the DBHDS and the Community Services Board Support Coordinator.

It is recommended that the Board of Supervisors adopt the attached resolution to authorize acceptance of 10 SRAP vouchers, and appropriation of \$59,787 for FY 2022.

RV/ap SRAPVouch22-mem

Attachments:

- 1. Resolution
- 2. Memorandum of Agreement Number: 720-4927

RESOLUTION

ACCEPTANCE OF HOUSING VOUCHERS - STATE RENTAL

ASSISTANCE PROGRAM - \$59,787

- WHEREAS, the James City County (JCC) Social Services Housing Unit is designated as the Public Housing Agency (PHA) responsible for administration of the Section 8 Housing Choice Voucher Program within JCC; and
- WHEREAS, James City County has been awarded 10 State Rental Assistance Program (SRAP) vouchers and funding for Fiscal Years (FY) 2022 and 2023 to be used to serve individuals aged 18 or older who have an intellectual and/or developmental disability as defined in the Code of Virginia and reside in the catchment area established as JCC, Upper York County, and the City of Williamsburg; and
- WHEREAS, the PHA will work in collaboration with the Department of Behavioral Health and Developmental Services and the Community Services Board (CSB) Support Coordinator to combine rental assistance with case management and clinical services.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of these funds and approve the budget appropriation to the Housing and Neighborhood Development Fund for FY 2022, as follows:

Revenue: FY22 State Funding - SRAP	<u>\$59,787</u>
Expenditures:	
Rental Assistance	\$44,640
Utility Reimbursement	\$ 7,500
Administrative Fees	\$ 4,800
Program Reserve	<u>\$ 2,847</u>
Total	<u>\$59,787</u>

John J. McGlennon Chairman, Board of Supervisors

ATTEST:		VOTES			
		AYE	NAY	ABSTAIN	ABSENT
	ICENHOUR				
Teresa J. Saeed	- HIPPLE LARSON				
Deputy Clerk to the Board	SADLER MCGLENNON				

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of January, 2022.



THE DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES (DBHDS) 1220 BANK STREET RICHMOND, VA 23219



MEMORANDUM OF AGREEMENT (MOA)

Memorandum of Agreement Number: 720-4927

This MOA is not subject to the Virginia Public Procurement Act (VPPA)

This Memorandum of Agreement, hereinafter referred to as "MOA" is entered into by the James City County Department of Social Services, hereinafter called the "Contractor" and the Commonwealth of Virginia through the Department of Behavioral Health and Developmental Services, hereinafter called the "Purchasing Agency" or the "DBHDS."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

PERIOD OF PERFORMANCE: From January, 2022 through June, 2026, and renewable in accordance with Section IV, paragraph J.

The contract documents shall consist of:

- (1) This signed form;
- (2) The attached purchasing description, which consists of:
 - (I) Purpose
 - (II) Scope of Services
 - (III) General Terms and Conditions
 - (IV) Special Terms and Conditions
 - (V) Attachments A through G
 - A: Duties and Responsibilities of the Parties
 - B: State Rental Assistance Program Manual
 - C: Program Timeline & Utilization Milestones
 - D: Data Reporting Requirements
 - E: Funding Allocations for the Current Fiscal Year and Subsequent Fiscal Year
 - F: Business Associate Agreement
 - G: Matrix of Required Performance Targets
 - H: Map of SRAP-James City County Service Area

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby

CONTRACTOR:	PURCHASING AGENCY:
BY:	BY:
PRINTED NAME: Scott A. Stevens	PRINTED NAME: Alison G. Land, FACHE
TITLE: County Administrator	TITLE: Commissioner

D.A. TELE	DATE:
DATE:	DATE:

I. PURPOSE

A. Overview

The purpose of this Agreement is to delineate the respective duties and responsibilities of the Parties in implementing and managing activities related to the State Rental Assistance Program (SRAP) and to outline the terms and conditions for the receipt and use of SRAP funding.

The goals of SRAP are:

- 1. To increase access to mainstream, integrated, independent rental housing options for people in the U.S. Department of Justice Settlement Agreement target population
- 2. To increase housing opportunities for the U.S. Department of Justice Settlement Agreement target population by leveraging state rental assistance with local public and private housing resources

This Agreement establishes a broad framework between the Parties for partnership and collaboration. It is contemplated that this Agreement will be tailored via modifications to delineate the respective duties and responsibilities of the Parties as needed to reflect the specific requirements of a particular activity and/or funding opportunity.

B. Target Population

The target population for the State Rental Assistance Program (SRAP) is individuals age eighteen (18) or older who:

- 1. Have an intellectual or developmental disability as defined in the Code of Virginia
- 2. Are in one of the following categories:
 - a. transitioning from a skilled nursing facility, intermediate care facility, state training center, group home or other congregate setting
 - b. receiving Building Independence (BI), Family and Individual Support (FIS) or Community Living (CL) Waiver services
 - c. determined eligible for and currently on a waitlist for the BI, FIS or CL Waiver
- 3. Currently receive no other source of local, state or federal rent assistance, subsidy or supplement, whether tenant-based or project-based rent assistance.
- 4. Individuals who are seeking rental assistance to live with parents, grandparents or guardians are **not** part of the target population.
- 5. The target population must meet the eligibility criteria for SRAP. The eligibility criteria, including reasonsfor denying assistance, are available in the SRAP Manual, a copy of which is incorporated by reference in Attachment B.

C. <u>Definitions</u>

Administrative fee - A fee paid to the Contractor for administering the State Rental Assistance Program.

Agreement. A contractual agreement between a Partner Agency and DBHDS to operate a SRAP program in specific jurisdictions in the Commonwealth of Virginia. Also known as a Memorandum of Agreement (MOA).

Applicant. An individual with an intellectual or developmental disability whom DBHDS has verified is a member of the target population and who is identified as the head of the household, from the time DBHDS verifies target population eligibility through the time the initial SRAP Contract and payment are executed.

Applicant Family. An individual with an intellectual or developmental disability whom DBHDS has verified is a member of the target population and the persons whom DBHDS has approved to reside with this individual as a family unit, from the time DBHDS verifies target population eligibility through the time the initial SRAP Contract and payment are executed.

Approved Rent. A rent to the owner (contract rent) that has met the conditions for approval of an assisted tenancy.

Area Median Income (AMI) - A measure, released every year by the U.S. Department of Housing and Urban Development (HUD), that represents the midpoint of a HUD Fair Market Rent area's income distribution: half of families in a Fair Market Rent area earn more than the median and half earn less than the median. This measure is used as a basis to determine income qualifications for many housing programs.

Assisted Family. A family whom DBHDS has screened and approved as a family unit, from the time the initial SRAP Contract and payment are executed until the family ends participation in the State Rental Assistance Program. Also known as a "participant family."

Assisted Unit. A housing unit that is under a SRAP Payment Contract between a Partner Agency and an owner. Also known as a "contract unit."

Community Services Board (CSB). An entity established under the Code of Virginia which assures the delivery of community-based behavioral health and developmental disability services to individuals with behavioral health and developmental disability service needs. CSBs are mandated to provide certain community services, including case management and emergency services, and they partner with other public and private providers to make an array of services available. CSBs are known as Behavioral Health Authorities in some communities (BHA).

Contract Unit. A housing unit that is under a SRAP Payment Contract between a Partner Agency and an owner. Also known as a "assisted unit."

Day. One calendar day.

Fair Market Rent (FMR) - A Fair Market Rent is a measure developed by the U.S. Department of Housing and Urban Development which estimates gross rents paid by recent movers and adjusts these rents for inflation and expected growth in gross rents. Fair Market Rents are used to help determine payment standard amounts for HUD's Housing Choice Voucher Program. The level at which FMR standards are set is expressed as a percentile point within the rent distribution of standard-quality rental housing units. The current definition used is the 40th percentile rent, the dollar amount below which 40 percent of the standard-quality rental housing units are rented. The 40th percentile rent is drawn from the distribution of rents of all unassisted housing units occupied by recent movers (renter households who moved to their present residence within the past 15 months).

In metropolitan areas, HUD establishes Small Area Fair Market Rents (SAFMRs) for ZIP Codes within the metropolitan area. Alternately, HUD may approve Small Area Fair Market Rents that are proposed by local Public Housing Agencies for specific geographic locations.

Family. An individual with an intellectual or developmental disability in the target population who is identified as the head of the household and the persons residing with this individual whom DBHDS has screened and approved as a family unit. To be considered a family unit, the following conditions must be met: (1) the applicant may not live with his or her parent(s), grandparent(s) or guardian(s), and (2) if additional persons who are not parent(s), grandparent(s), or guardian(s) will reside with the individual, the individual must demonstrate a stable family relationship by certifying that each person's income and other resources will be available to meet the needs of the family.

Generally Accepted Accounting Principles (GAAP) - accounting standards developed and established by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB). The FASB establishes financial accounting and reporting standards for public and private companies and not-for-profit organizations. The GASB establishes accounting and financial reporting standards for U.S. state and local governments.

Home and Community Based Services Waivers (Medicaid Waivers)- waivers approved by the Centers for Medicare and Medicaid Services that permit state Medicaid programs to provide eligible individuals with disabilities long-term care services in home and community settings rather than institutional settings.

Household. All persons who are approved to reside in an assisted unit. The household consists of the family and any Partner Agency-approved live-in aide, spouse of a live-in aide or children of a live-in aide.

Housing Assistance Payment. The monthly assistance payment by a Partner Agency, which is calculated as the lower of: 1) the payment standard for the family minus the total tenant payment (TTP); or 2) the gross rent minus the TTP. Also known as the "SRAP assistance payment."

Housing Choice Voucher Program (HCVP). A rental assistance program funded by the U.S. Department of Housing & Urban Development and administered by local public housing agencies in accordance with federal regulations.

HUD. The U.S. Department of Housing & Urban Development.

HUD Inspection Standards. The minimum safety and quality standards for housing assisted in federally assisted housing programs which have been adopted by DBHDS for SRAP.

Owner. The individual or entity that owns a property, or the agent that has been granted legal authority to manage the affairs of the property on behalf of the individual or entity that owns the property.

Parent/Guardian. The mother and/or father of the applicant, or the court-appointed guardian of the applicant. This can include but is not limited to biological, natural, adoptive, foster, or step parents.

Participant. An individual with an intellectual or developmental disability who is a verified member of the target population and who is identified as the head of the household, from the time the initial payment contract and housing assistance payment are executed until the individual ends participation in the State Rental Assistance Program.

Participant Family. A family whom DBHDS has screened and approved as a family unit, from the time the initial SRAP Contract and housing assistance payment are executed until the family ends participation in the State Rental Assistance Program. Also known as an "assisted family."

Payment Contract. The binding contractual agreement between the Partner Agency and the owner for payment of housing assistance. The Partner Agency makes SRAP housing assistance payments to the owner in accordance with the terms of the payment contract to defray the cost of leasing for the tenant.

Payment Standard – A payment standard is the maximum amount that the program will pay toward the cost of monthly rent and utilities (before deducting the total tenant payment by the family). DBHDS establishes its schedule of payment standard amounts by bedroom size. The range of possible payment standard amounts is based on either (1) a percentage of HUD's most recently published fair market rent (FMR) schedule for the Public Housing Agency's FMR area or (2) a HUD-approved schedule of payment standards for the jurisdictions the Public Housing Agency serves. DBHDS adopts changes to SRAP payment standards at the beginning of July for the fiscal year.

Program receipts- All funds disbursed by DBHDS to the Contractor in connection with the State Rental Assistance Program, interest earned on these funds, and funds received as the result of a repayment agreement with a participant.

Program reserve- A fund balance set aside in a designated account that is separate from program operating funds.

Partner Agencies (PAs) – agencies that contract with DBHDS to administer the State Rental Assistance Program. These agencies are typically Public Housing Authorities, units of local government, or Community Services Boards.

Rental Assistance- funds provided to reduce the amount that eligible individuals and households pay to lease rental housing.

Settlement Agreement Target Population- persons with an intellectual or developmental disability as defined by the Code of Virginia who are age 18 or older and are in one of the following categories:

- (1) transitioning from a skilled nursing facility, an intermediate care facility, a state training center, a group home or other congregate setting and meet the level of functioning criteria for a Medicaid Developmental Disabilities Waiver;
- (2) receiving services funded by one of Medicaid's Developmental Disabilities Waivers (Building Independence [BI] Waiver, Family and Individual Support [FIS] Waiver or Community Living [CL] Waiver); or
- (3) determined eligible for and currently on a waitlist for the BI, FIS or CL Waiver.

Shared Housing. A single legal dwelling unit occupied by an individual and another resident or residents, in accordance with state and local zoning ordinances. The shared unit consists of both common space for use by the occupants of the unit and separate private space for each assisted household. An assisted household may share a unit with other persons assisted by SRAP or with other unassisted persons. The owner of a shared housing unit may reside in the unit. The resident owner may not be a parent, grandparent or guardian.

State Rental Assistance Program- Program created by the Department of Behavioral Health and Developmental Services, in partnership with local partner agencies, to provide rental assistance to help people in the Settlement Agreement Target Population afford safe and decent housing.

SRAP Assistance Payment – The monthly assistance payment by a Partner Agency, which is calculated as the lower of: 1) the payment standard for the family minus the total tenant payment (TTP); or 2) the gross rent minus the TTP. Also known as the "housing assistance payment."

SRAP Project-based Rent Assistance (PBRA) Program – provides a rent subsidy that is used to help individual households afford housing costs such as rent and utilities. The subsidy is attached to a specific unit within a specific rental property and the tenant typically cannot take the subsidy to another location.

SRAP Tenant-based Rent Assistance (TBRA) Program- provides a rent subsidy that is used to help individual households afford housing costs such as rent and utilities. Typically, the household can take the assistance to rental housing properties in Virginia and the properties will accept the assistance as a form of rent payment.

Subsidy Standards. Standards established by DBHDS to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Support Coordinator (SC). A person employed by a Community Services Board or an agency that contracts with Community Services Board who assesses and plans services, links individuals with intellectual or developmental disabilities to services and supports identified in the Individual Support Plan (or ISP), assists individuals to locate, develop or obtain needed services and resources, coordinates services and service

planning with other agencies; enhances community integration, makes collateral contacts to promote implementation of the person's individual support plan, monitors and assesses ongoing progress, ensures services are delivered, and educates and counsels individuals to develop supportive relationships that promote the ISP.

Total Tenant Payment (TTP). The total tenant payment is the minimum family contribution to the gross rent and is calculated as thirty (30) percent of monthly adjusted income.

Utility Allowance. If the cost of utilities (except telephone, Internet and cable) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by Partner Agency of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Virginia's Plan to Increase Independent Living Options. Plan developed by the Commonwealth of Virginia, in consultation with community stakeholders, to increase the availability of independent living options for individuals in the Settlement Agreement Target Population. The plan meets the requirements of Section III.D.3 of the Settlement Agreement with the United States Department of Justice.

II. SCOPE OF SERVICES

The Scope of Work for this agreement will include:

- A. The Contractor commits to administer a State Tenant-based Rental Assistance Program in the City of James City County, Williamsburg and County of Upper York, Virginia (see the service area map in Attachment H). The minimum number of households to be served is outlined in Attachment E. The primary duties and responsibilities of the DBHDS and the Contractor within the State Rental Assistance Program are outlined in Attachment A.
- B. The Contractor and the DBHDS agree to periodically review progress against the target number of households to be served throughout the year and to recommend strategies to help improve performance. There are no financial or programmatic penalties associated with failure to achieve this performance target.
- C. The Contractor shall administer this program in accordance with the SRAP Program Manual dated August 1, 2018, a copy of which is incorporated by reference as Attachment B. Any subsequent modifications or amendments to the SRAP Program Manual shall be immediately incorporated into and enforceable under the terms of this MOA.
- D. If there is a conflict between the terms of this MOA and the guidance provided in the SRAP Program Manual, the SRAP Program Manual and corresponding SRAP Program Memos shall prevail.
- E. The Contractor shall administer the program in accordance with the timeline and utilization milestones in Attachment C.
- F. The Contractor shall report on specific program data elements to measure progress against this performance target in accordance with the requirements in Attachment D using the SRAP workbook provided by DBHDS. Failure by the Contractor to submit accurate and timely SRAP programmatic reports to DBHDS shall be considered a default as referred to in Section V(G), "Default of the Agreement."
- G. Contractor shall notify DBHDS when a participant family has been terminated from SRAP and the reason for termination. Notification may be provided as part of the quarterly referral status reporting process.
- H. The Contractor commits to the required performance targets in Attachment G, "Matrix of Required Performance Targets." If the Contractor fails to maintain performance in accordance with these binding

- targets, DBHDS may deem the Contractor in default of this Agreement and take action in accordance with Section V(G), "Default of the Agreement."
- I. Contractor shall submit actual and projected expenditure reports, allocation expenditure reports, and program reserve reports in accordance with the requirements in Attachment D using the SRAP workbook provided by DBHDS. Failure by the Contractor to submit accurate and timely SRAP financial reports to DBHDS shall be considered a default as referred to in Section V(G), "Default of the Agreement."

III. PRICING AND PAYMENT TERMS:

A. Funding Allocation

- 1. The Contractor's SRAP Funding Allocations for the current fiscal year and subsequent fiscal year are provided in Attachment E.
- 2. It is understood and agreed between the parties herein that DBHDS shall be bound hereunder only to the extent of funds available or which hereafter may become available for the purpose of this MOA.
- 3. Contractor may submit a written request to DBHDS to increase or decrease any line item in the funding allocation by up to ten percent. DBHDS will review the request and render a written decision to Contractor within 15 days of receiving such request. DBHDS reserves the right to request Contractor provide additional information about projected and actual program expenditures before rendering a decision.
- 4. Each year, DBHDS shall develop and submit a proposed funding allocation for the SRAP program to Contractor at least 60 days prior to the onset of the new fiscal year. The funding allocation shall be based upon historical utilization patterns, estimated turnover and new lease-ups, and Contractor's assessment of the rental market and potential changes in rent amounts and utility allowances for households currently under lease. The funding allocation is subject to Contractor review and comment. Any change to the funding allocation shall be incorporated as a change to Attachment E and shall be reflected as a new line item on the purchase requisition associated with this MOA.
- 5. SRAP funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose, such as the federal Housing Choice Voucher program. Supplanting will be the subject of monitoring and audit. If there is a potential presence of supplanting, the Contractor will be required to supply documentation demonstrating that the reduction in non-SRAP resources occurred for reasons other than the receipt or expected receipt of SRAP funds.

B. Billing:

- 1. Contractor shall submit a written request to the SRAP Program Administrator to advance SRAP funding (excluding the administrative fee) on a semi-annual basis, in July and January.
- 2. The July request shall include:
 - a. The approved funding allocation for the fiscal year, including all income and expenditure line items
 - b. The amount of funds required for July 1 through December 31, after adding the annual program reserve capitalization contribution and subtracting:
 - i. Anticipated income (e.g., overpayments recovered from tenants or landlords, interest on the program reserve, etc.)
 - ii. The fund balance from the prior fiscal year that is to be carried over to the following fiscal year.

- 3. The January request shall include:
 - a. The approved funding allocation for the fiscal year, including income and expenditure line items
 - b. Actual income and expenditures from July 1 through December 31
 - c. Projected income and projected expenditures from January 1 through June 30, including any deferred income from the July SRAP award
 - d. Funds requested to bridge the gap between projected income and expenditures.
- 4. Except for payments from the program reserve account, the SRAP annual payments during a fiscal year shall not exceed the annual funding allocation for the program.
- 5. If DBHDS determines that payments by DBHDS to the Contractor for a fiscal year exceed the amount of the annual program-related expenditures approved by DBHDS for the fiscal year, the excess must be applied as determined in writing by DBHDS. Such applications determined by DBHDS may include, but are not limited to, application of the excess payment against the amount of the annual payment for a subsequent fiscal year or against the capitalization of the program reserve. The Contractor must take any actions required by DBHDS respecting the excess payment, and must, upon demand by DBHDS, promptly remit the excess payment to DBHDS.

C. Administrative Fees:

DBHDS has established administrative fees to assist Contractor with covering the costs of the SRAP operations. The administrative fees may be used to support direct and indirect costs including, but not limited to, staffing (salaries and benefits), professional contracts, training, travel, supplies, office equipment, postage, phone, Internet service, office rent and utilities, provision of alternative formats and effective communication, criminal background checks, bank fees, and late fees to landlords.

- 1. *Milestone Payments:* Contractor is permitted to bill administrative fee payments for completing each of the following milestone activities outlined below.
 - a. SRAP Certificate Issued. Upon issuance of an SRAP certificate, Contractor may bill a one-time administrative milestone payment of \$80.00.
 - b. Initial Inspection Completed. Upon completion of the unit inspection prior to initial occupancy, Contractor may bill a one-time administrative milestone payment of \$80.00.
- 2. **Base Administrative Fee:** Contractor is permitted to bill the Base SRAP Administrative Fee of \$80.00 per unit, per month commencing in the month the SRAP contract begins for an eligible unit. Ongoing administrative fees may only be claimed on units with an active SRAP payment contract.

Contractor shall submit quarterly invoices to DBHDS for all administrative fees using the DBHDS Administrative Fee Invoice Form. Contractor's total administrative fee for the fiscal year shall not exceed the allocated amount for the administrative fee.

Contractor will be paid within 30 days of receipt of a valid invoice for services provided during the previous billing period. All invoices must include the unique contract and/or purchase order number. Failure to include required elements from the invoices may result in the invoice being returned for correction. Contractor shall submit their invoice to the following address by the 15th day of the month following the quarter in which services were rendered. Invoices shall be sent to:

DBHDS 1220 Bank Street PO 1797 Richmond, VA 23218-1797

Attn: SRAP Program Administrator

If transmitting an invoice through an email system, send the document to: srapfinancials@dbhds.virginia.gov

D. Payment:

DBHDS will make payments, in accordance with the Prompt Pay Act after receipt and acceptance of goods/services and an accurate invoice. Payment will be made based on the Contractor's CARDINAL account. CARDINAL is the Commonwealth of Virginia's (COV) State Accounting System. Contractor's can select to be paid via EPAY, via EDI/check or via VISA (the Commonwealth's small purchase or gold card charge card).

- **EPAY** when a Contractor is set-up for EPAY, payments will go onto a Virtual Credit/Debit Card.
- EDI/CHECK when a Contractor is set-up for EDI/check, payment will be made by check or electronic payment. Checks will be mailed on the due date (30 days from receipt of goods or services whichever is later); therefore, there could be a 7 10 day delay before the vendor receives the check. If EDI is selected, payments will show up in the Contractor's selected bank account on the due date.
- <u>VISA</u> VISA is the Commonwealth's purchase charge card (pcard). When a Contractor is set-up for pcard payment, he/she will receive an encrypted email with the pcard holder's card information. When VISA is the payment of choice, the Contractor shall be responsible for eVA Transaction and Credit Card Merchant Processing Fees; fess shall not be applied to any invoice issued to the COV.

IV. GENERAL TERMS AND CONDITIONS:

- A. <u>AUDIT</u>: The Contractor shall retain all books, records, and other documents relative to this MOA for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The DBHDS, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. <u>APPLICABLE LAWS AND COURTS</u>: This MOA shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. <u>AVAILABILITY OF FUNDS</u>: It is understood and agreed between the parties herein that the DBHDS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this MOA.
- D. <u>CANCELLATION OF MOA</u>: DBHDS reserves the right to cancel and terminate this Agreement, in whole or in part, without penalty, upon 365 days written notice to the Contractor. In the event the initial Agreement period is for more than 12 months, the Agreement may be terminated by either party, in part or in whole, without penalty, after the initial 12 months of the Agreement period upon 365 days written notice to either party. Any cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding deliverables unless otherwise agreed to in writing by the DBHDS prior to the effective date of cancellation.
- E. CHANGES TO THE MOA: The parties may agree in writing to modify the MOA. Any changes to this MOA including any increase and/or decrease in funding shall be based upon mutual agreement of both parties and shall be in the form of a written modification prior to the implementation of said change.
- F. <u>CIVILITY IN STATE WORKPLACES</u>: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this

agreement (each, a "Contract Worker"), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

The contractor shall provide each Contract Worker with a copy of this Section and will require Contract Workers to participate in agency training on civility in the State workplace if contractor's (and any subcontractor's) regular mandatory training programs do not already encompass equivalent or greater expectations. Upon request, the contractor shall provide documentation that each Contract Worker has received such training.

For purposes of this Section, "State workplace" includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

This Section creates obligations solely on the part of the contractor. Employees or other third parties may benefit incidentally from this Section and from training materials or other communications distributed on this topic, but the Parties to this agreement intend this Section to be enforceable solely by the Commonwealth and not by employees or other third parties.

- G. <u>CONTRACT ADMINISTRATION</u>: Upon execution, the Purchasing Agency will designate an individual(s) as an authorized representative, the Purchasing Agency Contract Administrator, to administer all services performed in conjunction with this MOA. As the Purchasing Agency Contract Administrator is, in the first instance, the interpreter of the conditions of the MOA and the judge of its performance, the Contract Administrator will use all powers under the MOA to enforce its faithful performance. The Purchasing Agency Contract Administrator or designated official will determine the amount, quality, acceptability, and fitness of all aspects of the services and will decide all other questions in connection with the services. The Contract Administrator, inspector, or designated official, will have no authority to approve changes in the services which alter the MOA terms or price. Any MOA modifications made must first be authorized by the DBHDS Procurement office and issued as a written modification to the MOA.
- H. DRUG FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

I. <u>IMMIGRATION REFORM AND CONTROL ACT OF 1986</u>: By entering into a written MOA with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the

- performance of the MOA for goods and/or services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- J. **RENEWAL OF MOA:** This contract may be renewed by the Commonwealth and the Contractor upon written agreement for five (5) successive one year (1) periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- K. <u>SUBCONTRACTS</u>: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- L. <u>eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:</u>
 The eVA Internet electronic procurement solution, web site portal <u>www.eVA.virginia.gov</u>, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eProcurement solution by completing the free eVA Vendor Registration.

Effective December 1, 2014, all vendors are required to register in eVA in order to get paid by the Commonwealth of Virginia. Governmental entities that register in eVA will not get charged eVA fees for orders from the DBHDS since the DBHDS will key such orders into eVA using eVA PO Category XO2. The Virginia Department of General Services does not charge either party an eVA fee if an order is created using eVA PO Category XO2.

- M. Paragraph intentionally omitted.
- N. <u>ANTI-DISCRIMINATION</u>: Contractors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

- 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- d. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
- e. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
- f. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.
- 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- O. NONDISCRIMINATION OF CONTRACTORS: A contractor shall not be discriminated against in the award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the Contractor employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

V. SPECIAL TERMS AND CONDITIONS:

A. Fair Housing:

Contractor certifies that it will conform to the provisions of The Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 C.F.R. part 100 *et seq.* and the Virginia Fair Housing Act (§36-96.1 - §36-96.23 of the Code of Virginia).

B. Monitoring:

Contractor shall allow DBHDS the opportunity to monitor and review SRAP programmatic, financial and client records in a manner that is mutually agreeable to the parties. Monitoring may occur through on-site visits or off-site audits of program and financial files and interviews with Contractor's staff. DBHDS will review a minimum of ten percent (10%) of program files per monitoring visit.

Any such monitoring or review will be scheduled at least 30 days in advance on a date that is mutually agreed upon. DBHDS staff shall send written confirmation of the date and a checklist of the program elements the monitoring staff will review.

The review may result in more than one visit depending on the outcome of the initial report. DBHDS reviews may include but may not be limited to the following areas:

1. Adherence to the policies and procedures set forth in this Manual, including but not limited to:

- a. SRAP participant eligibility determinations
- b. Income determinations/redeterminations
- c. SRAP participant agreements
- d. The unit approval process
- e. Tenant rent contributions and subsidy determinations/SRAP payments to landlords
- f. SRAP Payment Contracts
- g. Terminations
- h. Program reserves
- 2. Progress toward program outcomes as indicated by the data from the referral status reports, projected expenditure reports, actual expenditure reports, program reserve reports and other DBHDS SRAP data collection tools
- 3. Maintenance of accurate, organized and accessible applicant and participant records
- 4. Submission of accurate programmatic and financial reports in a timely manner
- 5. As part of the monitoring process, DBHDS may also request to conduct its own Housing Quality Standards inspections of assisted rental units to provide quality control on HQS inspections done by the Contractor.

DBHDS shall complete a written report of its findings during monitoring review and shall provide this report to the Contractor within 30 days of the review. The report will identify any violations of requirements in the Program Manual or the Memorandum of Agreement between the Contractor and DBHDS, areas of concern, and any corrective actions required. The report will also provide recommendations to improve program efficiency and effectiveness. The Contractor must provide a written response within 30 days of the monitoring report date which details the key activities the agency will perform to accomplish each corrective action and the dates by which these activities will be completed.

C. Use of Program Receipts:

- 1. Contractor must use program receipts to provide decent, safe, and sanitary housing for eligible individuals in compliance with DBHDS requirements as outlined in the SRAP Manual. Program receipts may only be used to pay program expenditures.
- 2. Contractor shall not make any program expenditures, except in accordance with the DBHDS-approved funding allocation and supporting program data.
- 3. Interest on the investment of program receipts constitutes program receipts.
- 4. If required by DBHDS, program receipts in excess of current needs must be promptly remitted to DBHDS or must be invested in accordance with DBHDS requirements.

D. **Depositary:**

1. Unless otherwise required or permitted by DBHDS, all program receipts must be promptly deposited with a financial institution selected as depositary by the Contractor. The financial institution must be insured by the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund and meet the reserve requirements of depositary institutions set forth in the Federal Reserve Bank's Regulation D. All monies deposited by Contractor with the Depository shall be credited to Contractor in an interest bearing account. The Depository shall promptly notify Contractor of any monies credited or deposited in the account.

- 2. Any portion of Contractor funds not insured by a Federal insurance organization shall be fully (100%) and continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by DBHDS. Such securities shall be pledged and set aside in accordance with applicable law or Federal regulations.
- 3. For the full term of deposit, Contractor shall have possession of the securities (or Contractor shall take possession of the securities), or an independent custodian (or an independent third party) shall hold the securities on behalf of Contractor as a bailee (evidenced by a safe-keeping receipt and a written bailment for hire contract). The Depository may substitute other securities as collateral to equal or increase the value.
- 4. Contractor may only withdraw deposited program receipts for use in connection with the program in accordance with DBHDS requirements.

E. **Program Reserve:**

1. Contractor shall:

- a. Establish and maintain a program reserve account in accordance with the State Rental Assistance Program Manual. The program reserve shall be held in an interest bearing account that is specifically for the purpose of supporting the SRAP program when there is a funding shortfall or other unmet programmatic need. Full capitalization" of the program reserve is defined as achieving a balance in the reserve that equals 100% of the funding allocation for the current fiscal year.
- b. Deposit the amount identified in the funding allocation for the annual program reserve capitalization into the program reserve account no later than thirty days after receiving the first installment of the annual funding allocation. Make annual deposits to the reserve until the reserve achieves full capitalization.
- c. Clearly track program reserve account activity and ensure funds are distinguishable from other federal, state or local sources.
- d. Provide a statement of account activity no more than forty-five (45) days after the fiscal year ends which details the fiscal year's starting balance, ending balance and all transactions, including deposits, withdrawals, transfers, interest accrued, and fees applied.
- e. Adjust the annual deposits to restore the amount of program reserves depleted in accordance with State Rental Assistance Program Manual requirements.
- f. Submit requests to DBHDS for approval to access the program reserve to pay any gap between allocated and actual expenses, for which there is insufficient actual program income to cover. Unapproved use of program reserves may constitute a default of this Agreement under Section V.G., Default of Agreement.
- g. Provide a final program reserve report and return the balance of funds in the program reserve account to DBHDS, if the SRAP contract is terminated or not renewed.
- Contractor may submit a written request to the DBHDS in June to withdraw interest earned in the program
 reserve during the fiscal year to cover unfunded, unbilled program or administrative costs to provide
 decent, safe and sanitary housing for eligible individuals in compliance with DBHDS requirements as
 outlined in the SRAP Manual.
 - a. Unfunded, unbilled program or administrative costs must fall within one or more of the following categories: rental assistance, utility allowance, or administrative costs as described in Section III.C., Administrative Fees.
 - b. The Contractor must submit a narrative request detailing the unfunded, unbilled expenses for which it is requesting reimbursement at the end of the fiscal year. This request must be accompanied by a financial report that shows a line item breakdown of actual program and administrative revenue, actual program and administrative expenses, and those line items in which expenses exceeded revenue.

c. DBHDS will determine whether the request constitutes a valid program expenditure or expenditures payable from program receipts on annual interest earned in the program reserve. DBHDS will notify the Contractor in writing of its decision and any amounts the Contractor is permitted to transfer from the reserve.

3. DBHDS shall:

- a. Review Contractor requests to access the program reserve and approve or deny requests in accordance with State Rental Assistance Program Manual requirements.
- b. Authorize Contractor to move any funding allocation balance at the end of the year into the program reserve to achieve full capitalization or to use this balance to offset the following year's SRAP funding allocation.
- c. From time to time after the Program Reserve is fully capitalized, give notice to the Contractor, if the DBHDS desires to request from the Program Reserve Account any amounts by which the balance exceeds full capitalization, as defined above. Requested amounts must be used for housing activities that serve the Settlement Agreement target population. DBHDS shall specify the proposed requested amount. The Contractor may, within twenty (20) days after receipt of such notice, object to the proposed request by giving notice thereof to the DBHDS together with current financial projections for the SRAP program including projections of the minimum balance required in Program Reserve Account.
- d. Discuss such projections with the Contractor if the Contractor objects to a proposed request, and shall reasonably and in good faith attempt to agree upon the amount, if, any, of excess funds in the Program Reserve Account. If the DBHDS and the Contractor shall agree upon such amount, the DBHDS may direct the Contractor to make a payment from the Program Reserve Account in the amount requested to a third party. No payment shall be made unless and until the DBHDS and the Contractor shall agree upon the amount thereof. If the Contractor shall not have objected to a proposed request by the DBHDS within twenty (20) days after the DBHDS's notice, the Contractor shall be deemed to have agreed thereto. The Contractor shall make a payment of excess reserve funds in the manner directed by DBHDS, no later than sixty (60) days from the date the Contractor receives a written notice of intent from DBHDS to request excess reserve funds.

F. Financial Recordkeeping

- 1. The Contractor's accounting system must ensure that SRAP funds are not commingled with funds from other federal, state or local sources. SRAP funds made available under this MOA must be accounted for separately. The Contractor is prohibited from commingling funds on either a program-by-program or project-by-project basis.
- 2. Funds specifically allocated and/or received for SRAP may not be used to support another Contractor program or project. Where the Contractor's accounting system cannot comply with this requirement, the Contractor shall establish a system to provide adequate fund accountability for the SRAP funds it receives.
- 3. Contractor must maintain complete and accurate books of account and records for SRAP. The books and records must be kept in accordance with Generally Accepted Accounting Principles, and must permit a speedy and effective audit.
- 4. Contractor must furnish DBHDS such financial reports, records, statements, and documents at such times, in such form, and accompanied by such supporting data as required by DBHDS.
- 5. Contractor shall send one copy of its audit report for the preceding fiscal year on all Contractor operated programs to the DBHDS within 30 days of the report's completion. Under a separate cover, Contractor must forward a plan of correction for any audit deficiencies that are related to or affect SRAP to the DBHDS within 60 days of the report's completion. If the DBHDS receives an audit identifying material

deficiencies or containing a disclaimer or prepares the plan of correction referenced in the preceding paragraph, Contractor and the DBHDS shall negotiate a contract modification that addresses the deficiencies or disclaimer and includes a proposed plan with specific timeframes to address them, and this contract modification and the proposed plan shall become part of this contract.

G. Default of the Agreement:

- 1. The following circumstances shall be considered a breach or default of this Agreement by the Contractor:
 - a. Contractor has failed to comply with any obligations under this MOA, the SRAP Program Manual or SRAP Program Memos; or
 - b. Contractor has failed to comply with obligations under a contract for state rental assistance payments with an owner; or
 - c. Contractor has failed to take appropriate action, as expressly directed by DBHDS in writing, for enforcement of Contractor's rights under a contract for rental assistance payments (including requiring actions by the owner to cure a default, termination, or reduction of rental assistance payments, termination of the contract for rental assistance payments, or recovery of overpayments); or
 - d. Contractor has made any misrepresentation to DBHDS of any material fact.
- 2. Before the Contractor is deemed to be in default, DBHDS will provide written notice describing the alleged breach that has occurred and provide the Contractor an opportunity to cure the default, the time for which shall not be less than sixty days.
- 3. If after such notice and opportunity to cure, the Contractor is nonetheless deemed to be in default, DBHDS may exercise the following remedies depending upon the severity of the default and the level of effort demonstrated to return to compliance:
 - a. Withhold part or all of the monthly administrative fee payment due beginning the first of the month following the specified correction period (including any approved extension). Retroactive payments will be made to the Contractor upon verification by DBHDS that the default event has been cured.
 - b. Withhold part or all of the monthly administrative fee payment due beginning the first of the month following the specified correction period (including any approved extension). No retroactive payments will be made to the Contractor for the period of time the administrative fees were reduced.
 - c. Withhold the total monthly administrative fee payment due beginning the first of the month following the specified correction period (including any approved extension). No retroactive payments will be made to the Contractor for the period of time the administrative fees were abated.
 - d. DBHDS may reduce to an amount determined by DBHDS:
 - i. The amount of the DBHDS payment for the program.
 - ii. The funding allocation for the program.
- 4. DBHDS must give Contractor written notice of the reduction. This notice must include a revised funding Attachment specifying the term and funding allocation for the program. The DBHDS notice of revisions to the funding Attachment constitutes a Modification of this MOA.
- 5. Upon written notice to Contractor, DBHDS may take possession of all or any rights or interests in connection with the State Rental Assistance Program, including funds held by a depositary, program receipts, and rights or interests under a contract for housing assistance payments with an owner.

- 6. DBHDS's exercise or non-exercise of any right or remedy under this MOA is not a waiver of DBHDS's right to exercise that or any other right or remedy at any time.
- 7. The following circumstances shall be considered a breach or default of this Agreement by the DBHDS:
 - a. DBHDS fails to make payment of SRAP funding advances when due
 - b. DBHDS fails to make payment on SRAP administrative fees when due
- 8. Before DBHDS is deemed to be in default, Contractor will provide written notice describing the alleged breach that has occurred and provide DBHDS an opportunity to cure the default, the time for which shall not be less than sixty days. If after such notice and opportunity to cure, DBHDS is nonetheless deemed to be in default, Contractor may immediately terminate this MOA.

H. Fidelity Bond/Crime Insurance Coverage:

- 1. Contractor must carry adequate fidelity bond coverage or a commercial crime/ employee dishonesty insurance policy that protects the Contractor and DBHDS in the event that there is a financial loss due to an act of its officers, agents, or employees handling cash or authorized to sign checks or certify vouchers. The fidelity bond coverage and/or the crime insurance policy shall be effective for the entire duration of this agreement, and coverage limits shall be equal to or exceed the annual funding allocation. The Contractor shall provide documentation that the bond coverage or the commercial crime/employee dishonesty insurance policy is current at least annually. This documentation may include but not be limited to: 1) a certificate of insurance naming DBHDS as loss payee; or 2) a copy of the fidelity bond documents. If the Contractor is a state, city or county government, it may discharge these responsibilities by means of a proper and sufficient self-insurance program.
- 2. Fraud is an intentional wrongful act committed with the purpose of deceiving or causing harm to another party. Upon discovery of circumstances suggesting a reasonable possibility that a fraudulent transaction has occurred, Contractor's executive director shall report this information immediately to any applicable local law enforcement authorities and the DBHDS Internal Audit Director. All Contractor financial transactions that are the result of fraud or mismanagement shall become the sole liability of the Contractor, and the Contractor shall refund any state funds disbursed by the DBHDS to it that were involved in those financial transactions.

I. Exclusion of Third Party Rights:

An individual that is eligible for state rental assistance under this MOA is not a party to or third party beneficiary of the MOA.

Nothing in this MOA shall be construed as creating any right of any third party to enforce any provision of this MOA, or to assert any claim against DBHDS or Contractor.

J. Health Insurance Portability and Accountability Act (HIPAA) Compliance:

The Contractor must enter into a Business Associate Agreement (Attachment F) with DBHDS to comply with the Health Insurance Portability and Accountability Act (HIPAA).

Memorandum of Agreement for the State Rental Assistance Program Attachment A – Duties and Responsibilities of the Parties

DBHDS ROLES/RESPONSIBILITIES:

Activity

- 1. Accept referrals for the State Rental Assistance Program from DD support coordinators and track them in the DBHDS referral system.
- 2. Screen referrals to verify they meet population eligibility criteria, including age, diagnosis, eligibility for Medicaid DD Waiver, and allowable household composition. Confirm the household does not currently receive another form of rent subsidy. Notify support coordinators when referrals are accepted, rejected or pended due to missing or unclear information.
- 3. Assign referrals to the Contractor's SRAP slots using SRAP prioritization criteria. Forward referrals and slot assignments to Contractor. For PBRA slots, assign referrals to specific slots by property type/location/unit size (screen for location preference, accessibility needs, unit size needs).
- 4. Track Contractor's available and occupied SRAP slots. For PBRA slots, track available and utilized slots by property/unit. Maintain communication with Contractor regarding the approved monthly SRAP subsidy for each slot, the unit address, the date of onset of assistance, the date assistance terminates, changes to the monthly subsidy or unit, and the effective date of the change.
- 5. Provide support coordinators, families and authorized third parties technical assistance with housing searches and housing application processes.
- 6. Provide support coordinators, families and authorized third parties technical assistance with reasonable accommodation requests, landlord-tenant issues, fair housing concerns, and identification of resources to cover initial housing expenses such as housing location, security deposits, utility start-up costs, moving costs, furnishings, adaptive aids, and other one-time expenses.
- 7. Develop annual SRAP funding allocation with Contractor input.
- 8. Monitor the program reserve established by Contractor to ensure it is capitalized in accordance with program requirements. Review and adjudicate Contractor requests to access the program reserve.
- 9. Review programmatic and financial reports submitted by Contractor.
- 10. Review and adjudicate Contractor's semi-annual draw requests for SRAP funding.
- 11. Review and adjudicate Contractor's quarterly invoices for administrative fees.
- 12. Provide policy and procedural guidance on SRAP program issues. Issue SRAP Program Memos as needed for clarification.
- 13. Monitor the Contractor's performance under the terms of this MOA and in accordance with the Program Manual.

Memorandum of Agreement for the State Rental Assistance Program Attachment A – Duties and Responsibilities of the Parties (continued)

CONTRACTOR RESPONSIBILITIES

Activity	SRAP Tenant- based Rent Assistance Program	SRAP Project- based Rent Assistance Program
A. Conduct Solicitation for PBRA Projects		
Use a competitive process to solicit and select SRAP PBRA proposals from owners in accordance with SRAP Program Manual requirements. Conduct inspections and site reviews to verify units meet site and		
neighborhood standards and substantially comply with housing quality standards (HQS). Notify owners who are selected to participate in the SRAP Project-based Rent Assistance program. Issue SRAP-PBRA Letters of Agreement to owners selected to receive project-based rent assistance for units in new construction		
or rehabilitation housing projects. Determine initial rent reasonableness, conduct pre-contract inspections, and verify units comply with accessibility requirements in accordance with the Program Manual. Enter into Project-based Rent Assistance Contracts with all owners selected to receive project-based rent assistance for units.		
3. Enforce, amend, and when necessary, terminate contracts with		
owners.		
B. Referral Management	37	
1. Accept and track SRAP referrals and subsidy slot assignments received from DBHDS. For PBRA slots, track available and assigned slots by property/unit.	X	
2. Receive notifications of vacancies from owners and, in turn, notify DBHDS of vacancies in SRAP PBRA units.		
C. Application Process/Eligibility Review		
1. Provide application packages to applicants and their support coordinators with a deadline for submission.	X	
a. Obtain completed application materials and supporting documentation.	X	
b. Require SRAP applicants to submit documentation of legal identity, age, familial relationship, income, assets and deductions. Request, but do not require, social security or tax ID numbers for tracking purposes.	X	
c. Discuss and confirm living arrangements with applicants, support coordinators and authorized third parties (e.g., mixed family, shared housing, or, live-in aide).	X	
2. Review and determine eligibility of SRAP applicant in accordance with program eligibility criteria identified in the SRAP Program Manual. Notify the applicant, support coordinator and authorized third parties of the eligibility determination.	X	
D. Income Determination/Subsidy Standard		

1. Perform initial income determinations in accordance with the SRAP Program Manual.	X
2. Apply subsidy standards and payment standards for SRAP-TBRA	X
and SRAP-PBRA per SRAP Program Manual guidelines. 3. Perform income re-examinations in accordance with the SRAP	X
	^
Program Manual guidelines. E. Certificate Issuance & SRAP Briefing	
1. Issue SRAP rental certificates to eligible applicants or participants.	X
2. Conduct rental assistance briefings with eligible applicants, support	X
coordinators and/or authorized third parties to review the subsidy standard and payment standard, permitted housing types, housing search strategies, landlord paperwork for unit approval and subsidy initiation, Housing Quality Standards inspections, certificate expiration dates and procedures for requesting extensions and/or transfers. Review the Tenancy Addendum, Family Obligations and Family Disclosures and have eligible applicants and guardians (if	Α
applicable) sign.	
3. Conduct rental assistance briefings with approved applicants, support coordinators and/or authorized third parties to include information on how the PBRA program works and the responsibilities of the family and owner. In addition to the oral briefing, provide a briefing packet that contains required documents per the SRAP Program Manual guidelines. Review the Tenancy Addendum, the Family Obligations and the Family Disclosures and obtain applicant (or guardian) signatures.	
4. Issue denials of assistance in accordance with SRAP Program	X
Manual requirements. Include the reason for the denial and an explanation of the appeals process.	A
5. Process reasonable accommodation requests for eligible applicants in accordance with SRAP Program Manual requirements.	X
6. Issue applicants SRAP certificates that specify the certificate size (or the particular SRAP-PBRA unit) for which the applicant qualifies, the date of certificate issuance and date of expiration.	X
7. Refer applicants or participants to the DBHDS Regional Housing Coordinator for assistance with the housing search.	X
8. Approve and/or deny extensions of SRAP certificates in writing as appropriate, in accordance with SRAP Program Manual requirements.	X
F. Unit Approval	
1. Evaluate the units that applicants request for tenancy approval by:	X
a. Verifying the unit type is permissible and the owner is not disqualified.	X
b. Performing a rent reasonableness review at initial occupancy and when required per SRAP Program Manual guidelines. The Contractor shall keep documentation that demonstrates rent reasonableness.	X
c. Calculating the utility allowance using the Contractor's standard utility allowance, not to exceed the DBHDS maximum utility allowance. Pro-rate the utility allowance in shared housing (for SRAP-TBRA).	X
d. Verifying unit affordability at initial occupancy if the gross rent exceeds the payment standard. A unit is affordable if the	X

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applicant pays no more than 40% of adjusted monthly income toward the gross rent.		
f. Documenting the approved unit rent. The approved rent is the lesser of payment standard or the rent charged for comparable, unassisted units in the same market area.	X	
g. Reviewing the lease to verify that it meets the program requirements. Notify the owner and the applicant, Support Coordinator and/or authorized third parties if the lease does not meet program requirements. Explain what lease deficiencies must be corrected.	X	
h. Conducting a Housing Quality Standards Inspection prior to new tenant move-ins and at other intervals during occupancy per the SRAP Program Manual requirements.	X	
i. Notifying the owner and the applicant, Support Coordinator and/or authorized third parties if the unit type is prohibited or the owner is disqualified; the unit is not rent reasonable or affordable; the unit does not pass inspection or the lease does not meet program requirements. Explain any inspection or lease deficiencies that must be corrected.	X	
2. Owners may not raise the rent for SRAP-TBRA units during the initial term of the lease. Subsequently, if an owner proposes a change in rent to a SRAP-TBRA unit and there are no other changes to the lease, perform a rent reasonableness review. If approved, issue a Notice of Rent Amount. If the owner proposes other changes to the lease, perform a full unit review. If approved, issue a Notice of Rent Amount. All SRAP-TBRA rent adjustments are effective the first of the month following 60 days after the Contractor's receipt of the owner's request or on the date specified by the owner, whichever is later.	X	
3. Owners may not raise the rent for SRAP-PBRA units during the initial term of the lease. Subsequently, redetermine rent for SRAP-PBRA units upon the owner's request or when there is a five percent or greater decrease in the published FMR. SRAP-PBRA owners must submit requests for rent increases at least 60 days prior to the SRAP contract anniversary. The Contractor must provide at least 30 days written notice of any change in the amount of rent using the Notice of Rent Adjustment which constitutes an amendment of the rent to owner specified in the SRAP contract. The adjusted amount of rent to owner applies for the period of twelve calendar months from the annual anniversary of the SRAP contract.		
 Perform rent reasonableness determinations for SRAP-PBRA units in accordance with the SRAP Program Manual when there is a five percent or greater decrease in the published FMR in effect 60 days before the contract anniversary as compared with the FMR in effect one year before the contract anniversary date; the Contractor approves a change in the allocation of responsibility for utilities between the owner and tenant; the SRAP contract is amended to substitute a different contract unit in the same building; or there is any other change that may substantially affect the reasonable rent. G. Subsidy Determination 		
Subsidy Determination Perform the SRAP subsidy review by:	X	
we start sassing review of.	ı	ı

a. Calculating the total tenant payment, utility allowance and tenant	X
contribution toward rent per SRAP Program Manual	71
requirements.	
b. Calculating the family's share when the gross rent exceeds the	X
payment standard. If, at initial occupancy, the family's share	
exceeds 40% of the family's adjusted monthly income, notify the	
assisted family, Support Coordinator and/or authorized third	
parties that the rental assistance cannot be used in this housing.	
c. Informing the assisted family, Support Coordinator and/or	X
authorized third parties when the unit and the subsidy review have	A
been completed, the unit is approved, and the applicant or	
guardian can sign the lease. Provide a Notice of Rent Amount to	
the owner, the assisted family, the Support Coordinator and	
authorized third parties that indicates the approved rent, the	
tenant's rent contribution, the subsidy payment and the utility	
reimbursement (if any). H. State Rental Assistance Program Contract	
1. Prepare and deliver SRAP contracts for owner's signature upon	X
approval of a unit for the SRAP TBRA program and receipt, review	A
and approval of an executed lease. Verify the contract rent in the	
executed lease and the SRAP contract are the same, and the subsidy	
payment is the same as indicated on SRAP contract.	
2. Upon owner approval of an applicant for a SRAP PBRA unit and	
completion of the unit inspection, review and approve the owner-	
prepared Tenancy Addendum and draft lease. Verify the contract rent, address and term on the lease and the SRAP PBRA contract are	
, and the second	
the same, and the subsidy payment is the same as indicated on the	
Tenancy Addendum. Provide a Notice of Rent to the participant.	
Obtain copy of executed Tenancy Addendum and lease. 3. Process landlords' W-9 form and ACH form (for direct deposit, if	X
used). Set up and process automatic monthly payments to landlord.	Λ
	V
4. When rent, rental assistance, tenant contribution amounts or utility	X
reimbursements change, provide proper notice of determinations and	
actions to owners and assisted families by preparing a SRAP Notice	
of Rent Amount.	V
5. Process requests to start landlord payments, stop landlord payments and change landlord payments as needed.	X
6. Issue vacancy payments to owners on units in accordance with SRAP	
Program Manual guidelines.	
7. Record subsidy payments to landlords and utility reimbursements for	X
each participant in the SRAP workbook.	A
8. Process annual 1099-MISC forms for landlords to document subsidy-	X
based rental income.	A
I. Policies and Appeals	
Apply the vacancy policy to participants as established in the SRAP	X
Program Manual.	
2. Apply policies and procedures in the SRAP Program Manual for	X
transfers and elective moves.	11
3. Apply policies and procedures in the SRAP Program Manual for	
PBRA participant moves when occupying overcrowded, under-	
occupied and/or accessible units	
4. Apply policies and procedures in the SRAP Program Manual for	X
termination of SRAP assistance.	A .
Community of Olver assistance.	1

5. Provide informal reviews and informal hearings to program	X	
applicants in accordance with SRAP Program Manual requirements.		
J. Memorandum of Agreement		
1. Provide financial and program data to DBHDS for development of	X	
annual funding allocations.		
2. Submit programmatic and financial reports (see Attachment D).	X	
3. Submit unit status reports for SRAP-PBRA (see Attachment D).		

Memorandum of Agreement for the State Rental Assistance Program Attachment B – State Rental Assistance Program Manual

The State Rental Assistance Program Manual dated August 1, 2018 is hereby incorporated by reference.

Memorandum of Agreement for the State Rental Assistance Program Attachment C – Program Timeline & Utilization Milestones

BY END OF:	MILESTONE
January 2022	Finalize SRAP Agreement and Budget for FY 2022 and FY 2023.
	Execute Memorandum of Agreement. Contractor makes initial
	Semi-Annual Draw-down Request.
January 2022	Complete initial steps in development of program infrastructure
	(e.g., create budget, hire/train staff, organize subsidy payment
	systems, firm up referral process, identify local Housing Choice
	Voucher Policies to be applied to SRAP, etc.). DBHDS conducts
	staff orientation to SRAP.
Febuary 2022	Complete next steps in development of program infrastructure
	(review congruence of local Housing Choice Voucher policies
	with SRAP, identify needed policy exceptions for DBHDS
	approval, establish business processes, finalize forms, etc.)
	DBHDS makes first 25% of SRAP tenant-based referrals and the
	Contractor completes SRAP interviews.
March 2022	The Contractor determines eligibility of first 25% of tenant-based
	referrals and issues SRAP certificates. The Contractor accepts
	new referrals.
April 2022	The Contractor approves units for first 25% of tenant-based
	referrals, issues SRAP contracts and initiates landlord payments.
May 2022	The Contractor leases up 50% of the tenant-based slots designated
	to the Contractor.
June 2022	The Contractor leases up 100% of the tenant –based slots
	designated to the Contractor.

Memorandum of Agreement for the State Rental Assistance Program Attachment D – Data Reporting Requirements

All programmatic and financial reporting occurs in the SRAP Workbook, which is an Excel workbook located on a DBHDS-approved file sharing platform. Reports that are due monthly shall be submitted fifteen days after the reporting month ends. Reports that are due quarterly shall be submitted fifteen days after the reporting quarter ends. The fourth quarter financial report is an exception: this report shall be submitted forty-five days after the reporting quarter ends to allow for year-end reconciliation.

Programmatic Reports	Submission Frequency	Method
Referrals		
Provide a Referral Status Report for the prior month that tracks data on the status of referrals, SRAP certificates, household size, unit size, initial inspections, shared housing status, leases/SRAP payment contracts, unit addresses, contract rents, utility allowances and reimbursements, gross rents, SRAP/HAP amounts, tenant rents, names of household members, names of live-in aides, and reasonable accommodations requested/approved.	Monthly	Input data into SRAP Referral Status spreadsheet in the SRAP_James City County workbook.
Unit Status (this report is for SRAP PBRA Programs only) Provide a PBRA Unit Status Report that identifies the PBRA units by identification number, street address, city, zip code, unit size, number of bathrooms, whether the unit meets federal accessibility requirements, accessible features, the availability of the unit (vacant, leased or off-line), lease start and end dates, and off-line start and end dates.	Monthly	Input data into SRAP PBRA Unit Report in the SRAP_James City County workbook
Provide an aggregate demographic data report on SRAP participants that breaks down the total number of SRAP eligible individuals served by gender, race, ethnicity (Hispanic or Latino/Not Hispanic or Latino), and age. Contractor shall use its own data sources to produce this report.	Upon DBHDS Request	Submit in Excel file per DBHDS guidance.

DBHDS shall request demographic data reports in writing, specifying the data needed and the format in which the report should be produced. DBHDS shall give the Contractor at least five business days to produce a report.		
Financial Reports	Submission Frequency	Method
Provide an Actual Expenditure Report for the prior quarter that tracks the approved SRAP subsidy payment and actual SRAP subsidy payment made each month for each occupied unit and the utility reimbursement made each month for each occupied unit. For any unit where the actual payment made differs from the contract, provide a date and written explanation in the comment section (e.g., payment was pro-rated due to lease date, payment was withheld due to HQS non-compliance, etc.).	Quarterly	Input data into the SRAP Actual Expenditure Report in the SRAP_ James City County workbook.
Provide a Projected Expenditure Report for the prior quarter that tracks: • the prorated subsidy payment amount and payment date for the initial month, • the subsidy payment amount for the next monthly subsidy payment and date payments begin, and • any subsequent changes to the SRAP subsidy for the lease term and the dates these changes take effect. The SRAP subsidy payment includes the landlord and utility reimbursement to the tenant. The projected monthly subsidy expenditure will auto-populate.	Quarterly	Input data into the SRAP Projected Expenditure Report in the SRAP_James City County workbook.
Provide an Allocation Expenditure Report for the prior quarter that tracks: • Annual funding allocation and monthly expenditures against the allocation for the fiscal year, by line item. Line items are delineated in the contract budget. • Total funding expended to date • Remaining budget balance	Quarterly	Data autopopulates from Referral Status and Actual Expenditure Reports in the SRAP_James City County workbook.

Provide a Program Reserve Report for the prior quarter that tracks:		Input data into the SRAP Program
Initial contributions each fiscal year	Quarterly	Reserve Report in the SRAP_ James
• Approved draws against the reserve (including date, purpose, amount)		City County workbook.
• Approved contributions to the reserve for interest (including date)		
• Other approved contributions to the reserve (including date, purpose, amount)		
• Approved withdrawals from the reserve (including date, purpose, amount)		
Current balance		

Memorandum of Agreement for the State Rental Assistance Program Attachment E – Funding Allocations for the Current Fiscal Year and Subsequent Fiscal Year

Fiscal Year 2022 Funding Allocation

Contractor intends to administer rental assistance to a minimum of 10 households with this funding allocation, contingent upon sufficient referrals from DBHDS.

Funding Category	Amount
Rental Assistance	\$ 44,640
Utility Reimbursement	\$ 7,500
Contractor Administrative Fees	\$ 4,800
Program Reserve	\$ 2,847
TOTAL	\$ 59,787

Fiscal Year 2023 Funding Allocation

Contractor intends to administer rental assistance to a minimum of 10 households with this funding allocation, contingent upon sufficient referrals from DBHDS.

Funding Category	Amount
Rental Assistance	\$ 89,280
Utility Reimbursement	\$ 15,000
Contractor Administrative Fees	\$ 9,600
Program Reserve	\$ 5,694
TOTAL	\$ 119,574

ATTACHMENT F: BUSINESS ASSOCIATE AGREEMENT



ALISON G. LAND, FACHE COMMISSIONER

DEPARTMENT OF
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
Post Office Box 1797
Richmond, VA 23218-1797

Telephone (804) 786-3921 Fax (804) 371-6638

MOA Number: 720-4927

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

THIS BUSINESS ASSOCIATE AGREEMENT is made as of 3rd day January 2022, by the Department of Behavioral Health and Developmental Services (herein referred to as "Covered Entity"), with an office at 1220 Bank Street, Richmond, VA 23219 and James City County Department of Social Services (here in referred to as "Business Associate"), a corporation, department or other entity with office at 101-D Mounts Bay Road, Williamsburg VA 23185.

This BUSINESS ASSOCIATE AGREEMENT (herein referred to as the "Agreement") constitutes a non-exclusive agreement between the Covered Entity, which administers health services, and the Business Associate named above.

The Covered Entity and Business Associate have entered into this Business Associate Agreement to comply with the Health Insurance Portability and Accountability Act (HIPAA). The parties signing this Agreement shall comply fully with the provisions of the HIPAA Rules.

NOW THEREFORE, the parties, intending to be legally bound, agree as follows:

- **I. Definitions:** As used in this contract, the terms below will have the following meanings:
 - a. Business Associate shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean James City County Department of Social Services.
 - b. Covered Entity shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Department of Behavioral Health and Developmental Services.
 - c. Protected Health Information (PHI): Any information that is created or received by a Covered Entity that relates to the past, present, or future physical or mental health or condition of an individual, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
 - d. HIPAA Rules shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

II. Obligations and Activities of Business Associate:

- a. Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by the Agreement or as required by law.
- b. Business Associate agrees to use appropriate safeguards and comply with Subpart C of 45 C.F.R. Part 164 to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- c. Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Agreement of which it becomes aware, including breaches of unsecured protected health information, as required at 45 C.F.R. 164.410.
- d. In accordance with 45 C.F.R. 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the Business Associate

- agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information.
- e. Report to the Covered Entity any security incident of which it becomes aware.
- f. Business Associate shall notify the Covered Entity of a breach of unsecured PHI on the first day on which such breach is known by Business Associate or an employee, officer or agent of Business Associate other than the person committing the breach, or as soon as possible following the first day on which Business Associate or an employee, officer or agent of Business Associate other than the person committing the breach should have known by exercising reasonable diligence of such breach. Notification shall include, to the extent possible, the identification of each individual whose unsecured PHI has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, used or disclosed during the breach. Business Associate shall also provide the Covered Entity with any other available information at the time Business Associate makes notification to the Covered Entity or promptly thereafter as information becomes available. Such additional information shall include (i) a brief description of what happened, including the date of the breach; (ii) a description of the types of unsecured PHI that were involved in the breach; (iii) any steps the Business Associate believes individuals should take to protect themselves from potential harm resulting from the breach; and (iv) a brief description of what Business Associate is doing to investigate the breach, mitigate harm to individuals, and protect against any future breaches.

For purposes of this paragraph, unsecured PHI means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified by the U.S. Secretary of Health and Human Services.

- g. Business Associate agrees to provide access, at the request of Covered Entity to Protected Health Information to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR 164.524.
- h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, available to the Secretary of the U.S. Department of Health and Human Services for the purpose of determining compliance with the HIPAA Rules.
- i. Business Associate agrees to document and provide to Covered Entity such disclosures of Protected Health Information and information as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.
- j. Make any amendment(s) to Protected Health Information in a designated record set as directed or agreed to by the covered entity pursuant to 45 C.F.R. 164.526, or take other measures as necessary to satisfy covered entity's obligations under 45 C.F.R. 164.526.

III. General Use and Disclosure Provisions:

- a. Business Associate may only use or disclose Protected Health Information as provided in the underlying Agreement
- b. Business Associate may use or disclose Protected Health Information as required by law.
- c. Business Associate agrees to make uses and disclosures and requests for Protected Health Information consistent with Covered Entity's minimum necessary policies and procedures.
- d. Business Associate may not use or disclose Protected Health Information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity, except for the specific uses and disclosures set forth below.
- e. Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

IV. Obligations of Covered Entity:

a. Covered Entity shall notify Business Associate of any limitations in its notice of privacy practices of Covered Entity in accordance with 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.

- b. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.
- c. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

V. Permissible Request by Covered Entity:

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity.

VI. Termination:

Either party may terminate this Agreement immediately if it determines that the other party has violated a material term of this Agreement. This Agreement shall remain in effect unless terminated for cause with immediate effect, or until terminated by either party with not less than thirty (30) days prior written notice to the other party, which notice shall specify the effective date of the termination; provided, however, that any termination shall not affect the respective obligations or rights of the parties arising under this Agreement before the effective date of termination.

VII. Effect of Termination:

Upon termination of this Agreement for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information. In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction of Protected Health Information infeasible. Upon agreement that return or destruction of Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

VIII. Amendment:

Upon the enactment of any law or regulation affecting the use or disclosure of PHI, or the publication of any decision of a court of the United States or of this state relating to any such law, or the publication of any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation, the parties shall work in good faith to amend this Agreement in such manner as is necessary to comply with such law or regulation. If the parties are unable to agree on an amendment within thirty (30) days thereafter, either of them may terminate this Agreement by written notice to the other.

EACH PARTY has caused this Agreement to be properly executed on its behalf as of the date first above written.

FOR:	Department of Behavioral Health and Developmental Services	FOR:	James City County	
BY:		BY:		
DATE:		DATE:		

File Name: DBHDS Business Associate Agreement

Original: 05/27/2016 Revised: 3/6/2018

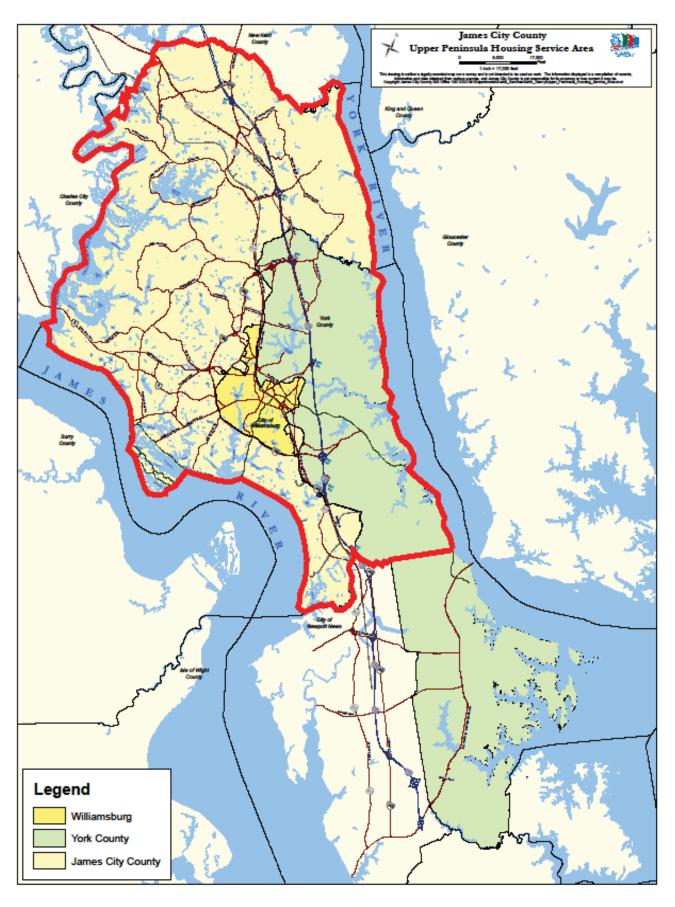
¹ Issuing Office: DBHDS Office of Information Services & Technology

ATTACHMENT G: MATRIX OF REQUIRED PERFORMANCE TARGETS

The Contractor agrees to be bound by the following required performance targets under this Agreement, and understands that DBHDS may deem unsatisfactory performance a default of this Agreement and may take action in accordance with Section IV (H), "Default of Agreement."

Performance Indicator	Target	Consequences for Failure to	
	_	Meet Target	
Percent of initial SRAP certificates	75% of initial SRAP certificates the		
the Contractor issues within 60 days	Contractor approves each year are		
of the date the referral is made by	issued within 60 days of the DBHDS	DBHDS may impose the	
DBHDS.	referral date.	consequences in Section V(G),	
Accurate, timely completion of the	Contractor submits the Referral	"Default of the Agreement", in a	
"Certificate Status Update" and	Status Report within fifteen days	progressive manner for a pattern of	
"Certificate Status Update Date"	after each reporting quarter ends.	failure to meet the same target	
fields in the Referral Status Report.	90% of the Certificate Status Update	repeatedly or for a pattern of failure	
	and Certificate Status Update Date	to meet multiple targets.	
	fields for active records are accurate		
	upon DBHDS review and		
	confirmation.		
Accurate, timely completion of the	Contractor submits the Referral		
"Lease Start Date" and "Lease End	Status Report within fifteen days		
Date" fields in the Referral Status	after each reporting quarter ends.		
Report.	90% of the Lease Start Date and		
	Lease End date fields for active		
	records show a lease term that is in		
	effect during the reporting month.		

ATTACHMENT H: MAP OF SRAP-JAMES CITY COUNTY SERVICE AREA



AGENDA ITEM NO. D.2.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: Additional Appropriation - \$220,000 - 2019 Scattered Site Housing Rehabilitation

Community Development Block Grant

ATTACHMENTS:

Description Type

Memorandum Cover Memo
Resolution Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Housing & Community Development	Poller, Vaughn	Approved	1/10/2022 - 10:27 AM
Development Management	Holt, Paul	Approved	1/10/2022 - 10:57 AM
Publication Management	Daniel, Martha	Approved	1/10/2022 - 11:04 AM
Legal Review	Kinsman, Adam	Approved	1/11/2022 - 10:55 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:18 AM
Board Secretary	Purse, Jason	Approved	1/18/2022 - 3:00 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:00 PM

MEMORANDUM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: Additional Appropriation - 2019 Scattered Site Housing Rehabilitation Community

Development Block Grant - \$220,000

On December 10, 2019, the Board of Supervisors appropriated \$1,208,771 for the 2019 Scattered Site Housing Rehabilitation Community Development Block Grant (CDBG). The appropriation included \$1,000,000 from CDBG funds matched with \$208,771 in local funds. The goal of the 2019 Scattered Site project is to rehabilitate 12 homes and substantially rebuild four homes.

To date, work on six homes has been completed and work is currently underway on another five homes. However, we continue to experience delays completing all of the housing rehabilitation and reconstruction projects for the 2019 Scattered Site Housing Rehabilitation Project. COVID-19, supply and labor shortages, and other factors have contributed to the delays. For example, we had to request bids three times on two recently awarded rehabilitation contracts because of a lack of contractor participation.

In addition to the timeline delays, COVID-19, supply and labor shortages, and prices of materials are also increasing total project costs. The non-profits Housing Partnership, Inc. and project:HOMES are providing approximately \$60,000 of in-kind services to help defray some of these costs. Staff also assisted two eligible homeowners in obtaining \$10,000 Rural Development Grants to contribute toward their projects. Based on the most recent bids, staff anticipates needing to appropriate an additional \$220,000 in leverage funding to complete the final five projects.

The additional funds are available in the Housing and Neighborhood Development Affordable Housing Incentive Program (AHIP) Fund Balance. The source of the AHIP fund is primarily loan repayments, "program income," from earlier CDBG projects.

Staff recommends approval of the attached resolution to appropriate additional funding to the 2019 Scattered Site project.

AVP/md AddAppro19SSHARCDBG-mem

Attachment:

1. Resolution

RESOLUTION

ADDITIONAL APPROPRIATION - 2019 SCATTERED SITE HOUSING REHABILITATION

COMMUNITY DEVELOPMENT BLOCK GRANT - \$220,000

- WHEREAS, on December 10. 2019, the Board of Supervisors of James City County, Virginia, appropriated \$1,208,771 to the Community Development Block Grant (CDBG) for the 2019 Scattered Site Housing Rehabilitation Program (Program); and
- WHEREAS, expenses have increased due to COVID-19 and material and labor shortages; and
- WHEREAS, sufficient funds are available in the Housing and Neighborhood Development Fund to provide the additional local leverage funds required to complete the activities under the Scattered Site Housing Rehabilitation Program.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, approves the appropriation of an additional \$220,000 for the 2019 Scattered Site Housing Rehabilitation Program within the Housing and Neighborhood Development Fund as shown below:

_							
Revenue:							
Fund Balance: Affordable Housing Incentive Program				\$220,000	<u>\$220,000</u>		
Expenditure:							
2019 Scattered Site Project Leverage			<u>\$220,000</u>				
		John J. McC Chairman, I		Supervisors	_		
ATTEST:		VOTES					
	ICENHOUR HIPPLE	<u>AYE</u> ——	NAY	ABSTAIN ——	ABSENT		
Teresa J. Saeed Deputy Clerk to the Board	LARSON						
Deputy Clerk to the Dould	SADLER MCGLENNON						
Adopted by the Board of	of Supervisors of J	ames City C	County, \	Virginia, this	25th day of		

AddAppro19SSHRCDBG-res

January, 2022.

AGENDA ITEM NO. D.3.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: 2021 Scattered Site Housing Rehabilitation - Community Development Block Grant -

Adoption of the Amended Housing Rehabilitation Program Design

ATTACHMENTS:

	Description	Type
D	Memorandum	Cover Memo
D	Resolution	Resolution
۵	Housing Rehabilitation Program Design - amended	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Housing & Community Development	Poller, Vaughn	Approved	1/10/2022 - 10:28 AM
Development Management	Holt, Paul	Approved	1/10/2022 - 10:50 AM
Publication Management	Daniel, Martha	Approved	1/10/2022 - 11:02 AM
Legal Review	Kinsman, Adam	Approved	1/11/2022 - 10:55 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:18 AM
Board Secretary	Purse, Jason	Approved	1/18/2022 - 3:00 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:01 PM

MEMORANDUM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: 2021 Scattered Site Housing Rehabilitation - Community Development Block Grant -

Adoption of the Amended Housing Rehabilitation Program Design

On September 28, 2021, the Board of Supervisors adopted the 2021 Scattered Site Housing Rehabilitation Program Design describing the program oversight and staffing, applicant and property eligibility requirements, housing rehabilitation standards, temporary relocation assistance, terms of financial assistance, contracting procedures, and dispute resolution procedures for the 2021 Scattered Site Housing Rehabilitation Program Community Development Block Grant (CDBG).

It has been the practice of the Housing Rehabilitation program that the zero interest loans are secured with a lien of a fixed term, against the property. The practice has also been that the County will only subordinate the lien's position against a primary mortgage in cases where a lower interest rate is sought or extreme hardship.

DHCD has advised that the James City County Program Design document should be revised to more specifically cross reference DHCD program requirements in order for our local program to remain compliant.

The Amended Housing Rehabilitation Program Design has been revised accordingly. DHCD also requested a map of the project service area be included with the Program Design.

Staff recommends approval of the attached resolution to adopt the amended 2021 Scattered Site Housing Rehabilitation Program Design.

AVP/md 21SSHR-CDBGFairHsg-mem

Attachments:

- 1. Resolution
- 2. Housing Rehabilitation Program Design amended (changes from previously adopted copy are highlighted)

RESOLUTION

2021 SCATTERED SITE HOUSING REHABILITATION - COMMUNITY DEVELOPMENT

BLOCK GRANT - ADOPTION OF THE AMENDED HOUSING REHABILITATION

PROGRAM DESIGN

- WHEREAS, on September 28, 2021, the James City County Board of Supervisors adopted the James City County 2021 Scattered Site Housing Rehabilitation Program Design; and
- WHEREAS, the Virginia Department of Housing and Community Development requested the Program Design be amended to include the Community Development Block Grant Loan Subordination Policy, and change the reference to costs limits that apply to the housing rehabilitation and reconstruction projects, and add a map of the project area.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the attached amended James City County Scattered Site Housing Rehabilitation Program Design as the policy that shall govern the provision of housing rehabilitation and reconstruction assistance for the James City County 2021 Scattered Site Housing Rehabilitation Program Design, as amended.

	John J. McGlennon Chairman, Board of Supervisors				
ATTEST:		VOTES			
		<u>AYE</u>	<u>NAY</u>	ABSTAIN	ABSENT
	ICENHOUR HIPPLE				
Teresa J. Saeed	LARSON				
Deputy Clerk to the Board	SADLER				
	MCGLENNON				
Adopted by the Board January, 2022.	l of Supervisors of Jan	mes City	County,	Virginia, this	25th day of

21SSHR-CDBGFairHsg-res

JAMES CITY COUNTY 2021 SCATTERED SITE HOUSING REHABILITATION PROGRAM DESIGN

Community Development Block Grant #: 21-21-02

PROGRAM PURPOSE AND OBJECTIVES

James City County (County) will improve the conditions of five existing single-family homes at various locations in the County with the 2021 Scattered Site Substantial Rehabilitation Program (Program) will include the substantial reconstruction of one (1) and demolition and replacement of four (4) homes owned and occupied by low- and moderate-income ("LMI") households.

This 2021 Scattered Site Housing Rehabilitation Program Design prescribes the homeowners and properties' qualifications and the procedures that govern the Program. This document shall also apply to rehabilitation assistance funded by program income derived from this Program.

PROGRAM AREA BOUNDARIES

All projects will take place within the political boundaries of the County. (See Map Attached)

BENEFIT REQUIREMENTS

LMI households, verified to meet the US Department of Housing and Urban Development (HUD) income limits for the County, must occupy all homes rehabilitated with Community Development Block Grant funds.

Unless DCHD grants prior approval, all beneficiaries must have been project area residents at the grant application's submission.

STAFFING AND OVERSIGHT

Housing Rehabilitation Oversight Board

The Community Development Block Grant Housing Rehabilitation Oversight Board ("Rehab Board") will review:

- homeowners' rehabilitation applications to confirm the applicants' qualification,
- pre-approve qualified Contractors,

review and accept scopes of work, bid results, construction contracts and loan terms.

The Rehab Board shall include the Assistant County Administrator, the Director and Assistant Director of Social Services, a representative of the elected Board of Supervisors, a resident of the County, the Housing Manager, and the Neighborhood Development Administrator.

The Grant Manager will prepare a file for each action requiring Rehab Board approval. The file may contain a summary of the applicant's eligibility, work to be completed, bid and loan terms.

If approved by the Rehab Board, the County's accounting and legal departments will review the file to verify the availability of budgeted funds and adherence to legal requirements.

The Rehab Board Guidelines and current Roster are attached as Exhibit A.

Housing Rehabilitation Program Manager

The Housing Manager will serve as the Rehabilitation Program Manager ("Rehab Manager") and shall supervise the Housing Rehabilitation Specialist. The Rehab Manager will:

- Conduct initial and final DHCD HQS inspections.
- Oversee the work of the Housing Rehabilitation Specialist.
- Review and approve all Contractors' pay requests and change orders.
- Receive all complaints and investigate and make recommendations to resolve them.

Housing Rehabilitation Specialist

The County Housing Rehabilitation Specialist will serve as the Housing Rehabilitation Specialist (the "Rehab Specialist"). The Rehab Specialist will:

- Schedule and conduct a thorough inspection of the property with the Homeowner.
- Determine the property's deficiencies using the DHCD Housing Quality Standards checklist.
- Prepare a work write-up and itemized cost estimate.
- In the work write-up, specify the equipment, materials, and installation procedures and reference the Manufacturer's Recommended Installation Standards.
- Estimate the project costs based on current local rates.
- Obtain the Homeowner's approval of the work write-up,
- Bid the rehabilitation/reconstruction project.
- Conduct weekly progress and quality assurance inspections during construction.
- Conduct percentage of contract payment inspections, and submit for the Rehab Manager's approval.
- Document progress and problems with photographs and notes in an inspection log.
- Conduct final inspections with the Homeowner.

Lead-Based Paint Risk Assessor

The Rehabilitation Specialist will oversee the Lead-Based Paint Assessment process, as follows:

- Inform the owners of homes built before 1978 of the possible presence of Lead-Based Paint (LBP) and provide the Homeowner with the pamphlet *Protect Your Family from Lead in Your Home*.
- Conduct a preliminary visual inspection to determine painted surface condition, paint history, and whether an Inspection, Risk Assessment, or Lead Hazard Screen is necessary.

Schedule, if needed, a Lead Hazard Screen to be conducted by a certified Lead Paint Risk Assessor.

- Determine if an Environmental Intervention Blood Lead Level (EIBLL) child is in the home. If so, schedule a lead inspection to identify the presence of lead in the house. In addition, in homes with children under age 6, a certified Lead Paint Risk Inspector shall conduct X-Ray Fluorescence Analyzer (XRF) testing of all painted surfaces to be disturbed during paint stabilization. Appropriate testing prevents unnecessary use of materials and time if tests identify paint as "not lead-based paint." Testing also ensures that areas are correctly identified and that Contractors use proper precautions during repairs before cleaning and clearance.
- Ensure renovation firms employed to complete the paint stabilization and cleaning are certified under EPA's Renovation, Repair and Painting Rule.
- Ensure that a clearance test is conducted by an approved lead paint inspection company when the work is completed.

Intake Surveyor

The Housing Specialist and Grant Manager may serve as Intake Surveyors. The Intake Surveyor will:

- Receive preliminary applications, in-person, by mail or over the phone.
- Screen applicants and inform them of the program requirements.
- Interview the applicants and obtain required financial and ownership documentation
- When necessary:
 - Submit verification forms to employers, financial institutions, utilities, and social service agencies.
 - Obtain applicants' credit reports.
- Complete the final application and obtain the applicants' signatures
- Review beneficiaries' ability to pay annually and request the Rehab Board's approval if adjustments to the required repayments are necessary.

Loan Servicer

The Housing's Administrative Assistant will serve as the Loan Servicer. The Loan Servicer will:

- Obtain a payment coupon book and mail it to the borrower.
- Collect and record monthly payments and prepare periodic loan payments and delinquencies reports.
- Maintain records of loan balances and final payment due dates.
- Mail annual loan balance statements to all borrowers by February 15 each year.
- Make a good faith effort to collect delinquent loans.
- Prepare Certificates of Satisfaction for signature by the County Attorney or other authorized County agent.

Grant and Financial Manager

The Neighborhood Development Assistant Administrator will serve as the Grant and Financial Manager ("Grant Manager"). The Grant Manager will. :

- Ensure that all grant expenditures are adequately budgeted and tracked according to DHCD Financial Management requirements outlined in the Grant Management Manual. The County Accounting Supervisor, or designee, shall assist the Financial Manager in reviewing all financial reports before submission to DHCD.
- Prepare the files for consideration of the Rehab Board.
- Prepare and file all reports required by DHCD.
- Prepare notices, agendas and minutes of the Project Management Team and Rehab Board meetings.

APPLICANT ELIGIBILITY

Allowable Income and Asset Limits for the Applicant

CDBG housing rehabilitation funds will only be used to benefit LMI households. LMI households are households whose income does not exceed 80 percent of HUD's area median household income. All household income and assets will be counted and verified according to DHCD requirements in effect when the client completes their application for assistance.

Fairness and Equitable Distribution of Benefits

- Moderate-income households will not benefit to the exclusion of low-income households.
 Low-income households are those whose aggregate income by household size is below
 50 percent of the area median household income.
- Minority, elderly, or female-headed households will not be denied reasonable benefits through the rehabilitation program guidelines or loan structure.
- Funds shall not be set aside, or goals specified that adversely affect the benefits to low-income, minority, elderly, or female-headed households.
- For this grant, an elderly household is occupied by someone 62 years of age or older.

Prioritization of Applicants

Homes that staff inspected, where the household provided personal and financial information in preparation for the 2021 CDBG application, will be ranked based on need. A point will be awarded for each category where:

- a household member is disabled; elderly; under the age of 18;
- household income is below 50% AMI;
- the Rehab Specialist determines there are major structural, plumbing or mechanical deficiencies, and
- the house lacks safe and adequate heat.

The applicants will be ranked highest to lowest based on the sum of their points. If the applicant does not meet eligibility criteria, the Intake Surveyor shall inform the applicant in writing before suspending or terminating their application.

New applicants will be considered, if necessary, from the current Rehab Waiting List, on a first-come, first-served basis.

PROPERTY ELIGIBILITY

Suitable for Rehabilitation

Each year DHCD establishes the maximum Total Costs that CDBG will pay for Housing Rehabilitations and Substantial Reconstructions. The Total Costs ("DHCD Cost Limit") include; the Base Cost (construction cost), Exceptions, Construction-Related Soft-Costs, Administrative Costs, Rehabilitation Specialists Fees and Home Maintenance Education Program expenses. DHCD considers a unit suitable for rehabilitation if occupied by an LMI household and can be rehabilitated to DHCD Housing Quality Standards (HQS) within the currently applicable DHCD Cost Limits.

Unsuitable for Rehabilitation

An LMI occupied unit with documented significant structural deficiencies that cause the estimated rehabilitation costs to exceed the current DHCD Rehabilitation Cost Limit is considered unsuitable for rehabilitation. Properties deemed unsuitable for rehabilitation may be addressed as Substantial Reconstructions, Partial Rehabilitation or Permanent Relocation.

Loan-To-Value Consideration

The Rehab Board may consider the estimated rehabilitation costs, the total of existing liens, and the property's assessed value when approving an applicants' project and loan. The Rehab Board may deny the project if it determines it is not in the best interest of the occupant because the value of the property after the rehabilitation does not support the amount of the existing and new mortgages.

Real Estate Taxes

Owners must not have delinquent the real estate taxes owed to the County unless they have a written payment plan with the County Treasurer.

Eligible Property Types

Housing rehabilitation assistance funded through the CDBG will be available for properties occupied by LMI households. Eligible property types are:

- Owner-Occupied Properties: An occupant is a person whose principal residence has been at the property for at least 180 days. Ownership is determined according to the *Property Ownership and Clear Title* section below.
- <u>Vacant Properties:</u> Vacant properties are not eligible for rehabilitation unless the house was:
 - o consistently occupied during the last five years and for at least six months of the preceding year, or
 - o was purchased or inherited by an LMI household who intends to occupy the house when rehabilitation is completed, or
 - o is owned by the County or nonprofit and will be sold to an LMI household, and
 - o DHCD gives written approval before the house is rehabilitated.
- Manufactured (Mobile) Homes: Mobile homes will be eligible for rehabilitation or replacement subject to the 2017 CDBG Grant Management Manual Mobile Home Cost Limits ("Cost Limits") and policy requirements. If the cost to rehabilitate a mobile home will exceed the Cost Limits, the mobile home must be substantially replaced with a stick-built or modular unit or, subject to DHCD approval, replaced with a new mobile home.
- <u>Investor-Owned Properties:</u> If a property is investor-owned, the owner must agree in a legally recordable commitment to rent the unit to LMI households for at least ten years. The rent may not increase beyond the increase in actual costs, such as taxes and insurance for the life of the loan.
- <u>Family Occupied Properties:</u> If an owner-occupant ceases to live in the property, a family member whose household is income-qualified may occupy the property

Property Ownership and Clear Title

Property ownership and eligibility will be determined as follows:

- Owner-Occupied Properties are properties occupied by an LMI owner with record title.
- <u>Heir Properties.</u> Heirs are eligible if the property is their primary residence at the time of application; they prove they are an heir and control the property. DHCD does not require that the occupant own the property in fee simple. However, the County must verify ownership status and determine that the applicant is likely to continue to occupy the property.
 - o If more than one heir owns the property, the County must make reasonable attempts to:
 - Identify all heirs,
 - Document attempts to contact each heir in writing,
 - Request,
 - Where co-heirs agree to transfer title, appropriate deeds to the applicant shall be recorded in the Clerk's Office of the Circuit Court for James City County.

Where heirs are unknown or unable to be contacted, the resident must document evidence of the residents' control of the property for the previous three (3) years. Evidence should include continued residence, payment of property taxes, payment of homeowners insurance or other house payment by the resident.

Where heirs or co-owners are known but unwilling to convey the property or their interest in the property to the intended beneficiary, the co-owners may provide a legally recordable Life Estate Deed. The Life Estate Deed should include an agreement to either (a) repay the outstanding balance upon death or removal of the resident or (b) agree an eligible co-owner will reside in the property and take over the occupants' obligations.

Where the title to the property is not clear and marketable, the County may assist applicants in obtaining a clear title. However, if the cloud on the title cannot be removed at an insignificant cost or signatures cannot be obtained from all heirs to the property, the County will rehabilitate the property only if approved by the Rehab Board.

<u>Life Estates.</u> Occupants with a life estate are eligible if the property and occupant are otherwise eligible for rehabilitation. All co-owners and remaindermen must sign the Note and Deed of Trust and agree that the remaindermen will repay the loan balance when the life estate terminates, whether by the death or removal of the life tenant. However, when the life estate ends, another qualified occupant may live in the property with James City County's approval, and the obligations of the loan and Deed of Trust may continue, provided all remaindermen agree in writing.

REHABILITATION STANDARDS

Eligible Improvements

When completed, the rehabilitations and reconstructions financed through the Program must meet DHCD Housing Quality Standards ("DHCD HQS"). Therefore, any improvements necessary for a property to meet DHCD HQS are eligible improvements.

The following types of improvements and repairs for rehabilitation projects will also be eligible:

- Improvements required to meet the Virginia Weatherization Assistance Program Installation Standards, including insulation, window and door caulking and weather-stripping, and storm windows or insulated replacement windows as needed.
- Window Screens.
- Repair, replacement, or provision of one storage shed not exceeding 64 square feet.
- Hall and bedroom closets where adequate space exists.
- Air conditioning.
- Acquisition of property for a replacement dwelling or to meet setback and minimum lot size requirements of the County's zoning ordinance.

Ineligible Improvements.

Cosmetic repairs and improvements are ineligible rehabilitation expenses.

PERMANENT RELOCATION

This project requires no permanent relocations.

TEMPORARY RELOCATION

Four Households will be temporarily relocated while their homes are being reconstructed. Temporary relocation assistance may cover storage and temporary rental assistance.

FINANCIAL ASSISTANCE TERMS AND AVAILABILITY

Ability-to-Pay Calculation

The Intake Surveyor will calculate the ability-to-pay for all applicants following the guidance outlined in the 2017 CDBG Grant Management Manual.

Financial Assistance

Two loans secured by separate notes and deeds of trust will finance all projects. The deeds of trust will be recorded as a lien on the property.

The loans will cover the cost of all construction, including any exceptions. The loan will not include the costs of the home maintenance education program, temporary relocation, demolition, construction-related soft-costs or administrative costs.

<u>CDBG Loans</u>: All loans made to secure the expenditure of CDBG funds shall be a five-year forgivable loan. Payments will be forgiven on a monthly basis. If the house is sold before the end of the loan term or the owner ceases to occupy the property, the balance will be due and payable to the County of James City.

<u>County Loans</u>: Loans to secure funding provided by the County shall have up to fifteen-year terms. Monthly payments will be due up to the household's ability to pay. Total projected housing expenses, including the proposed County rehab loan, shall not exceed 25 percent of the applicant's household income, and total projected debt shall generally not exceed 40 percent of income. Other loan terms include:

- There will be no pre-payment penalty.
- The interest rate shall be zero percent.
- The loan term shall be 15 years for substantially reconstructed homes and 10 years for rehabilitation projects.
- A late fee of 10 percent of the payment, rounded to the nearest dollar, shall be assessed for any loan payment not made by the 15th of the month.

Loan Closing and Servicing

The County Attorney, assisted by the Grant Manager, will prepare all loan documents, conduct closings and record the deeds of trust.

The County may deduct a maximum of \$5 per month from each loan payment as a servicing fee to offset the cost of loan collection.

The County may also retain 10 percent of annual inactive program income to pay for actual administrative costs when the program income is spent.

The County shall issue an Annual Loan Statement to the primary borrower for each loan.

County staff will Collect delinquent loans following the *County Community Development Block Grant Loan Approval and Servicing Guidelines*, up to and including foreclosure and adhere to all applicable State and Federal laws.

Housing maintains a record of loan maturity dates. When a loan reaches maturity, Housing staff will verify that all loan conditions are met and prepare and record a Certificate of Satisfaction. Staff will mail the original note marked paid and a copy of the Certificate of Satisfaction to the primary borrower.

LOAN SUBORDINATION GUIDELINES

The loans made during a CDBG project are intended to create or preserve decent, safe and affordable housing in the County. Therefore, the County shall not normally subordinate deeds of trust securing such loans to refinance a prior recorded deed of trust.

Recognizing that situations occasionally occur that merit an exception to the non-subordination rule, the Loan Modification Committee (the Committee) of the Housing Rehabilitation Oversight Board may allow subordination under the terms and conditions outlined below.

Subordination Process

The Homeowner must submit a written request for subordination to the Housing Unit, 5320 Palmer Lane, Suite 1A, Williamsburg, VA 23188.

Conditions For Routine Subordination

The County may subordinate a loan to a refinance of a prior mortgage, if:

- The principal amount secured by the refinance mortgage does not exceed the outstanding principal balance secured by the prior mortgage plus \$5,000; and
- The refinance mortgage is for a fixed rate; and
- The refinance mortgage is for a term not exceeding 30 years; and
- The interest rate is stated in the refinance mortgage and does not exceed the interest rate established in the prior mortgage; and
- The refinance lender demonstrates that the refinance meets the above requirements; and
 - o Provides the subordination instrument; and
 - o Provides a copy of Closing Disclosure; and
 - o Provides a copy of the Refinance Deed of Trust; and
 - o Pays the costs to record the subordination instrument.

When the Housing Manager ("Manager") is satisfied that the above requirements have been met, the Committee does not need to review the request, but the Manager shall forward the

subordination request and subordination instrument to the County Attorney and the County Administrator for review and approval. After executing the subordination documents, the County Administrator shall return them to the Housing Unit for delivery to the lender.

Conditions For Subordination To Alleviate Hardships

The County shall only permit a subordination for a refinance that allows a Borrower to take cash out of the equity in their home (cash-out refinance) in cases of substantial hardship. The Committee must review any request for a cash-out subordination. The Committee may approve a cash-out refinance subordination if:

- The Borrower will incur substantial hardship if not permitted to refinance the prior mortgage; and
- The lender for the proposed mortgage requires the subordination; and
- The hardship was not created by and was "beyond the control" of the Borrower; and
- Any excess cash received from refinancing will be sufficient to remediate the hardship.

The Committee may deem a crisis is "beyond the control" of the Borrower when the Borrower has suffered:

- A serious accident or illness affecting the Borrower or a family member for whom they bear primary responsibility; or
- They have suffered a job loss beyond their control; or
- Other situations as deemed appropriate by the Committee.

The Loan Servicer shall also request the DHCD Community Development Specialist approve subordination for any cash-out refinance.

CONTRACTING PROCEDURES

James City County adopted and implemented a Local Business and Employment Plan after required advertisements and notice to listed Contractors. Additional advertisements, listings, and referrals will be undertaken as necessary.

James City County will encourage Contractors and sub-Contractors to contact those appropriate project area minority- and female-owned firms on the Housing's solicitation list and provide such firms reasonable opportunities to compete for procurement contracts.

Contractor Pre-Qualification

The County will select and qualify Contractors as follows:

• The County Purchasing Office will advertise in Virginia Gazette, or other appropriate media outlets, informing Contractors of the opportunity to pre-qualify for participation in bid opportunities.

- Housing may obtain a list of local Class A, B and C Contractors from the Department of Professional and Organizational Regulations or other sources and send correspondence to inform them of the opportunity to become a pre-qualified Contractor.
- Contractors will complete and submit the pre-qualification form to the County Purchasing Office.
- Purchasing will call references and check other sources (e.g., building inspectors) to verify Contractors' previous performance.

Project Bidding Process

Contractors will be selected for each home through a competitive bidding process.

The Housing Rehabilitation Specialist shall:

- Invite at least three pre-qualified Contractors on the Rehab Board approved list to bid on each project.
- Provide and review bid documents with Contractors.
- Conduct a pre-bid walk-through of the home for the Contractors.
- Receive the bids and attend the bid opening.
- Review the bids and determine the lowest responsive bidder.

Acceptable bids typically should not exceed cost estimates by more than 10 percent. If the lowest acceptable bid exceeds the cost estimate by more than 10%, The Rehab Specialist and the Rehab Manager shall review the bid for cost reasonableness and attempt to negotiate line items with the Contractor. When the Rehab Specialist and Rehab Manager are satisfied that the bid is reasonable under the circumstances, they shall enter an explanatory statement in the file.

Contract Management

Contracts will be managed by the Rehabilitation Specialist as follows:

The Contractor, County and Homeowner, will enter into a written agreement requiring the work to be completed within 60 days from the approved start date.

The Rehabilitation Specialist will issue a Notice to Proceed to the Contractor.

The Contractor may request an initial payment after at least 30 percent of the contracted work is complete. Only line items that are 100% complete may be included in an invoice.

The Contractor may submit additional invoices as work is completed (suggested intervals are 50, 95, and 100 percent complete).

The Housing Rehabilitation Specialist will review all invoices, verify the amount with the original itemized bid, inspect the work, confirm the line items are 100% complete and obtain the homeowners' approval signature on the payment request. The Homeowner, Contractor, Rehab Specialist, Grant Manager and Program Administrator must approve all payment requests.

Final payments are processed in the same manner. However, final payments must include Code Compliance inspection approval tickets, equipment documentation, the *Register Of Contractors*, *Sub-Contractors And Suppliers*, materialmens' affidavits, lien waivers, and certification by the Homeowner that all work has been satisfactorily completed.

The Contractor will submit all change order requests to the Rehabilitation Specialist with a detailed description of the work to be completed and an itemized cost list. The Rehabilitation Specialist will prepare and sign a Contract Change Order and obtain the signatures of the Homeowner, Contractor, Housing Manager and Program Administrator. The Grant Manager will submit the Contract Change Order to the assigned DHCD Community Development Specialist for final approval. Completed change order items will be paid for when invoiced and verified as complete.

The County encourages early completion by asking the Homeowner to move furniture and personal belongings from the house or rooms where the Contractor will work. The Rehab Specialist also asks the Homeowner to ensure the Contractor can access the property during approved work hours. The Rehabilitation Specialist works closely with the Contractor and the Homeowner to ensure compliance with the agreement. Extensions are discouraged by requiring documentation for justified delays. Monetary fines are charged for undocumented delays. The Homeowner, Contractor, and Rehab Specialist, Housing Manager, and Program Administrator must approve any requests for an extension.

During the initial HQS inspection or the pre-bid walk-through, the Rehabilitation Specialist and the Homeowner identify and record on the HQS form all items the Homeowner must remove. The Homeowner is responsible for disposing of these items according to their ability. Assistance to the Homeowner will be provided as needed to ensure compliance with this requirement.

The Contractor may maintain construction debris, waste, and excess material at an approved area on-site but must dispose of it weekly unless the Contractor provides a container (e.g., dumpster, trailer, truck).

The Contractor shall not leave hazardous materials or materials that threaten health or safety onsite.

Upon completion of construction, the site must be clear of construction debris and left in broomclean condition.

The Contractor must correct damage to the yard and property due to delivery or storage of material or construction debris at no additional charge.

HOME MAINTENANCE EDUCATION PROGRAM

The applicant shall agree in writing to attend the Home Maintenance Education. The Rehabilitation and Housing Specialists will conduct the Home Maintenance Education.

The Rehabilitation Specialist will explain the functions and proper use of the heating, plumbing, electrical systems, and the water heater, including a description of common problems and solutions. The Rehabilitation Specialist will also review proper routine, annual, and seasonal cleaning and maintenance of these systems and energy conservation measures.

The Housing Specialist will teach housekeeping, household budgeting and personal financial management, including establishing and using checking and savings accounts, selecting and purchasing insurance coverage, creating and following a household budget, and recognizing and avoiding predatory lenders.

Each training session shall be "hands-on" and take at least four hours and will include one hour on budgeting

CONFLICT OF INTEREST

The property of any person, or their immediate family, who had decision-making influence in the Program, from the time the application was planned, developed, and submitted to DHCD to the grant's completion shall be ineligible for assistance of any kind without DHCD's prior written approval, regardless of any prior approval of a Program Design. This includes any elected and appointed officials, employees of James City County, or Rehabilitation Board members, in accordance with Virginia and Federal conflict of interest requirements.

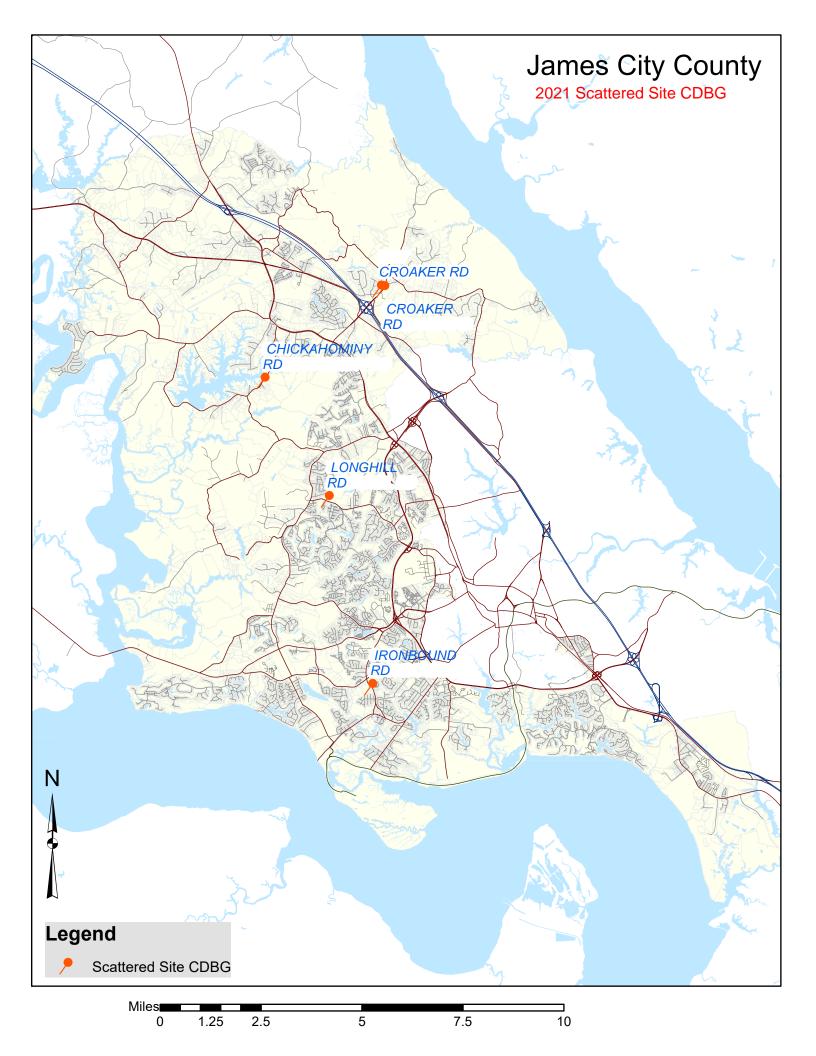
COMPLAINT AND APPEALS PROCEDURES

Complaints and appeals regarding this Program or the Contractor should follow the procedures stated in the Scattered Site Substantial Rehabilitation Community Development Block Grant Program Complaint and Appeals Procedures.

REVISING THE PROGRAM DESIGN

Notwithstanding the provisions of the Program Design, all Federal, State, and Local laws, ordinances, and regulations shall strictly apply to this project. Any portion of this Program Design found to be inconsistent or incompatible with applicable laws, ordinances, or regulations shall be deemed to be severed from the Program Design without effect to the remaining provisions.

Because the Program Design is an official contract document, all revisions must be reviewed and approved by DHCD and amended by formal action by the local governing body.



AGENDA ITEM NO. D.4.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Cassie Cordova, Environmental Sustainability Coordinator

Competitive Grant Award - \$16,000 - Litter Prevention and Recycling Program (Glass SUBJECT:

Recycling)

ATTACHMENTS:

Description Type

Competitive Grant Award - Litter Prevention and Recycling Program -\$16,000 D Cover Memo

D Competitive Grant Award Resolution

Department	Reviewer	Action	Date
General Services	Boone, Grace	Approved	1/5/2022 - 12:58 PM
Publication Management	Daniel, Martha	Approved	1/5/2022 - 2:18 PM
Legal Review	Kinsman, Adam	Approved	1/6/2022 - 7:59 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:19 AM
Board Secretary	Purse, Jason	Approved	1/18/2022 - 3:01 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:01 PM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Cassie Cordova, Environmental Sustainability Coordinator

SUBJECT: Competitive Grant Award - Litter Prevention and Recycling Program - \$16,000

The Fiscal Year 2022 Virginia Department of Environmental Quality Litter Prevention and Recycling Competitive Grant was awarded to James City County in the amount of \$16,000.

The attached resolution appropriates the grant amount of \$16,000 to the Special Projects/Grants Fund in support of the litter prevention, beautification, and recycling programs.

James City County has expanded its recycling efforts by creating a program for separated glass bottles and jars. A partnership with O-I Glass has the County collecting glass in purple containers at the County's convenience centers and hauling the glass to the Toano manufacturing facility. The Clean County Commission applied for a grant to expand the project to include two additional collection containers in hopes to motivate residents to separate glass and to expand the program and maximize the glass that enters the recycling stream.

Staff recommends adoption of the attached resolution.

CC/md CGA-FY22LPRPrgm-mem

COMPETITIVE GRANT AWARD - LITTER PREVENTION AND

RECYCLING PROGRAM - \$16,000

WHEREAS,	the Virginia Department Waste division a Litter I \$16,000; and	_	•	•	•
WHEREAS,	no local match is require	d.			
NOW, THEF	REFORE, BE IT RESOI Virginia, hereby authorize the Special Projects/Gran	zes acceptance of the			
	Revenue:				
	State - Fiscal Year 20	22 Litter Control C	ompetitive Grar	st <u>\$16,000</u>	
	Expenditure:				
	Fiscal Year 2022 Litte	er Control Competi	tive Grant	<u>\$16,000</u>	
			ohn J. McGlenn Chairman, Board		_
ATTEST:		ICENHOUR HIPPLE	VOTES AYE NA	Y <u>ABSTAIN</u>	ABSENT
Teresa J. Saed Deputy Clerk		LARSON SADLER		 	

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

CGA-FY22LPRPrgm-res

January, 2022.

AGENDA ITEM NO. D.5.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - \$127,172 - Automatic Cardiopulmonary Resuscitation Devices

ATTACHMENTS:

Description Type

Memorandum Cover Memo
Resolution Resolution

Department	Reviewer	Action	Date
Fire	Ashe, Ryan	Approved	1/4/2022 - 12:16 PM
Publication Management	Pobiak, Amanda	Approved	1/4/2022 - 12:32 PM
Legal Review	Kinsman, Adam	Approved	1/4/2022 - 1:19 PM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:19 AM
Board Secretary	Rinehimer, Bradley	Approved	1/13/2022 - 9:32 AM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 11:44 AM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - Automatic Cardiopulmonary Resuscitation Devices - \$127,172

The Fiscal Year 2022 Capital Improvements Project budget includes funds for the purchase of replacement automatic cardiopulmonary resuscitation devices. These devices are carried on our each of our ambulances and are used to deliver high-performance, continuous chest compressions to patients in cardiac arrest.

The Fire Department staff researched the design, construction, and field performance of these devices from several vendors. Staff found the Lucas 3 Chest Compression System from Stryker Medical meets the Department's needs and negotiated a price of \$127,172 for the replacement systems. Pricing is based upon the National Association of State Procurement Officials' cooperative contract.

Staff recommends adoption of the attached resolution authorizing the contract award to Stryker Medical in the amount of \$127,172 for the Lucas 3 Chest Compression Systems.

RTA/md CA-ReplAutoCPRDev-mem

CONTRACT AWARD - AUTOMATIC CARDIOPULMONARY

RESUSCITATION DEVICES - \$127,172

- WHEREAS, the replacement of automatic cardiopulmonary resuscitation devices is included in the Fiscal Year 2022 Capital Improvements Project budget; and
- WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5, of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the National Association of State Procurement Officials have negotiated fair and reasonable contract pricing; and
- WHEREAS, Stryker Medical has offered a contract price of \$127,172 for the total replacement of the Fire Department's automatic cardiopulmonary resuscitation devices; and
- WHEREAS, the Fire Department has deemed the proposed equipment meets operational and regulatory requirements.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby authorizes the County Administrator to execute a contract with Stryker Medical for 10 automatic cardiopulmonary resuscitation devices and any related accessories in the amount of \$127,172.

	•	ohn McG Chairman,		f Supervisors	
ATTEST:		VOTE	S		
		AYE	NAY	ABSTAIN	ABSENT
	ICENHOUR HIPPLE				
Teresa J. Saeed	LARSON				
Deputy Clerk to the Board	SADLER MCGLENNON				

CA-ReplAutoCPRDev-res

January, 2022.

AGENDA ITEM NO. D.6.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Mark Abbott, Operations Project Coordinator, General Services

SUBJECT: Contract Award - \$245,738 - Emergency Communications Center HVAC Backup

Generator

ATTACHMENTS:

Description Type

Memorandum Cover Memo
Resolution Resolution

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 1:30 PM
Board Secretary	Rinehimer, Bradley	Approved	1/18/2022 - 1:56 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 1:56 PM
Publication Management	Daniel, Martha	Approved	1/18/2022 - 2:07 PM
Legal Review	Kinsman, Adam	Approved	1/18/2022 - 2:24 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:01 PM
Board Secretary	Rinehimer, Bradley	Approved	1/18/2022 - 3:05 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:06 PM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Mark Abbott, Operations Project Coordinator, General Services

SUBJECT: Contract Award - Emergency Communications Center HVAC Backup Generator - \$245,738

This project at the Emergency Communications Center will consist of installing a backup diesel generator and automatic transfer switch. The new generator will serve as an emergency backup to the existing generator and will be capable of powering 100% of the building load.

General Services, in consultation with the Purchasing Office, under the SOURCEWELL Contract #120617 determined that Carter Machinery Company's proposal to install the new generator at a proposed cost of \$245,737.76 using American Rescue Plan Act funds is reasonable in comparison to other current County generator installations and current construction cost indices.

Staff recommends approval of the attached resolution authorizing the contract award of installation services from Carter Machinery Company, Inc. in the amount of \$245,737.76 for the Emergency Communications Center backup generator installation.

MA/md CA-ECCBkupGen-mem

CONTRACT AWARD - EMERGENCY COMMUNICATIONS CENTER

BACKUP GENERATOR - \$245,738

- WHEREAS, the James City County Department of General Services has standardized CATERPILLAR equipment in County facilities to promote operational efficiency and safety; and

 WHEREAS, the Emergency Communications Center backup generator installation will occur; and

 WHEREAS, it has been determined by General Services, in consultation with the Purchasing Office, that under the SOURCEWELL Contract #120617, that Carter Machinery Company, Inc.,
- WHEREAS, Carter Machinery Company, Inc. submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable, and American Rescue Plan Act funds will be used.

will install the backup generator; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$245,737.76 to Carter Machinery Company, Inc. for the Emergency Communications Center backup generator installation.

	J	Glennon			
	(Chairman,	Board of	f Supervisors	
ATTEST:		VOTE	S		
		AYE	<u>NAY</u>	ABSTAIN	ABSENT
	ICENHOUR - HIPPLE				
Teresa J. Saeed	LARSON				
Deputy Clerk to the Board	SADLER MCGLENNON				
Adopted by the Bo January, 2022.	oard of Supervisors of Jan	mes City	County,	Virginia, this	25th day of

CA-ECCBkupGen-res

AGENDA ITEM NO. D.7.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

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

SUBJECT: Dedication of the Streets in the Mason Park Subdivision

ATTACHMENTS:

	Description	Type
ם	Memorandum	Cover Memo
ם	Resolution	Resolution
ם	AM-4.3	Exhibit
D	Map	Exhibit

Reviewer	Action	Date
Buchite, Joseph	Approved	1/13/2022 - 11:14 AM
Holt, Paul	Approved	1/13/2022 - 4:07 PM
Daniel, Martha	Approved	1/13/2022 - 4:12 PM
Kinsman, Adam	Approved	1/18/2022 - 2:25 PM
Saeed, Teresa	Approved	1/18/2022 - 3:01 PM
Purse, Jason	Approved	1/18/2022 - 3:02 PM
Saeed, Teresa	Approved	1/18/2022 - 3:02 PM
	Buchite, Joseph Holt, Paul Daniel, Martha Kinsman, Adam Saeed, Teresa Purse, Jason	Buchite, Joseph Approved Holt, Paul Approved Daniel, Martha Approved Kinsman, Adam Approved Saeed, Teresa Approved Purse, Jason Approved

DATE: January 25, 2022

TO: The Board of Supervisors

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

SUBJECT: Dedication of the Streets in the Mason Park Subdivision

Attached is a resolution requesting acceptance of the streets in the Mason Park Subdivision which are proposed as public rights-of-way into the State Secondary Highway System. The streets proposed for acceptance are Mason Park Drive and Sutton Court. They are shown in red on the attached map. The streets have 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/24VAC31-90-10 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 MasonParkStDed-mem

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

DEDICATION OF THE STREETS IN THE MASON PARK SUBDIVISION

- WHEREAS, the streets described on the attached AM-4.3, fully incorporated herein by reference, is shown on plats recorded in the Clerk's Office of the Circuit Court of James City County, Virginia; and
- WHEREAS, the Residency Administrator for the Virginia Department of Transportation (VDOT) advised the Board that the streets meet the requirements established by the Subdivision Street Requirements of VDOT; and
- WHEREAS, the County and VDOT entered into an agreement on July 1, 1994, for comprehensive stormwater detention which applies to this request for addition.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby requests VDOT to add the streets described in the attached Additions Form AM-4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the Code of Virginia, and the Department's Subdivision Street Requirements.
- BE IT FURTHER RESOLVED that the Board guarantees a clear and unrestricted right-of-way, as described and any necessary easements for cuts, fills, and drainage.
- BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Residency Administrator for VDOT.

		ohn J. Mc Chairman,		f Supervisors	
ATTEST:		VOTE	S		
		AYE	NAY	ABSTAIN	ABSENT
	ICENHOUR - HIPPLE				
Teresa J. Saeed	LARSON				
Deputy Clerk to the Board	SADLER				
	MCGLENNON				

MasonParkStDed-res

January, 2022.

In James City County

by Resolution of the governing body adopted January 25, 2022

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):_____

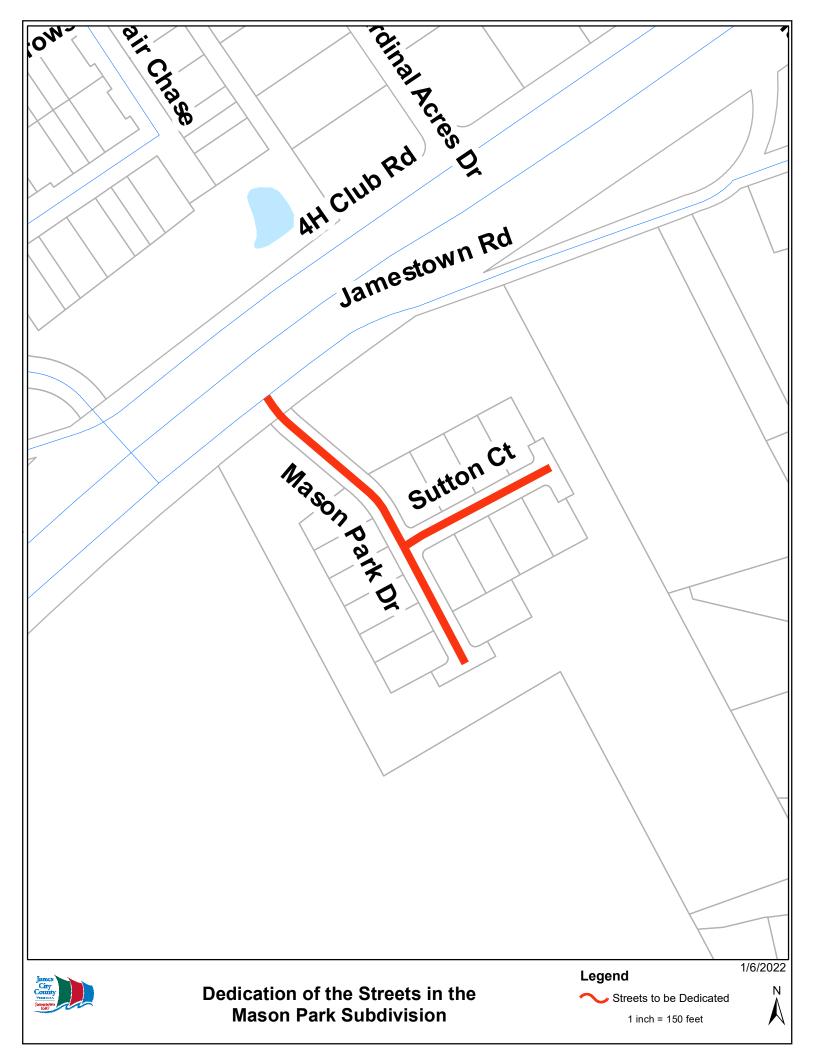
Report of Changes in the Secondary System of State Highways

Project/Subdivision: Mason Park

Addition - New subdivision street §33.2-705

Rte Numb er	Street Name	From Termini	To Termini	Length	Num ber Of Lan es	Recordation Reference	Row Widt h
1158	Mason Park Drive	Route 1159 Sutton Court	"T" turnaround	0.04	2	INST. 200011351	40
1158	Mason Park Drive	Route 680 (4H Club Road)	Route 1159 Sutton Court	0.06	2	INST. 200011351	40
1159	Sutton Court	Route 1158 Mason Park Drive	"T" turnaround	0.5	2	INST. 200011351	40

_____Page: 1/1_



AGENDA ITEM NO. D.8.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

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

SUBJECT: Dedication of the Streets in Section 6 of the Peleg's Point Subdivision

ATTACHMENTS:

	Description	Type
	Memorandum	Cover Memo
	Resolution	Resolution
	AM-4.3	Exhibit
ם	Map	Exhibit

Reviewer	Action	Date
Buchite, Joseph	Approved	1/13/2022 - 11:14 AM
Holt, Paul	Approved	1/13/2022 - 4:05 PM
Daniel, Martha	Approved	1/13/2022 - 4:10 PM
Kinsman, Adam	Approved	1/18/2022 - 2:24 PM
Saeed, Teresa	Approved	1/18/2022 - 3:01 PM
Purse, Jason	Approved	1/18/2022 - 3:01 PM
Saeed, Teresa	Approved	1/18/2022 - 3:02 PM
	Buchite, Joseph Holt, Paul Daniel, Martha Kinsman, Adam Saeed, Teresa Purse, Jason	Buchite, Joseph Approved Holt, Paul Approved Daniel, Martha Approved Kinsman, Adam Approved Saeed, Teresa Approved Purse, Jason Approved

DATE: January 25, 2022

TO: The Board of Supervisors

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

SUBJECT: Dedication of the Streets in Section 6 of the Peleg's Point Subdivision

Attached is a resolution requesting acceptance of the streets in Section 6 of the Peleg's Point Subdivision which are proposed as public rights-of-way into the State Secondary Highway System. The streets proposed for acceptance are Peleg's Way, Sir Hatchett Court, Dangerfield Court, Pilgrims Circle, and Moonlight Point. They are shown in red on the attached map. The streets have 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 Acceptance Requirements (SSAR), effective March 2009 and updated December 2011, 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 SSAR/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 Sec6PelegPtStDed-mem

DEDICATION OF THE STREETS IN SECTION 6 OF THE PELEG'S POINT SUBDIVISION

- WHEREAS, the streets described on the attached Virginia Department of Transportation (VDOT) Form AM-4.3 for Section 6 of the Peleg's Point Subdivision, fully incorporated herein by reference, are shown on plats recorded in the office of the James City County Clerk of the Circuit Court; and
- WHEREAS, the Residency Administrator for VDOT advised the Board that the streets meet the Secondary Street Acceptance Requirements (SSAR) of VDOT; and
- WHEREAS, the County and VDOT entered into an agreement on July 1, 1994, for comprehensive stormwater detention, which applies to this request for addition.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby requests VDOT to add the streets described in the attached VDOT Form AM-4.3 for Section 6 of the Peleg's Point Subdivision to the secondary system of state highways, pursuant to §33.2-705 of the Code of Virginia and VDOT's SSAR.
- BE IT FURTHER RESOLVED that the Board of Supervisors guarantees clear and unrestricted rights-of-way as described and any necessary easements for cuts, fills, and drainage.
- BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Residency Administrator for VDOT.

	John J. McGlennon Chairman, Board of Supervisors VOTES				
ATTEST:					
		AYE	<u>NAY</u>	ABSTAIN	ABSENT
	ICENHOUR HIPPLE				
Teresa J. Saeed Deputy Clerk to the Board	LARSON				
	SADLER MCGLENNON				
Adopted by the Bo January, 2022.	pard of Supervisors of Jan	mes City	County,	Virginia, this	25th day of

Sec6PelegPtStDed-res

In James City County

by Resolution of the governing body adopted January 25, 2022

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: PELEGS POINT SECTION 6

Addition - New subdivision street §33.2-705

Rte Numb er	Street Name	From Termini	To Termini	Length	Num ber Of Lan es	Recordation Reference	Row Widt h
1754	Sir Hatchett Court	1820 - PELEG'S WAY	CUL DE SAC	0.11	2	INSTRUME NT #16001190	50
1755	Dangerfiel d Court	1820 - PELEG'S WAY	CUL DE SAC	0.04	2	INSTRUME NT #16001190	50
1756	Moonlight Point	1820 - Peleg's Way	CUL DE SAC	0.37	2	INSTRUME NT #160011190	50
1757	Pilgrims Circle	1756 - MOONLIGHT POINT	CUL DE SAC	0.03	2	INSTRUME NT #160011190	50
1820	Peleg's Way	1754 - SIR HATCHETT COURT	1755 - Dangerfiel d Court	0.1	2	INSTRUME NT #16001190	50
1820	Peleg's Way	1755 - Dangerfield Court	1756 - Moonlight Point	0.16	2	INSTRUME NT #16001190	50
1820	Peleg's Way	682 - NECK O LAND ROAD	1754 - SIR HATCHET T COURT	0.1	2	INSTRUME NT #16001190	50

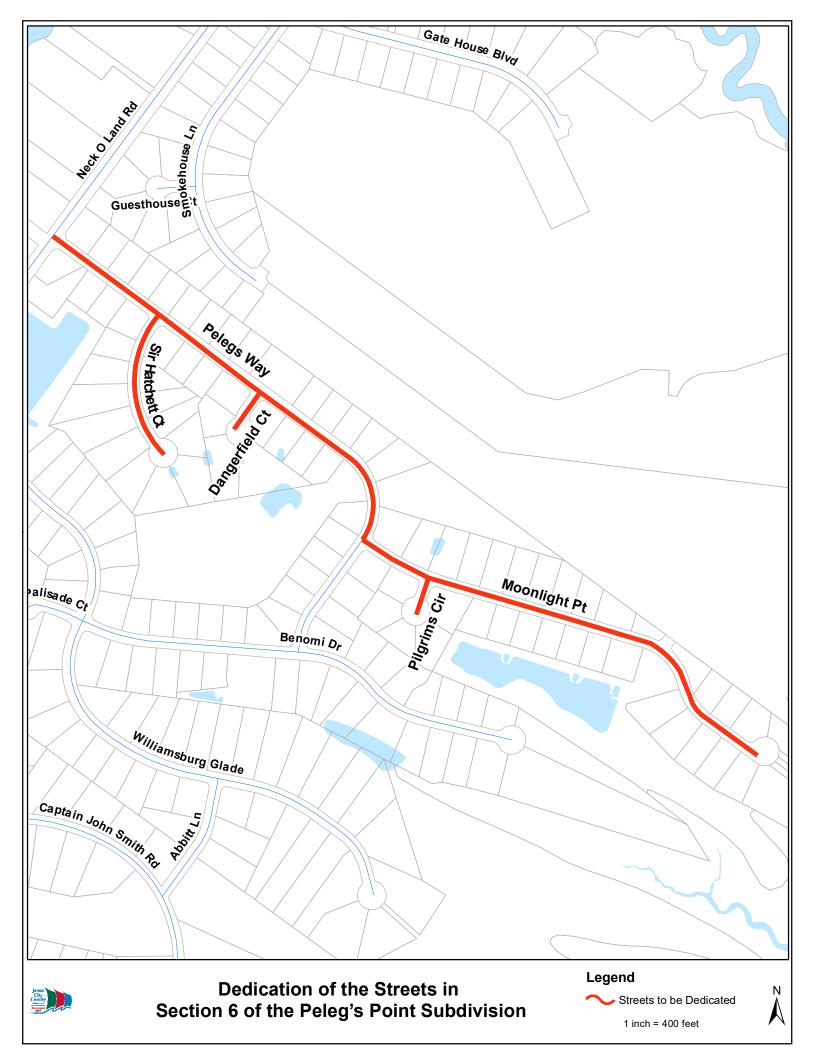
Page: 1/2

In James City County

37720173

by Resolution of the governing body adopted January 25, 2022

Page: 2/2



AGENDA ITEM NO. D.9.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Grant Award - \$28,000 - Bulletproof Vest Partnership

ATTACHMENTS:

Description Type

Memorandum Cover Memo
Resolution Resolution

Department	Reviewer	Action	Date
Police	Peterson, Eric	Approved	12/13/2021 - 11:08 AM
Police	Peterson, Eric	Approved	12/13/2021 - 11:09 AM
Publication Management	Daniel, Martha	Approved	12/28/2021 - 11:27 AM
Legal Review	Kinsman, Adam	Approved	1/3/2022 - 9:20 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:19 AM
Board Secretary	Rinehimer, Bradley	Approved	1/13/2022 - 9:33 AM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 11:45 AM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Grant Award - Bulletproof Vest Partnership - \$28,000

The James City County Police Department has been awarded a Patrick Leahy Bulletproof Vest Partnership (BVP) grant from the Office of Justice Programs' Bureau of Justice Assistance for \$28,000 (\$14,000 federal funds; \$14,000 local match). The funds are to be used to purchase approximately 25 new and replacement bulletproof vests for officers.

BVP has typically been a recurring grant program made available each year to law enforcement agencies throughout the United States. This grant expires August 31, 2023, which allows us to replace vests as needed, or purchase vests for new officers throughout the grant period.

Each sworn officer within the Department is offered a bulletproof vest as part of his/her normal issued equipment. Unless recalls are made or the vest is damaged, the lifespan of vests is typically five years. The vests used by the Department are engineered for superior performance and integrate high-performance ballistic materials with a temperature regulating carrier for maximum comfort.

The grant requires a match of \$14,000, which is available in the Special Projects/Grants Fund.

Staff recommends adoption of the attached resolution to appropriate funds.

EAP/md GA-BlltprfVP21-mem

GRANT AWARD - BULLETPROOF VEST PARTNERSHIP - \$28,000

- WHEREAS, the James City County Police Department has been awarded a Patrick Leahy Bulletproof Vest Partnership (BVP) grant from the Office of Justice Programs' Bureau of Justice Assistance for \$28,000 (\$14,000 federal funds; \$14,000 local match); and
- WHEREAS, the grant requires a local match of \$14,000, which is available in the Special Projects/Grants Fund; and
- WHEREAS, the funds are to be used to purchase approximately 25 new and replacement bulletproof vests for officers.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and the following appropriation amendment to the Special Projects/Grants Fund:

Revenues:

Federal - BVP - Fiscal Year 2021	\$14,000
Local Match	\$14,000
Total	\$28,000

Expenditure:

BVP - Fiscal Year 2021 \$28,000

Chairman, Board of Supervisors

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of January, 2022.

GA-BlltprfVP21-res

AGENDA ITEM NO. D.10.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Nathan R. Green, Commonwealth Attorney

SUBJECT: Grant Award - \$47,797 - Commonwealth Attorney - V-Stop Grant Program Fund

ATTACHMENTS:

Description Type

Memorandum Cover Memo
Resolution Resolution

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 11:43 AM
Board Secretary	Rinehimer, Bradley	Approved	1/18/2022 - 1:57 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 1:57 PM
Publication Management	Pobiak, Amanda	Approved	1/18/2022 - 2:44 PM
Legal Review	Kinsman, Adam	Approved	1/18/2022 - 2:50 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:02 PM
Board Secretary	Rinehimer, Bradley	Approved	1/18/2022 - 3:06 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:06 PM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Nathan R. Green, Commonwealth Attorney

SUBJECT: Grant Award - Commonwealth Attorney - V-Stop Grant Program Fund - \$47,797

The Commonwealth Attorney has been awarded a \$47,797 (Federal Share \$28,372; County Match \$19,425) grant from the V-STOP Grant Program Fund through the State Department of Criminal Justice Services. The grant will fund the personnel costs for the continuation of a position to advocate for victims of crimes involving domestic violence, sexual abuse, and stalking. The Commonwealth Attorney has been successful in obtaining this grant for more than 10 years and plans to apply for this grant in the future.

The attached resolution appropriates these funds to the Special Projects/Grant Fund through December 31, 2022.

Staff recommends adoption of the attached resolution.

NRG/md GA-VStopProg22-mem

GRANT AWARD - COMMONWEALTH ATTORNEY -

V-STOP GRANT PROGRAM FUND - \$47,797

- WHEREAS, the Commonwealth Attorney for the City of Williamsburg and James City County has been awarded a \$47,797 grant (Federal Share \$28,372; County Match \$19,425), which is awarded annually from the V-STOP Grant Fund through the State Department of Criminal Justice Services; and
- WHEREAS, this grant would fund the personnel costs to advocate for victims of crimes involving domestic violence, sexual abuse, and stalking beginning January 1, 2022 through December 31, 2022; and
- WHEREAS, this grant requires a local match of \$19,425, which is available in the Commonwealth Attorney's General Fund account.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and the following appropriation to the Special Projects/Grants Fund:

<u>Revenues:</u> Federal - CY22 V Local Match	Y-STOP	Total		\$28,372 <u>19,425</u> <u>\$47,797</u>	
Expenditure: CY22 V-STOP				<u>\$47,797</u>	
		John J. Mc Chairman,		Supervisors	_
ATTEST:	ICENHOUR HIPPLE	VOTES AYE	S <u>NAY</u> ——	ABSTAIN	ABSENT
Teresa J. Saeed Deputy Clerk to the Board	LARSON SADLER MCGLENNON				

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

GA-VStopProg22-res

January, 2022.

AGENDA ITEM NO. D.11.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Grant Award - \$24,651 - Fiscal Year 2022 Digital Forensics Training for Investigators

ATTACHMENTS:

Description Type

Memo Cover Memo
Resolution Resolution

Department	Reviewer	Action	Date
Police	Peterson, Eric	Approved	1/10/2022 - 10:18 AM
Police	Peterson, Eric	Approved	1/10/2022 - 10:18 AM
Publication Management	Daniel, Martha	Approved	1/10/2022 - 10:21 AM
Legal Review	Kinsman, Adam	Approved	1/10/2022 - 10:22 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:19 AM
Board Secretary	Rinehimer, Bradley	Approved	1/13/2022 - 9:39 AM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 11:45 AM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Grant Award - Fiscal Year 2022 Digital Forensics Training for Investigators - \$24,651

The James City County Police Department has been awarded a Digital Forensics Training for Investigators grant through the Virginia Department of Criminal Justice Services for \$24,651 (\$18,488 federal funds; \$6,163 local match). The purpose of this grant is to fund digital forensics training courses for investigators.

This grant is a local solicitation with pass-through funds from the federal Byrne/Justice Assistance Grant Program 2022 - LE Equipment and Training grant.

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

EAP/md GA-FY22DFTInvest-mem

GRANT AWARD - FISCAL YEAR 2022

DIGITAL FORENSICS TRAINING FOR INVESTIGATORS - \$24,651

WHEREAS, the James City County Police Department has been awarded a Digital Forensics Training for Investigators grant through the Virginia Department of Criminal Justice Services (DCJS) for \$24,651 (\$18,488 federal funds; \$6,163 local match); and WHEREAS, the grant requires a local match of \$6,163, which is available in the Special Projects/Grants Fund account; and WHEREAS, the funds will be used to fund digital forensics training for investigators. 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 2022 DCJS Digital Forensics Training \$18,488 Local Match 6,163 Total \$24,651 **Expenditure:** Fiscal Year 2022 DCJS Digital Forensics Training \$24,651 John J. McGlennon Chairman, Board of Supervisors ATTEST: VOTES AYE NAY ABSTAIN ABSENT **ICENHOUR** HIPPLE

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of January, 2022.

LARSON

SADLER MCGLENNON

Deputy Clerk to the Board

Teresa J. Saeed

AGENDA ITEM NO. D.12.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Grant Award - \$33,333 - Fiscal Year 2022 Law Enforcement Officer Safety and

Wellness: Addressing Psychological Needs of Law Enforcement

ATTACHMENTS:

Description Type

Memo Cover Memo
Resolution Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Police	Peterson, Eric	Approved	1/10/2022 - 10:18 AM
Police	Peterson, Eric	Approved	1/10/2022 - 10:19 AM
Publication Management	Daniel, Martha	Approved	1/10/2022 - 10:22 AM
Legal Review	Kinsman, Adam	Approved	1/10/2022 - 10:23 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:20 AM
Board Secretary	Rinehimer, Bradley	Approved	1/13/2022 - 9:39 AM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 11:45 AM

MEMORANDUM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Grant Award - Fiscal Year 2022 Law Enforcement Officer Safety and Wellness:

Addressing Psychological Needs of Law Enforcement - \$33,333

The James City County Police Department has been awarded a Law Enforcement Officer Safety and Wellness: Addressing Psychological Needs of Law Enforcement grant through the Virginia Department of Criminal Justice Services for \$33,333 (\$25,000 federal funds; \$8,333 local match). The purpose of this grant is to assist local law enforcement agencies to provide sworn personnel with mental health services and resources.

The funds will be used to contract with a clinical psychologist consultant.

This grant is a local solicitation with pass-through funds from the federal Byrne/Justice Assistance Grant Program 2022 - Public Safety Based Programs.

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

EAP/md GA-FY22LEOPsychNds-mem

Attachment

RESOLUTION

<u>GRANT AWARD - FISCAL YEAR 2022 LAW ENFORCEMENT OFFICER SAFETY AND</u>

WELLNESS: ADDRESSING PSYCHOLOGICAL NEEDS OF LAW ENFORCEMENT - \$33,333

- WHEREAS, the James City County Police Department has been awarded a Law Enforcement Officer Safety and Wellness: Addressing Psychological Needs of Law Enforcement grant through the Virginia Department of Criminal Justice Services (DCJS) for \$33,333 (\$25,000 federal funds; \$8,333 local match); and
- WHEREAS, the grant requires a local match of \$8.333, which is available in the Special Projects/Grants Fund account; and

WHEREAS, the funds will be used to contract with a clinical psychologist consultant.

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:

Wellness Local Match	Total	\$25,000 <u>8,333</u> \$33,333
Expenditure:		
Fiscal Year 2022 DCJS LE Wellness		<u>\$33,333</u>
	John J. McGlennon	

Federal - Fiscal Year 2022 DCIS Law Enforcement (LE)

ATTEST:		VOTE	S		
		\underline{AYE}	NAY	ABSTAIN	ABSENT
	ICENHOUR				
Teresa J. Saeed	- HIPPLE				
Deputy Clerk to the Board	LARSON SADLER				
1 2	MCGLENNON				

Chairman, Board of Supervisors

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of January, 2022.

MEMORANDUM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Cassie Cordova, Environmental Sustainability Coordinator

SUBJECT: Grant Award - Litter Prevention and Recycling Program - \$17,991

The Fiscal Year 2022 Virginia Department of Environmental Quality Litter Prevention and Recycling Grant was awarded to James City County in the amount of \$17,991.

The attached resolution appropriates the grant amount of \$17,991 to the Special Projects/Grants Fund in support of the litter prevention, beautification, and recycling programs.

The Litter Grant Fund is appropriated by the James City Clean County Commission to educate and encourage residents, local businesses, and industries to enhance both the physical and visual environment. Examples of annual programs and activities supported by the litter grant include the Annual Spring Cleanup, the Annual Litter and Recycling Expo, and community outreach and environmental education.

Staff recommends adoption of the attached resolution.

CC/ap GA-LitterPrev22-mem

Attachment

RESOLUTION

GRANT AWARD - LITTER PREVENTION AND RECYCLING PROGRAM - \$17,991

WHEREAS, the Virginia Department of Environmental Quality has awarded James City County Solid Waste division a Litter Prevention and Recycling Grant in the amount of \$17,991; and WHEREAS, no local match is required. NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes acceptance of this grant and the following appropriation to the Special Projects/Grants Fund: Revenue: State - Fiscal Year 2022 Litter Control Grant \$17,991 **Expenditure**: Fiscal Year 2022 Litter Control Grant \$17,991 Michael J. Hipple Chairman, Board of Supervisors ATTEST: **VOTES** AYE NAY ABSTAIN ABSENT **SADLER ICENHOUR** Teresa J. Saeed LARSON Deputy Clerk to the Board **MCGLENNON HIPPLE** Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of January, 2022.

GA-LitterPrev22-res

AGENDA ITEM NO. D.14.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Grant Award - \$16,000 - State Homeland Security Program -

ATTACHMENTS:

Description Type

GA-SHSP2022-mem Cover Memo
GA-SHSP2022-res Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Fire	Ashe, Ryan	Approved	12/23/2021 - 9:47 AM
Publication Management	Pobiak, Amanda	Approved	12/23/2021 - 10:34 AM
Legal Review	Kinsman, Adam	Approved	12/28/2021 - 7:34 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:20 AM
Board Secretary	Rinehimer, Bradley	Approved	1/13/2022 - 9:38 AM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 11:45 AM

MEMORANDUM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Grant Award - State Homeland Security Program - \$16,000

The James City County Fire Department's Emergency Management Division has been awarded a grant in the amount of \$16,000 from the Commonwealth of Virginia Department of Emergency Management (VDEM) State Homeland Security Program (SHSP).

The grant was awarded by VDEM using funds from the United States Department of Homeland Security Federal Emergency Management Agency.

The \$16,000 award is designated for the support of the regional Citizens Corps programs. These programs include the Citizens Emergency Response Team and the Community Animal Response Team. These teams are made up of citizens trained in various emergency management functions including mass search and rescue, mass care and sheltering, and first aid and logistics. This award will support the training and equipment needs for both the James City County and the City of Williamsburg programs. Many of the training activities will be coordinated cooperatively between both jurisdictions.

This award does not require a local match.

Staff recommends adoption of the attached resolution.

RTA/ap GA-SHSP2022-mem

Attachment

RESOLUTION

GRANT AWARD - STATE HOMELAND SECURITY PROGRAM - \$16,000

WHEREAS,	the James City County I awarded a grant in the Department of Emergen (SHSP); and	amount of \$16,0	000 from t	he Cor	nmonwealth	of Virginia
WHEREAS,	the grant was awarded by Homeland Security Fede					partment of
WHEREAS,	the funds will be used to County and the City of V		ve Citizens	Corps p	rograms with	James City
WHEREAS,	the SHSP grant does not	require a local mate	ch.			
NOW, THEF	REFORE, BE IT RESOL Virginia, hereby authoriz to the Special Projects/G	es the acceptance of				
	Revenue: Federal - 2021 SHSP I Enhancement	Regional Citizens E	Emergency l	•	se Team (CEF <u>\$16,000</u>	RT) Program
	Expenditure: 2021 SHSP Regional	CERT Program En	hancement	<u>.</u>	<u>\$16,000</u>	
			Michael J. H Chairman, F		Supervisors	-
ATTEST:		SADLER ICENHOUR	VOTES AYE	<u>NAY</u>	ABSTAIN	ABSENT
Teresa J. Saed Deputy Clerk		LARSON MCGLENNON				

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of January, 2022.

MCGLENNON

HIPPLE

GA-SHSP2022-res

AGENDA ITEM NO. D.15.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Grant Award - \$5,000 - Williamsburg Health Foundation 2021 Emergency

Management

ATTACHMENTS:

Description Type

GA-WmbgHlthFndn21-mem Cover Memo
GA-WmbgHlthFndn21-res Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Fire	Ashe, Ryan	Approved	12/23/2021 - 9:47 AM
Publication Management	Pobiak, Amanda	Approved	12/23/2021 - 10:46 AM
Legal Review	Kinsman, Adam	Approved	12/28/2021 - 7:34 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:20 AM
Board Secretary	Rinehimer, Bradley	Approved	1/13/2022 - 9:40 AM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 11:45 AM

MEMORANDUM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Grant Award - Williamsburg Health Foundation 2021 Emergency Management - \$5,000

James City County Emergency Management has been awarded a grant in the amount of \$5,000 from the Williamsburg Health Foundation to further Emergency Management's collaborative work with community-based organizations post-pandemic and beyond.

Staff recommends approval of the attached resolution appropriating funds to the Special Projects/Grants Fund.

RTA/ap GA-WmbgHlthFndn21-mem

Attachment

RESOLUTION

GRANT AWARD - WILLIAMSBURG HEALTH FOUNDATION 2021

EMERGENCY MANAGEMENT - \$5,000

WHEREAS,	the Williamsburg Health Foundation (WHF) has awarded a grant in the amount of \$5,000 to Emergency Management to honor its efforts and innovations during the COVID-19 Pandemic; and					
WHEREAS,	the funds are used to further Emergency Management's collaborative work we community-based organizations post-pandemic and beyond; and				work with	
NOW, THEF	REFORE, BE IT RESOL Virginia, hereby authori to the Special Projects/C	zes the acceptance of				
	Revenue:					
	Williamsburg Health	Foundation			<u>\$5,000</u>	
	Expenditure:					
	WHF 2021 Emergeno	cy Management			<u>\$5,000</u>	
			Michael J. H Chairman, B		Supervisors	-
ATTEST:		SADLER ICENHOUR	VOTES <u>AYE</u> ——	NAY	ABSTAIN	ABSENT
Teresa J. Fell Deputy Clerk		LARSON MCGLENNON HIPPLE				

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

GA-WmbgHlthFndn21-res

January, 2022.

AGENDA ITEM NO. D.16.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
D	Nov. 23, 2021 Business Meeting	Minutes
D	Dec. 3, 2021 Joint Meeting Minutes	Minutes
ם	Dec. 14, 2021 Regular Meeting Minutes	Minutes
ם	Jan. 3, 2022 Organizational Meeting Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date

Board Secretary Saeed, Teresa Approved 1/18/2022 - 12:12 PM

M I N U T E S 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

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 add an item to the Consent Calendar for the ARPA Utilities Assistance Grant Program Memorandum of Understanding.

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. Recognition of the Friends of WRL Book Nook Volunteers

Ms. Sandy Towers, Youth Services Director for Williamsburg Regional Library, addressed the Board noting the Friends of the Williamsburg Regional Library (WRL) Book Nook Volunteer group consisted of 30-40 dedicated community members. She noted the group maintained an ongoing used book sale, also known as the Book Nooks, in the City of Williamsburg and James City County libraries. Ms. Towers further noted the sales' proceeds directly benefited the WRL. She stated prior to the COVID-19 pandemic, these volunteers donated in excess of 6,000 hours of time annually. Ms. Towers noted since 2010, the book sales (Book Nooks and online) had brought in over \$1.15 million for library support. She added over 51,000 hours had been volunteered in that same timeline. Ms. Towers noted the Book Nook volunteers ensured the extra level of excellence which the community valued. She further noted these volunteers worked tirelessly and were true advocates for WRL, adding \$60,000 in revenue was raised during COVID due to their continued efforts. Ms. Towers noted the 2021 monthly revenue levels had almost returned to the pre-COVID levels. She thanked the Board for recognizing the volunteers. Ms. Towers acknowledged several of the volunteers in attendance: Ms. Terry Cavanaugh, Book Nook Coordinator for the James City County Library, Ms. Pat Van Zandt, Book Nook Coordinator for the Williamsburg Library, Ms. Terry Johnson, a long-time Book Nook volunteer, her husband, Mr. Jack Johnson, and Mr. Carl Lounsbury, Chair of the Friends of WRL Foundation Book Sale Committee.

2. Colonial Soil & Water Conservation District Annual Report

Mr. Robert Lund, one of James City County's two elected directors to the Colonial Soil & Water Conservation District, addressed the Board noting the Fiscal Year 2021 Annual Report in the Agenda Packet. Mr. Lund noted the Colonial Soil & Water Conservation District (CSWCD) was a regional effort. He highlighted an overview of CSWCD in a PowerPoint presentation. Mr. Lund noted supplemental funding from local governments and grants were instrumental in CSWCD's work. He continued the PowerPoint presentation highlighting agricultural programs which included the Virginia Agricultural Cost Share Program (VACS) and the Chesapeake Bay Preservation Act (CBPA). Mr. Lund noted the VACS program included Nutrient Management Plans within the County in addition to other practices and the benefits of the program. He continued the presentation highlighting education programs, the Williamsburg Community Growers Partnership, and the Virginia Conservation Assistance Program (VCAP), an urban program. Mr. Lund noted the Turf Love program, which taught homeowners how to maintain their lawns in an environmentally responsible manner with Nutrient Management Plans (NMPs) as well as the upcoming Shoreline Evaluation Program (SEP). Mr. Lund thanked James City County for its support over time and requested continued support of the four programs in addition to a request for supplemental funding for VCAP.

Ms. Larson expressed her appreciation for the report and the hard work that was done in the local area.

Mr. Hipple extended his thanks to Mr. Lund and the staff for their efforts.

D. CONSENT CALENDAR

Mr. Hipple asked if any Board member wished to pull any items. As there was no request, Mr. Hipple sought a motion for adoption.

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:

-October 26, 2021, Business Meeting

2. Abandonment and Dedication of a Portion of Six Mount Zion Road

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

 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

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. Compensation Plan and Personnel Policies Agreement with Clerk of Court

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. Compensation Plan and Personnel Policies Agreement with Commonwealth's Attorney

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

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. Erosion and Sediment Control Ordinance Violation at 4861 Centerville Road

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

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. Grant Award - COVID Homelessness Emergency Response Program - \$20,000

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

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

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

11. Participation in Proposed Settlement of Opioid Related Claims

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

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

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

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

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. 2022 Legislative Agenda Discussion with Legislators

Mr. Kinsman addressed the Board noting the 2022 legislative program was included in the Board's Agenda Packet. He noted the legislators were in attendance.

Mr. Hipple thanked the Honorable Michael Mullin, Virginia House of Delegates, the Honorable Amanda Batten, Virginia House of Delegates, and the Honorable Montgomery Mason, Member of the Virginia Senate, for their attendance.

Mr. Icenhour noted Item No. 3 which addressed amending the James City County Charter to allow the County to refuse to accept bonds as a form of subdivision improvement security. He further noted this item was particularly significant to his district and was an ongoing concern for James City County. Mr. Icenhour cited a 20-year situation in New Town that remained unresolved due to legal entanglements. He noted gaining support from the legislators to address this point.

Mr. McGlennon noted impact fees for development. He further noted the current opportunity to deal with proffers for the capital costs incurred from development for legislative cases or property rezoning. Mr. McGlennon added impact fees addressed development either by-right or rezoning. He noted if impact fees were advanced, then there needed to be assurance the costs were realistic in reference to infrastructure and citizen impact. Mr. McGlennon further noted he was the Chair for the Coalition of High Growth Communities and the group was very interested in the issue of the impact fees. He stated the group also expressed concern if the rate of those fees was inadequate to address assistance, adding the Coalition would welcome the opportunity to provide input on that point. Mr. McGlennon further noted the concern for the cost of public education. He stated the lag in state educational support in relation to the expectation of local government contribution. Mr. McGlennon noted encouragement for the General Assembly to increase public education funding. He further noted additional funding for programs that addressed mental and behavioral health, various environmental concerns, and libraries. Mr. McGlennon added two environmental concerns were the Stormwater Local Assistance Fund (SLAF) and reforestation funding.

Ms. Larson noted an item of discussion at the recent Virginia Association of Counties (VACo) annual conference was the state's surplus. She further noted there was no surplus if all the bills were unpaid. Ms. Larson encouraged the bills be paid to see if surplus was available. She noted the importance of public education and full funding. Ms. Larson encouraged the General Assembly to vote against any bills that would eliminate or otherwise reduce the official immunity of police officers. She added some promising trajectory was seen from Senate Bill 942 (the Sales Tax), which showed local tracking was almost to the 2019 numbers. Ms. Larson noted this data reflected no overseas travelers or group business, only leisure. She stressed the importance of tourism to the area's economy and encouraged the legislators to consider any action in that area.

Ms. Sadler reiterated the General Assembly's vote against any bills that would eliminate or otherwise reduce the official immunity of police officers.

Mr. Hipple noted the significance of the stormwater funding for James City County and the County's leadership in the area of stream restoration. He further noted the separation of the Hampton Roads/Peninsula Health District into three districts to address each locality's specific needs. Mr. Hipple stressed the need to change the school funding index for fairer allocation, adding the restrictions placed on the County's budget with approximately 50% allocation to the school system. Mr. Hipple noted protection of police officers was important. He asked the legislators to support the County's 2022 Legislative Program.

Ms. Larson noted the impact of the Grocery Tax. She further noted elimination of the Grocery

Tax equaled approximately \$550 million in revenue and the impact associated with the potential loss. Ms. Larson added the local allotment loss would greatly affect roadways and schools.

Mr. McGlennon thanked the legislators for past support, particularly regarding additional fiscal authority such as the Cigarette Tax. He noted the significant revenue from that tax. Mr. McGlennon thanked Delegate Batten for legislation which addressed the issue of early voting, whether absentee or in-person, to the precinct where the voter resided. He noted some localities had implemented their own system to address that point, adding it would be advantageous for the entire state to follow suit. Mr. McGlennon further noted his attendance at a conference on foster care hosted by Senator Mason. He cited Delegate Mullin's work on criminal justice reform and Senator Norment's work on various legislation, including the Sales Tax. Mr. McGlennon noted discussion on 1% of the Sales Tax going toward school capital needs and the impact to the County's Sales Tax. He asked the legislators their view of the upcoming General Assembly session outline, particularly in reference to James City County.

Delegate Mullin thanked the Board for the opportunity to participate in the evening's discussion. He noted Ms. Larson's reference to the Grocery Tax elimination, adding he was unaware of that cost to James City County.

Ms. Larson noted that information could be obtained and then shared with Delegate Mullin.

Delegate Batten thanked the Board for sharing its legislative priorities. She noted the Governor-elect had not identified any definitive legislative bills or initiatives at the present time. Delegate Batten further noted the transitional time in the House of Delegates, adding she and Delegate Mullin were currently unaware of their committee assignments. Delegate Batten referenced conversations among various Virginia localities regarding the cost of law enforcement caring and monitoring individuals with mental health crises due to unavailable beds. She questioned if James City County had been impacted, adding smaller localities had reduced staff and capacity.

Mr. McGlennon noted the impact at the Virginia Peninsula Regional Jail regarding the significant number of its occupants were experiencing mental health issues.

Ms. Larson noted getting that information, adding sometimes the Sheriff's Office worked with the County's Police Department with transportation assistance.

Ms. Sadler asked Ms. Rebecca Vinroot, Director of Social Services, if she had any information to that point.

Ms. Vinroot noted there was an impact. She further noted the Crisis Intervention Team Assessment Center (CITAC) at Riverside Doctors' Hospital was very helpful. Ms. Vinroot stated any funding and additional resources would greatly assist. She noted the upcoming Mental Health Awareness Response and Community Understanding Services (Marcus) Alert legislation. Ms. Vinroot further noted a local planning group was involved with the Marcus Alert in conjunction with consultation with other localities under the Colonial Behavioral Health group. She stated the plan for the Marcus Alert dealt directly with law enforcement and individuals with mental behavioral health issues, adding more information would be forthcoming.

Discussion ensued on that topic.

Ms. Sadler thanked Ms. Vinroot.

Senator Mason noted a full work session could be devoted to mental health and the

community. He further noted the CITAC Ms. Vinroot had referenced was proposed to move to a 24-7 operation. Senator Mason added a lot of work was being done in that area. He extended his thanks to the Board members for their time and work on outside statewide boards and commissions. Senator Mason referenced Ms. Larson's earlier comment on "bills in the drawer" that needed to be paid and other topics from the Senate Finance committee. He noted the need for discussion in Virginia to modernize its tax code and the impact to the local funding formula. Senator Mason further noted other topics included analysis of statewide health departments and continuation of the SLAF program within James City County. He commended James City County for its efforts with SLAF and the partnership opportunity.

Mr. Hipple thanked the legislators for their participation.

Mr. Icenhour shared a legislative agenda article from the Hampton Roads Planning District Commission (PDC) and the Hampton Roads Transportation Planning Organization (TPO). He noted one priority agenda item of interest to James City County was completion of the I-64 gap.

2. WJCC Preschool Needs Assessment

Ms. Vinroot addressed the Board noting the consultant representatives were present via Zoom. She noted the representatives were available for the presentation as well as questions, adding this presentation had also been made to the Williamsburg-James City County (WJCC) School Board. Ms. Vinroot further noted she was joined by another preschool taskforce member, Ms. Carla Javier with Child Development Resources (CDR), which runs the Early Head Start Program.

Ms. Tara Adam, consultant with AnLar, LLC, introduced herself and Ms. Kathi Gillaspy, Head of Technical Assistance with AnLar, LLC, to the Board. Ms. Adam highlighted the two goals of the needs assessment: 1) identify the needs of all children and families within the localities; and 2) explore potential preschool expansion options. She noted the guiding questions for the needs assessment in a PowerPoint presentation, adding different data sources and analysis were used. Ms. Adam further noted the Board had a more detailed description of the report in the Agenda Packet while she would provide a broad overview in the PowerPoint presentation. She continued the presentation highlighting the findings of the first question: what is the current early childhood landscape in James City County and the City of Williamsburg? Ms. Adam noted approximately 25 public and private options were available with some common elements, but also unique with a variety of curricula and such to offer a variety to families. She added providers were impacted by local factors as well as state initiatives and highlighted these points in the presentation. Ms. Adams noted the presentation's reference to public providers included both locally and/or federally funded. She further noted Advancing Community Excellence (ACE) operated Head Start at Norge Elementary School, Poplar Creek, and James River Elementary School. Ms. Adam continued the PowerPoint presentation highlighting the statistics of classrooms, capacity, and enrollment. She noted the next provider was Bright Beginnings Preschool, a public school-based preschool program offered by the WJCC School District. Ms. Adam further noted the five locations included D.J. Montague, Laurel Lane, J. Blaine Blayton, Norge, and Clara Byrd Baker Elementary Schools. She highlighted the eligibility criteria and specific statistics for this provider. Ms. Adam noted the specifics for the next provider, CDR, and its Early Head Start program. She further noted over 20 private providers were available locally. Ms. Adam continued the PowerPoint presentation highlighting the Virginia Child Care Subsidy Program which increased availability and access to affordable quality child care services. She noted there were eight local providers. Ms. Adam addressed the second question: how many children are the early childhood providers currently serving and how has this number changed over time? She highlighted the statistics for children five years or younger, adding the local preschool

population had nearly doubled from 2014 to 2019. Ms. Adam continued the presentation with more statistical data on the children served. She noted the third question encompassed several points: what are the individual capacities of the early childhood providers? are there children who are eligible, but who are not currently being served and why? and if barriers exist, how have similar early childhood systems resolved them? Ms. Adam noted the use of an estimation method to determine the number of eligible children currently not served. She highlighted the number of eligible children, demographic breakdown, and other factors. Ms. Adam addressed the various reasons families did not enroll their eligible children in preschool programs. She noted of the 231 eligible children who wished to enroll, inadequate spacing existed due to providers currently at or close to capacity. Ms. Adam highlighted examples of creative solutions for additional space such as reconfiguration for increased capacity and implementation of mixed delivery systems for preschool programming. She addressed the fourth question: what is the cost (including infrastructure and direct operating costs) to deliver early childhood programming to children? Ms. Adam continued the presentation showing the personnel versus non-personnel breakdown of the cost components and the weekly average cost based on the child's age. She highlighted further refinement to the costs using the past three fiscal year budgets.

Ms. Gillaspy continued the presentation with the fifth question: is it better to have preschool in the public schools in the elementary buildings or in a separate building? She noted the use of quantitative analysis showed pros and cons to both approaches. Ms. Gillaspy highlighted the pros to the integrated preschools, adding these included more integrated curriculum for program continuity, improved access to resources, and other factors. She noted the cons included conflict when resources tighten, often the elementary school became prioritized. Ms. Gillaspy further noted the challenges of wage disparity between elementary and preschool teacher salaries. She added this was not particularly an issue in the WJCC School System as the public preschool teachers are paid on the public school pay scale. Ms. Gillaspy noted there were fewer pros to the separate preschools, adding the larger buildings offered higher quality services to the children and their families. She stated the cons included fewer sites having increased transportation costs, waitlists and capacities, and isolation of preschool staff from the Kindergarten-12 (K-12) staff. Ms. Gillaspy continued with the sixth question: what is the best means/most efficient way to provide preschool services to an increased population? She noted this question was answered by reviewing the high-quality education issue, adding program quality should not be compromised by cost. Ms. Gillaspy further noted there was no "one size fits all." She noted research supported a mixed-delivery system, which used funding from various sources for a collaborative effort to ensure children were in the best spot to receive the highest quality education. Ms. Gillaspy further noted this collaborative effort could encompass a blend of a Head Start program with a public preschool program or public preschool slots in private child care centers. She added various combinations were being developed by localities. Ms. Gillaspy noted maintaining high quality programming, which included qualified and well-compensated staff, developmentally-appropriate activities, and parental engagement. She stated recommendations included 10-25 additional classrooms to accommodate the projected 231 children eligible for public preschool with an additional cost of approximately \$2.6 million in support. Ms. Gillaspy noted a collaborative effort to find creative solutions for the expansion. She further noted questions for consideration which had been sent to the WJCC School Board as detailed in the presentation. Ms. Gillaspy stated two options were considered. She noted the first was to explore options for implementation of a mixed-delivery system, which offered many benefits including cost efficiency. Ms. Gillaspy further noted the use of subcontracting, one of four common types of partnerships, which created slots or entire classrooms within a high-quality private program that became part of the public preschool program. She added this method had proved very effective in North Carolina. Ms. Gillaspy noted the recommendation to develop or create a coordinated enrollment system if the mixed-delivery system was implemented as well as a simplified enrollment system of one application which could be used for various public programs. She further noted the second option addressed the potential allocation of additional classrooms

within existing elementary schools within the district, adding this option offered many benefits. Ms. Gillaspy added discussion with the School Board and its potential plan to build, which could include dedicating the additional space required for eligible children. She noted AnLar, LLC, did not recommend consolidation of preschool locations at this time as it could potentially create transportation issues and other factors. Ms. Adam concluded the presentation highlighting the three opportunities for systematic change. She thanked the Board and welcomed questions.

Ms. Larson referenced a slide with a study from 2004 and inquired if any more recent studies were available.

Ms. Gillaspy noted it was almost 20 years old and that was an issue in the research world regarding early childhood.

Mr. McGlennon asked about the online surveys sent to teachers and community members. He requested detail on the number of surveys and other points.

Ms. Adam noted two online surveys were fielded. She further noted one survey focused more on the demographic background of teachers which included years of classroom experience and years of educational attainment. Ms. Adam stated the surveys were sent to staff at Bright Beginnings, ACE, and CDR staff with receipt of 161 responses. She noted the report's details were included in the Agenda Packet.

Mr. McGlennon requested a copy of the survey instrument.

Ms. Adam confirmed she would.

Mr. McGlennon asked if any questions about facilities was included on the survey.

Ms. Adam noted there were none on that survey. She further noted the second survey was the larger community stakeholder survey. Ms. Adam stated one question requested input on the facility quality.

Mr. McGlennon noted he had participated on that survey. He further noted no question regarding the difference between elementary school facilities and the consolidated facilities.

Ms. Adam replied the survey did not have that question.

Mr. McGlennon noted the information and balance of the report, but added the strong recommendation toward a preference was evident despite an earlier reference in the presentation to "no one size fits all." He further noted the report seemed to assume preschool existed in all of the elementary schools, while approximately half of the schools had preschool classrooms. Mr. McGlennon noted the Individual with Disabilities Education Act (IDEA) and that WJCC Schools had done an outstanding job providing preschool services to children with disabilities, and that reduced individual class size. He stated Bright Beginnings had less than 10 disabled students per classroom. Mr. McGlennon noted students with economic disadvantages may not have the full opportunity at a preschool education with regards to current enrollment levels. He further noted recognizing both groups, thus raising the average classroom size to expand the program.

Ms. Gillaspy noted there was no research to identify an ideal class size for young children with disabilities. She further noted substantial research suggested inclusive programming (a mix of children with and without disabilities) which also included children with economic disadvantage, though not exclusively, was beneficial in development potential possibilities. Ms. Gillaspy added growth and development was possible in classrooms larger than 10-11

students.

Mr. McGlennon noted students coming into the classroom under IDEA would likely require more intensive service.

Ms. Gillaspy noted sometimes. She added some students under IDEA may be speech only, which would be a lower level of service for several times a week versus a child with multiple disabilities requiring more service time. Ms. Gillaspy noted the aspect of teachers and administration understanding the multi-faceted needs as well as the financial impact regarding classroom accessibility and materials. She further noted the financial aspect to have higher qualified staff with the training to do general and special education.

Mr. McGlennon noted concern with incorporation of the classrooms only in elementary schools and the significant economic variation in those schools. He questioned if that would worsen the situation.

Ms. Gillaspy noted that was a good point. She further noted AnLar, LLC, was advocating for the mixed delivery, adding some of the slots could be in elementary schools while still considering partnerships with high-quality private partners with Early Head Start programs who may have slots also. Ms. Gillaspy added the importance of location for community access and other considerations.

Discussion ensued.

Mr. Hipple noted he had envisioned this study would address the current operation with recommendations to alleviate issues. He further noted private facilities within the area offered parents the option to attend those facilities. Mr. Hipple added assessing the current situation to review options on building several facilities at a lower cost over the cost of a new elementary school. He noted the importance of maintaining the quality of education and assisting and preparing these children for entry into the local school system. Mr. Hipple stressed the importance of not missing anyone in the process, adding the cost of staff and maintenance to a new building over time. He noted staff and resources were already available at existing facilities which was more cost-effective.

Ms. Larson asked if any pre-K teachers, who were in the buildings where preschools existed, had been interviewed. She questioned the level of interaction between the pre-K teachers and the K-5 (Kindergarten-Fifth grade) teachers and current operations.

Ms. Adam noted in-person conversations through focus groups with the pre-K teachers were not held. She further noted AnLar, LLC, provided feedback on the community survey, adding a significant number of teachers provided feedback.

Ms. Larson thanked Ms. Adam.

Mr. Icenhour referenced the data presented on the $$11,275 \times 231$ children for a total of \$2.6 million. He asked if that number reflected only personnel costs.

Ms. Adam noted that number was based on the Fiscal Year 2020-2021 WJCC budget.

Mr. Icenhour asked if that amount included non-personnel.

Ms. Adam replied yes. She added it reflected costs for personnel, materials, and resources.

Mr. Icenhour inquired if real estate costs were included.

Ms. Adam replied no construction costs was included.

Mr. Icenhour noted this was an operating cost.

Ms. Adam confirmed yes.

Mr. Icenhour noted the number of classrooms and programs across the schools equated to approximately 368 students with a current cost of approximately \$4 million. He further noted that amount was probably already allotted within the school budget with the \$2.6 million additional cost for personnel. Mr. Icenhour stated the elementary schools were at capacity and pre-K needed to be addressed. He noted 34 classrooms plus four from Norge and James River Elementary Schools for the Head Start program with 25 children per classroom equaled approximately 900 children who could be accommodated in a normal elementary school where the classrooms are used with a lower number of children in pre-K programs. Mr. Icenhour further noted focus on the ever-expanding pre-K program, adding the 10-year rate on the K-5 population was relatively flat. He noted funding for the projected 231 children with potential federal and state money was an important component. Mr. Icenhour further noted several compelling points in favor of co-location with an elementary school had been made, but the construction of another elementary school without addressing the pre-K problem moving forward was, in his opinion, being overlooked. He thanked the group for the information.

Ms. Sadler noted most of her questions had been answered.

The Board thanked Ms. Adam and Ms. Gillaspy.

Ms. Larson noted discussion was needed, adding the school system indicated it needed an elementary school regardless of preschools. She asked Mr. Stevens if he could confirm that point.

Mr. Stevens noted that was his understanding from the meetings. He further noted the school system felt a new elementary school would solve some of the pre-K issues and spacing needs. Mr. Stevens added this had been a consistent point from the school system for several years. He noted the need to develop some solutions.

Ms. Larson noted the school system was not interested in one or two pre-K buildings. She further noted the construction of a new elementary school was on the school's Capital Improvements Program (CIP) and a decision would need to be made. Ms. Larson referenced the presentation and asked Ms. Vinroot what local centers were considered high quality and if they had available room, adding that was important information to know for the discussion.

Ms. Vinroot noted she was joined by Ms. Javier who was involved in the mixed delivery discussions. She further noted the challenges faced by the private providers who participated in the mixed delivery. Ms. Vinroot noted there was a capacity issue from birth to five, adding the need for transition was also a point for discussion.

Ms. Javier noted AnLar, LLC's data indicated insufficient spots available in local high-quality programs for purchase. She further noted the data showed approximately 52 available spots in high-quality programs for the approximately 231 children mentioned in the presentation. Ms. Javier stated engagement of a partnership with a private preschool program required that preschool program must adhere to all the same requirements as those of the public school program. She noted speaking with Smart Beginnings Southwest for more information on mixed delivery, adding the group's plan was very small scale. Ms. Javier further noted the group received funding through the Preschool Development Grant Birth through Five (PDG B-5), but she was not sure that funding would be available to support a mixed delivery model. She noted

administration of a mixed delivery program could not be added to the current preschool administration in the public schools. Ms. Javier further noted the infrastructure was not in place for Bright Beginnings to also administer programs in other community-based programs. She noted there was a significant difference between a child care and a preschool program. Ms. Javier further noted parents look for location and hours based on their employment in terms of child care, adding preschool programs like Bright Beginnings and Head Start were not full-day, year-round programs. She added parents with children enrolled in preschool programs usually had child care also. Ms. Javier explained if expansion of child care options in the community was being addressed, that would be a different discussion. She noted if expansion of the preschool program was the target for high-quality, preschool readiness, then that was another discussion.

Ms. Larson asked if the School System was interested in universal pre-K or prepared for it. She questioned if the School System was looking to assist children lagging behind or to serve everyone, adding that was a large piece of the puzzle.

Ms. Javier noted in conversation with Ms. Amy Gulick, Principal of Bright Beginnings, the group wanted to serve the children they were already tasked to serve. She further noted those children included those with special needs (IDEA) and those under the Virginia Preschool Initiative (VPI) who might be experiencing risk factors. Ms. Javier noted universal pre-K was another conversation.

Ms. Vinroot noted approximately 50 children were on the waitlist for Bright Beginnings. She further noted there were children who met the eligibility criteria, but no capacity. Ms. Vinroot added the children who met the qualifications would be the first ones to be served. She noted some parents could afford alternative programs, but low-income and special needs children required the extra attention. Ms. Vinroot further noted the partnership with CDR, Head Start, and Bright Beginnings, addressed meeting those children's needs.

Ms. Larson noted her past experience with an inclusion class program. She further noted the program lasted a year, adding it involved a lot of time and resources on those involved in the program.

Ms. Vinroot noted the professional development and specialized training for staff who served those children was different than those in child care. She further noted the flexibility of classrooms to accommodate different age groups, transportation considerations, and other factors were the desired goal of the Needs Assessment.

Ms. Javier noted the average qualifications of a community-based program's teacher was a high school degree with possibly some professional development. She further noted the Bright Beginnings teachers in the public schools had a higher percentage of teachers with Master's degrees than any other program in the WJCC schools.

Mr. Hipple noted the cost-effectiveness impact to the community and the assistance to support the program within the schools. He further noted supporting the program and the schools in the most effective way, adding construction of a new school or schools would not solve the problem. Mr. Hipple noted additional facilities on the same campus used resources such as cafeteria and transportation to one centralized location.

Ms. Vinroot noted the flexibility of classroom use. She further noted capacity would need to be increased at some point, but what type of capacity. Ms. Vinroot added flexible capacity was more cost-effective.

Mr. Hipple noted classrooms could be designed around flexible needs.

Ms. Javier noted early childhood classrooms were not the same as those of third grade classrooms. She further noted the early childhood classroom required a bathroom, handwashing station, and other elements. Ms. Javier also noted appropriately sized playground equipment. She added not all classrooms could be reconfigured unless they were designed specifically. Ms. Javier noted J. Blaine Blayton Elementary School was designed with one wing for preschool and Norge Elementary School had a wing added for preschool.

Ms. Larson noted the Board needed to work on the impasse facing it. She further noted she was not referencing the money aspect, but having direction, adding that point was still undetermined. Ms. Larson noted that was a discussion the Board needed to have also.

Mr. Icenhour suggested each individual Board member meet with the respective School Board counterpart one-on-one to have this discussion. He noted he had seen each group having discussions within their own Boards and some at the School Liaison meetings. Mr. Icenhour further noted having these discussions between now and budget time in the spring. He noted presenting the argument for a capacity issue accommodation, mostly aimed at the pre-K program, in a more cost-effective way. Mr. Icenhour further noted the willingness to spend money to resolve the capacity issue, but not with the overhead costs for construction.

Ms. Larson referenced a session at the recent VACo conference that highlighted one center in Chesterfield County that serviced 400 students. She noted visiting the center and seeing what works or does not work there and gathering that information. Ms. Larson further noted a former elementary school had been retrofitted to become the center, adding Chesterfield County gave the property back to help address the preschool population need.

Ms. Javier questioned if Ms. Amy Gulick, Principal of Bright Beginnings, had been asked for her thoughts and feedback. Ms. Javier noted the local experts dealt with this daily.

Mr. McGlennon noted the need for early childhood education, child care needs, and consideration of consolidated buildings where child care needs were met after half-day programs. He further noted that option allowed parents a sense of security and flexibility. Mr. McGlennon stated there were several areas for serious discussion.

Ms. Larson stated she wanted the Needs Assessment Study presented at the Joint Meeting of the WJCC School Board, Board of Supervisors, and the Williamsburg City Council. She noted both funding bodies would be available for discussion with the School Board at that time, adding the School Board had not wanted to do that. Ms. Larson asked if the School Board was willing to discuss the issue.

Mr. Stevens replied he would contact the School Board. He noted the upcoming Joint Meeting would address CIP items.

Mr. Hipple noted Mr. McGlennon had asked the pre-K question repeatedly. He further noted the Board wanted to ensure citizens' monies were used in the best way to address the issue.

Ms. Vinroot noted additional data such as transportation could be obtained for the Board if needed.

Ms. Larson asked about the relationship between pre-K teachers and K-5 in the buildings. She noted being told anecdotally there was no relationship and there was true separation.

Ms. Javier noted she had received a text from Ms. Gulick saying there was really very little relationship between Bright Beginnings teachers and staff and elementary school staff. She further noted the pre-K world was vastly different from the K-12 world which attributed to that point.

Ms. Larson noted it was the nature of the situation.

Ms. Javier agreed. She noted each group were administered by separate principals and functioned differently. Ms. Javier further noted there were key points where the two groups converged during the transition to Kindergarten.

Ms. Larson thanked Ms. Javier.

Mr. McGlennon asked for the data on transportation for pre-K. He noted cost and other factors.

At approximately 3:13 p.m., the Board recessed for a short break.

At approximately 3:21 p.m., the Board reconvened.

3. Waste Collection & Consolidation Study

Ms. Grace Boone, Director of General Services, addressed the Board noting she was joined by several members of the team, Mr. Chris Lund and Ms. Jennifer Porter of Gershman, Brickner & Bratton (GBB) Consultants, to present the findings of the study. She noted the study evaluated if a consolidated service provided more efficient services, better costs, and environmental improvements for the community and citizens.

Mr. Lund addressed the Board noting an update would be shared with a PowerPoint presentation. He noted the study began four months ago. Mr. Lund further noted the presentation's agenda addressed key questions, phone survey overview, key findings, current collection and hauling environment, and the benchmarking of other similar communities followed by possible next steps for the County.

Ms. Porter addressed the Board highlighting the six key questions: 1) what program options should the County consider; 2) mandatory or voluntary; 3) fee-based program or include in tax rate; 4) County-wide or Primary Service Area (PSA) only; 5) County-run or contracted out; and 6) maintain convenience centers. Ms. Porter noted the County's trash program was currently free market where citizens contract their own hauler or use the convenience center with an opt-in on the recycling program. She further noted the focus was to provide information to answer these questions and determine a course. Ms. Porter stated a subconsultant, ShapardResearch, LLC, conducted a statistically significant survey of the County's population, which included cell phone and land line. She noted the statistical breakdown in the PowerPoint presentation, adding simultaneously the County's website had a place for public comment. Ms. Porter highlighted the phone survey results noting callers were asked about current and future programs. She noted statistics showed a high level of satisfaction, but respondents were open to change. Ms. Porter further noted comments for program features citizens wanted most was cost followed by missed or late pick-up. She stated consistent scheduling and fewer trucks on the road were dependent on a consolidated program while other factors were not dependent. Ms. Porter continued the PowerPoint presentation with the ranking of the collection services in relation to items such as electronics, construction debris, and other factors. She noted additional phone results showed the breakdown for private haulers or through a homeowners association (HOA). Ms. Porter noted the median range for monthly cost was \$23-\$25. She further noted the respondents who did not have a private hauler subscription and typically used the convenience center ranked the convenience center high.

Mr. Icenhour asked what percentage of the total this group was.

Ms. Porter replied 5%. She noted the use of a routing analysis and a cost analysis. Ms. Porter highlighted some of the key assumptions, adding what the County and other communities offer in their programs has the highest cost with trash. She noted the industry standard was two-thirds of trash collection program cost was in the collection with one-third in disposal and processing. Ms. Porter further noted that point was key to the analysis. She added the lack of information on the private router information in the County. Ms. Porter noted more than six private operating trash companies service the County, but three of those served more than 75% of the customers. She further noted those three companies were GFL Environmental, Inc. (GFL), Republic Services, and County Waste.

Ms. Larson asked about GFL.

Ms. Porter clarified it was Republic, GFL, and Waste Management.

Ms. Larson noted comments regarding the independent, smaller companies and the impact to them. She further noted the percentage indicated they were not getting much work.

Mr. Hipple noted sizing was an issue for smaller companies.

Ms. Larson noted equipment was another issue.

Mr. Hipple noted limited hauling issues. He further noted some of those companies had been in operation for a long time in the County.

Ms. Porter noted the use of a baseline scenario in the current status with two collection options. She further noted the options included full County coverage and only the PSA. Ms. Porter added this was a planning analysis, not a full cost analysis. She presented the route modeling breakdown, adding recycling was available in the County through the Virginia Peninsula Public Service Authority (VPPSA) as an opt-in with TFC as the service provider. Ms. Porter noted the baseline number of approximately 29,000 currently eligible recycling households in the County for the status quo service. She continued highlighting the 47 routes being serviced with the weekly breakdown for mileage and time. Ms. Porter noted the one hauler/one district option showed 32 routes with the weekly breakdown for mileage and time, as well as the consolidated recycling program breakdown.

Mr. Hipple asked how three haulers were doing 47 routes while one hauler was doing 32 routes.

Ms. Porter noted it was one company operating with different trucks. She further noted the three haulers were traversing more area. Ms. Porter stated if the entire County was routed, maximum efficiency for those routes would be implemented. She added currently multiple trucks moving all around the County was less efficient. Ms. Porter noted multiple trucks could be on the same street serving for the same tons and same households.

Mr. Hipple replied that was similar to FedEx.

Mr. Icenhour noted a minimum of three carriers on three different days serviced his neighborhood. He further noted if one company was the provider, all the trash would be picked up on the same day. Mr. Icenhour noted that would reduce traffic in his community by approximately one-third.

Ms. Porter noted analysis of two haulers and two districts which essentially split the County.

Ms. Sadler asked if the entire County was being used.

Ms. Porter confirmed yes. She noted the full County designation and the PSA only designation in a color-coded map.

Mr. Lund continued the presentation identifying the key findings breakdown of number of households, estimated routes, hours, and miles traveled. He noted projected estimates for trash operating, disposal, asset, and incremental management costs were made for both the full County and the PSA only with County operators and the private sector. Mr. Lund further noted the difference between the private hauler and the County was a 20% profit margin. He highlighted the higher asset cost for the County reflected more equipment than a hauler already in the County with their facilities.

Mr. Icenhour noted one provider/private sector indicated the County contracting one provider to service the entire County.

Mr. Lund confirmed yes.

Mr. Icenhour noted one provider/County operated meant the County would provide the service inhouse.

Mr. Lund confirmed yes.

Mr. Icenhour thanked Mr. Lund for the clarification.

Mr. Lund continued the presentation highlighting the total annual cost of curbside trash collection and disposal for both categories. He noted curbside bulk pickup four times annually eliminated the need to call in for select bulk pickup requests. Mr. Lund further noted the total monthly cost for all programs per household monthly in both categories. He added the status quo, which was the private hauler for trash and the estimated \$7 recycling fee, equaled \$30-\$32 monthly.

Mr. McGlennon cited the \$7 recycling fee. He noted the current contractor under VPPSA had tried to renegotiate the recycling fee. Mr. McGlennon asked the status of the recycling market.

Mr. Lund noted the market had recovered. He further noted money was being made on recyclables now.

Ms. Sadler asked if any private sector contractors had been contacted with relation to the rate base used.

Mr. Lund replied no. He noted if it was a free market then those were the current numbers.

Ms. Sadler asked about contacting just one provider the County contracted with for services.

Mr. Lund replied no. He noted GBB Consultants did not want to reach out that far on that discussion.

Ms. Sadler questioned the basis for the numbers.

Ms. Porter noted the number was derived from the categories which included collection, assets, and other factors. She further noted a review of recent bids for York County trash collection, with just trash collection in the \$7 range. Ms. Porter added the consultants felt comfortable with the numbers based on those findings.

Mr. Lund noted evaluation of the different components in the different scenarios. He

highlighted key points to consider for and against consolidation in the presentation. Mr. Lund noted Ms. Boone's team was reviewing the study, adding if the County considered consolidation in more depth, a timeline for the steps to implement consolidation was shown in the PowerPoint presentation. He further noted Step One was a decision; Step Two was a plan and full cost accounting analysis; and Step Three was implementation. Mr. Lund noted the capital cost for implementation included personnel, equipment, infrastructure, and other factors with a timeline of three-five years. He further noted the upfront investment needed for County operation versus one contractor. Mr. Lund added he wanted to return to the slide highlighting the pros and cons of consolidation and addressing the right side (Why Not Consolidation?). He noted the current system was working with high customer satisfaction. Mr. Lund further noted the higher initial cost to the County and change could be difficult. He thanked the Board for the opportunity to present the findings.

Mr. Hipple asked the number of containers per household for the study's basis.

Mr. Lund responded two cans with one for recycling and one for trash.

Mr. Hipple noted additional cans would cost more, which would increase the monthly cost. He further noted he had a private hauler he paid \$24.60 monthly with three cans. Mr. Hipple noted if he put a fourth can out, it was hauled. He further noted he paid the hauler on a yearly basis, adding it was long-time County hauler who paid County taxes. Mr. Hipple noted community comments regarding traffic and other factors.

Ms. Sadler noted her neighborhood had one trash day with multiple haulers.

Mr. Hipple thanked Mr. Lund and Ms. Porter for a great report with good information.

Ms. Larson noted her service cost was \$28.50 monthly and that was due to electronic billing. She further noted her father was charged an additional \$2 monthly for a paper statement. Ms. Larson noted her service included one can with additional cost for a second can. She further noted the mandatory HOA in reference to Ms. Sadler's situation, adding that was not the majority case in the County. Ms. Larson noted her neighborhood had no mandate on trash pickup on set days. She further noted the lack of bulk pickup, particularly after a storm, that was available in the neighboring county. Ms. Larson added the County had a large trash problem, while some unsafe vehicles were picking up trash. She noted some of those vehicles had trash blowing out as the containers were not regular haulers. Ms. Larson stated her appreciation, but questioned how to pay for the service.

Ms. Sadler asked if part of the discussion was on operation hours for the convenience centers.

Mr. Hipple noted no that this was informational.

Ms. Sadler asked about closure of the convenience center overall.

Mr. Hipple noted overall it would tie in with the trash discussion. He asked about the \$4 million for the one-time hauler and if that was the County's responsibility.

Mr. Lund noted that was the private investment and not the County.

Mr. Hipple noted if the County went with a single provider, the County would not put in any money.

Mr. Lund confirmed correct.

Mr. Stevens noted there were some County items if a single provider was used. He further

noted the questions of the County handling customer service and billing, adding if this was a County-run program then the County would be responsible for those parts. Mr. Stevens noted the contractor could handle those points and the Board could make those decisions at a later time. He further noted with the recycling program, a contractor was used, but the County provided the customer service and billing pieces. Mr. Stevens stated he did not see a \$4 million County investment for one contractor, but noted the County did not have a utility billing system, a call center, or staff to address citizen questions and concerns. He noted there were some costs to the County, but those decisions could be made by the Board at a later date if it chose to move forward in the process.

Mr. McGlennon asked about HOAs and prior arrangements. He noted Kingsmill had a contract with GFL.

Mr. Lund noted the residents within the HOAs would be included. He further noted the individual residents would be responsible for payment based on how the system was set up.

Mr. McGlennon asked if that shifted the responsibility off the monthly HOA fee to a separate bill. He asked if there was any information on the negotiated deals, adding he heard recycling had been part of the deal.

Ms. Sadler asked about the contract.

Mr. McGlennon noted the implementation process was three to five years so possibly the contract was not that long.

Ms. Porter noted the plan involved decision on consolidation followed by the other steps which involved billing.

Mr. Lund noted incorporating counsel advice in the process.

Mr. Hipple asked if the consolidation program was implemented and people said they were not participating and instead going to the dump like always, what was the recourse.

Mr. Lund noted trash was still being addressed. He further noted the situation was like school, but without children.

Mr. Hipple noted citizens questioning why a charge if they handle their own trash.

Mr. Lund noted looking at trash like a utility. He further noted there was one provider.

Mr. McGlennon noted discussion on PSA and no PSA as a factor.

Mr. Hipple noted inside the PSA were more developments. He further noted additional discussion was needed. He noted the service setup he had at home.

Ms. Larson noted 76% of the surveyed group used trash collection.

Ms. Porter confirmed that was 76% per the market research.

Mr. Hipple noted that was 76% of the 400 survey respondents compared to 78,000 County residents.

Ms. Porter noted the survey was designed to be representative. She further noted the program was modeled based on everyone's participation in it. Ms. Porter stated there were ways for people to opt out of the program, but the program was not modeled that way.

Mr. McGlennon noted several points for refinement. He further noted HOAs with contracts, dislocation of small businesses that had contributed to the County over years, and trash carters who will pick up multiple cans and also provide back- and side-yard pickup. Mr. McGlennon noted a plus to a County service universally then open burning could be controlled. He added that enforcement could not be done currently in zoned neighborhoods.

Mr. Lund noted some entities have done small business set aside.

Mr. McGlennon noted he was interested in that.

Mr. Lund cited several groups who did small business set aside.

Mr. Hipple noted the work on the convenience center in the Grove area, adding Mr. McGlennon's work on that project. He further noted the convenience centers were used by many citizens. He further noted the Jolly Pond Convenience Center should be open free to the citizens, have a \$25 bulk pickup fee, and get another knuckle boom truck for the County's use with bulk trash pickup. Mr. Hipple added the bulk pickup would address yard debris and trees. He noted the question of how often the service could be used, adding some citizens may use the service more while others may never use it.

Mr. Icenhour referenced the Cities of Hampton and Newport News in comparison to James City County. He noted Newport News did its trash totally inhouse, adding he thought it was mandatory. Mr. Icenhour asked how that compared with Hampton, York County, and the City of Williamsburg. He added he thought each of those localities had a form of consolidated or mandatory County-contracted or County-run program.

Ms. Porter noted York County was an enterprise fund.

(Inaudible conversation)

Mr. Icenhour asked if the County contracted out to one particular company.

Ms. Porter confirmed yes.

Mr. Hipple asked if everyone had to do it without any opt outs.

(Inaudible conversation)

Mr. Icenhour noted the upper part of York County was more rural. He questioned how York County handled that piece.

Ms. Porter noted York County was opt in.

Mr. Icenhour asked if the City of Williamsburg was contracted or inhouse.

Mr. Lund noted they had not specifically looked at Williamsburg.

Mr. Icenhour noted his HOA had started with BFI/Republic. He further noted as the cost escalated to \$30-\$32 monthly for just trash, he found another vendor. Mr. Icenhour noted his HOA had offered a one-year contract with County Waste that cost \$16 a month. He added the cost with the \$7 recycling fee kept going up. Mr. Icenhour noted possible cost negotiation on a county-wide program with a large contractor, adding the varied costs for current trash service. He further noted in his opinion for the program to be fully effective, it needed to be mandatory, but inside the PSA or not was a point for discussion. Mr. Icenhour added he

wanted to keep the convenience centers open. He noted if the costs for services came down, then possibly illegal dumping would lessen.

Mr. Hipple reiterated keeping the landfill free, noting there were more problems after the switch to the transfer station was made.

Ms. Larson expressed her frustration with people dumping trash.

Mr. Icenhour noted reviewing the study and analyzing the impacts. He further noted consideration of the small companies and the set asides.

The Board thanked the consultants.

4. Building Consolidation Study

Mr. Stevens addressed the Board regarding the Government Center and possible cost savings if another facility was considered. He noted a consolidation study could be implemented, adding the cost was less than \$50,000. Mr. Stevens further noted he wanted the Board's consensus before moving forward on that study, which he hoped to have available by January-February 2022.

Mr. Icenhour asked if this study would be contracted out for the information and then be presented to the Board at a work session.

Mr. Stevens noted this was another piece of the overall plan. He further noted there were reports on maintenance, future needs, costs, and other efficiency factors, adding this would provide good information. He added there had been discussion, but felt the study could help with decisions on future plans.

ARPA Funding Discussion

A motion to Endorse the list 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 an addition to the American Rescue Plan Act (ARPA) project list previously submitted to the Board. He referenced Ms. Larson's earlier comment regarding tourism-related projects. Mr. Stevens noted \$450,000 for underground electrical work at the Amblers House with interim electrical outlets for use during events. He further noted \$50,000 for landscaping with bushes and shrubbery, adding this type of landscaping would not require daily or weekly maintenance. Mr. Stevens noted the cost of portable bathroom facilities was approximately \$75,000. He further noted use of the ARPA funding could address a stage for tourism use, adding tent and stage equipment was frequently rented for use in the County's parks. Mr. Stevens noted this additional project's funding was based on reduction of the marina infrastructure support, adding the reduction equaled the ARPA funding and a placeholder would remain there for a potential outside entity regarding development regarding parking and such. He further noted he did not currently have a definitive project there to move forward. Mr. Stevens noted the green highlighted projects on the list represented slightly more than \$7 million in ARPA funding with the remaining balance of approximately \$9 million for projects for spring or later. Mr. Icenhour asked for clarification. Mr. Stevens noted the color breakdown for projects the Board had already approved. He further noted approval of the green-colored projects would be helpful in moving forward, adding the blue colored projects were not urgent for the next three to six months.

Mr. Icenhour noted blue highlighted projects on the front of the list had funding allocated, but not the blue highlighted projects on the back.

Mr. Stevens confirmed yes. He recommended the projects on the front use the ARPA funding, but the back page projects were for future CIP or General Fund savings as available throughout the year.

Mr. Icenhour asked if this was representative of the full ARPA funding.

Mr. Stevens noted the total in the ARPA column, which indicated recommended funding, totals \$14.8 million. He further noted the \$14.8 million was the total ARPA funding.

Mr. Icenhour asked if the deadline was 2024.

Mr. Stevens noted 2024 to obligate the funds, and 2026 to spend them. He further noted if the Board was comfortable with the entire ARPA list, he could move forward on it. Mr. Stevens noted the second part, \$7.4 million, was expected to be received May 2022.

Mr. Icenhour asked if only half was available now.

Mr. Stevens confirmed yes.

Mr. McGlennon noted his motion to endorse the list, adding a request for a progress report on projects at a later time.

Mr. Stevens noted that worked well as the Board would be involved in the other projects also. Mr. Icenhour noted receipt of a constituent email regarding the ARPA funding. He further noted the email asked about citizen recommendations for consideration. Mr. Icenhour noted his response was to forward those recommendations to the County Administrator for review and possible inclusion.

Mr. Stevens noted the possibility of a community meeting to discuss current thoughts and if anything had been missed. He further noted further conversation with those interested would be helpful.

Ms. Larson noted the importance of community input. She further noted surrounding communities had included public discussion. Ms. Larson suggested an opportunity to gather that input.

Mr. Stevens noted he would be happy to do that.

F. BOARD CONSIDERATION(S)

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

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

Mr. Paul Holt, Director of Community Development and Planning, addressed the Board noting the details of the Initiating Resolution in the Agenda Packet. He noted the protection and preservation of scenic roads implemented the Goals, Strategies, and Actions of Land Use 6.3

in the adopted 2045 Comprehensive Plan. Mr. Holt further noted staff recommended approval of the Initiating Resolution.

Mr. Icenhour asked about the timeline after approval of the Initiating Resolution.

Mr. Holt noted he did not have that timeline currently, but staff was working on it.

2. Authorization for a Full-time Position in Real Estate Assessments

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

Ms. Sharon Day, Director of Financial and Management Services (FMS), addressed the Board noting two positions in the Real Estate Division were eliminated in 2008 due to the housing market crash and the economic downturn. She noted one position was the Deputy Director of the Real Estate Assessment Division who was responsible for staff supervision, residential assessments, and performing the bulk of the commercial assessments. Ms. Day explained the residential parcels shifted to the four appraisers while the supervision and commercial assessments shifted to the Director of Real Estate. She noted the changes reflected a higher staff workload with one position handling the bulk of the commercial assessments. Ms. Day further noted the reduction of staff still remained while the number of real estate parcels had increased significantly over the past 15 years. She stated FMS was seeking approval to reestablish the Deputy Director of Real Estate position at an estimated \$75,000 for the remainder of Fiscal Year 2022. She noted funding would be provided by savings in the General Fund.

Ms. Larson noted her support of the position, adding she had concerns about the real estate assessments she had shared with Mr. Stevens. She stressed the need for fair and accurate assessments and working to resolve there was enough staff to that point.

G. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler began by wishing everyone a Happy Thanksgiving. She extended congratulations to Supervisor Larson for her recent VACo election as Second Vice President.

Mr. Icenhour extended his congratulations to Ms. Larson and thanked her for taking on the position. He congratulated Mr. Kinsman for his 15 under 50 award. Mr. Icenhour noted the work of the Greater Williamsburg Chamber of Commerce through the Military Tourism Committee for the close work with the U.S. Coast Guard Training Center Yorktown and the Naval Weapons Station to establish grants for junior enlisted to receive spending cash to get home for the holidays. Mr. Icenhour further noted the grant was \$300 per person via an application process with an in-person presentation on December 10, 2021, at 10:30 a.m. at the U.S. Coast Guard Training Center Yorktown followed by another presentation at the Naval Weapons Station at noon. He noted he would provide updates at the next meeting, but added they had successfully raised significant funds. Mr. Icenhour extended his appreciation to the Parks and Recreation staff. He noted two members of his household, Cody and Charlie, were strongly in support of the new dog park. Mr. Icenhour further noted the success of the dog park and consideration for other areas within the County.

Ms. Larson noted she was joined by Mr. Icenhour, Mr. McGlennon, Mr. Stevens, and Mr. Brad Rinehimer, Assistant County Administrator, at the recent VACo conference. She further noted her attendance at the Economic Steering Committee presentation by Mr. Chris Thompson, Director of Strategic Housing. Ms. Larson added Mr. Thompson had spoken with

her indicating he was working with Mr. Vaughn Poller, Neighborhood Development Administrator for the County, on affordable housing ideas. She noted attendance at the VACo and Virginia School Boards Association (VSBA) collaborative leadership program presentation on strengthening the relationships between School Boards and Boards of Supervisors. Ms. Larson further noted she and Mr. Stevens served on a panel at the recent VBSA conference. She added her attendance at the K-12 education funds and initiatives presentation and the transition between the current and future administrations. Ms. Larson noted concern for the educational system with the impact of teacher loss as well as fewer entering the profession. She further noted the addition of two more benchmarks, adding that intensified pressure on students and teachers. Ms. Larson noted her attendance at a presentation on tax policy and state budget priorities.

Mr. McGlennon extended his congratulations to Ms. Larson for her graduation and completion of the Board of Supervisors certification program that VACo sponsored.

Ms. Larson thanked the County for its support. She noted the program ran 18 months.

Mr. McGlennon noted his attendance at the VACo conference where he conducted a meeting of the Coalition of High Growth Communities. He further noted his participation with the Police Department at its Stuff the Cruiser Toy Drive event for Thanksgiving, adding another Stuff the Cruiser Toy Drive event will be on December 4 at Target on Monticello Avenue. Mr. McGlennon thanked the Police Department for its outstanding work in the community.

Mr. Hipple extended double congratulations to Supervisor Larson. He wished everyone a Happy Thanksgiving.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens noted he had no report though he extended wishes for a safe and Happy Thanksgiving to all.

I. CLOSED SESSION

Mr. McGlennon noted the Agenda was slated for a Closed Session to address appointments to Boards and Commissions. He further noted he had recommendations and had spoken with each Board member so the appointments would be addressed in Open Session.

- 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

A motion to Appoint to Ted Hansen to the Historic Triangle Bicycle Advisory Committee for a three-year term which would expire on December 31, 2024, 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. Social Services Advisory Board Appointment

A motion to Appoint Henry Wells to the Social Services Advisory Board to a term that would expire on September 30, 2025, 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. Colonial Juvenile Services Commission Board Replacement

A motion to Appoint to the Colonial Juvenile Services Commission Board Ronnie Davis for a term expiring on June 30, 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

5. Board of Equalization Reappointment

A motion to Recommend to the Circuit Court Judge that they reappoint Michael Barry to a term that would expire on December 31, 2024, 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. Clean County Commission Appointment

A motion to Appoint Heath Richardson to the Clean County Commission for a term that would expire on 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

J. ADJOURNMENT

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

A motion to Adjourn 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

At approximately 4:45 p.m., Mr. Hipple adjourned the Board of Supervisors.

MINUTES

JAMES CITY COUNTY BOARD OF SUPERVISORS

Joint Meeting with Williamsburg City Council and W-JCC School Board James City County Recreation Center, 5301 Longhill Road, Williamsburg, VA December 3, 2021 9:00 AM

A. CALL TO ORDER

Mr. Kelly Calls the Joint Meeting to Order at 9:00 a.m.

Mr. Hipple Calls the Joint Meeting to Order.

Mayor Pons Calls the Joint Meeting to Order.

B. ROLL CALL

School Board - Present were Dr. James Beers (arrived at 9:07 a.m.), Ms. Kyra Cook (attended virtually), Mr. Greg Dowell, Ms. Julie Y. Hummel, Ms. Lisa Ownby, Mr. Jim Kelly (Chair). Also present were Olwen E. Herron, Ed.D., superintendent; Ms. Beth Allar, clerk of the board, staff, press and the public. Mrs. Sandra Young was absent due to illness.

Approval to Allow Ms. Cook to Attend Meeting Via Electronic or Telephone Communication - A motion was made to allow Ms. Cook to attend the meeting via electronic or telephone communication. Motion by Greg Dowell, second by Lisa Ownby.

Final Resolution: Motion Carries Aye: Greg Dowell, Julie Y Hummel, Lisa Ownby, Jim

Kelly Abstain: Kyra Cook

Not Present at Vote: James Beers

Board of Supervisors - Present were Mr. Michael Hipple (Chair), Mr. James Icenhour, Mr. John McGlennon, Mrs. Sue Sadler (attended virtually), and Ms. Ruth Larson. Also present was Mr. Scott Stevens, County Administrator.

Approval to Allow Mrs. Sadler to Attend Meeting Via Electronic or Telephone Communication - A motion was made to allow Mrs. Sadler to attend the meeting via electronic or telephone communication. Motion by Ruth Larson, second by John McGlennon.

Final Resolution: Motion Carries Aye: John McGlennon, Ruth Larson, James Icenhour, Michael Hipple

City Council - Present were Mr. Douglas Pons (Mayor), Mr. W. Pat Dent, Ms. Barbara Ramsey, Mr. Ted Maslin (attended virtually), and Mr. Caleb Rogers (attended virtually). Also present was Mr. Andrew Trivette, City Manager; and, Ms. Sandi Filicko, clerk of council.

Approval to Allow Mr. Maslin to Attend Meeting Via Electronic or Telephone Communication - A motion was made to allow Mr. Maslin to attend the meeting via electronic or telephone communication. Motion by Barbara Ramsey.

Final Resolution: Motion Carries Aye: Barbara Ramsey, W. Pat Dent, Douglas Pons

Approval to Allow Mr. Rogers to Attend Meeting Via Electronic or Telephone Communication - A motion was made to allow Mr. Rogers to attend the meeting via electronic or telephone communication. Motion by Barbara Ramsey

Final Resolution: Motion Carries Aye: Barbara Ramsey, W. Pat Dent, Douglas Pons

C. JOINT MEETING AGENDA ITEM

1. Presentation of Superintendent's Proposed FY23 - FY32 Capital Improvement Plan

The presentation consisted of the following:

- Current Enrollment
- Projected Enrollment
- CIP Focus/Information
- Projected Enrollment vs. Capacity: High Schools
- High School Capacity Modifications
- Projected Enrollment vs. Capacity: Middle Schools
- Elementary Capacity
- Projected Enrollment vs. Capacity: Elementary with PreK
- Elementary Capacity Modifications
- Modifications to FY23
- Modifications to 10 Year Plan
- Additions to 10 Year Plan (FY28-32)
- Administration Space Needs
- HVAC/Window Replacements
- Roof Replacements/Repair/Refurb.
- Other Projects
- Facilities New Construction
- Financial Totals

Ms. Larson clarified that once the Lafayette 900 building opens it will increase capacity.

Mr. Icenhour asked to clarify the design funding in FY23 and construction in FY24, whether the number is firm, and how the numbers were chosen. Mr. Keever and Dr. Herron explained the calculations.

Mr. McGlennon inquired if there was data regarding the change in enrollment as a result of Covid, and where the students who transferred are being educated. Dr. Herron said that information could be provided, and also that many students started to come back this year.

Ms. Larson spoke about the administrative space needs, and whether most central office staff is in every day, or if some now work from home. Dr. Herron replied that everyone is back in person.

Mr. Maslin asked about the threshold for moving from a maintenance project to a CIP project, and if there is any indication that there aren't enough funds or attention to maintenance that is driving projects to become major repairs. Dr. Herron replied that buildings are maintained at a very high level. Mr. Snipes responded in detail regarding the threshold and end-of-life cycles.

The discussion was then primarily focused on the request for Pre-K through 5 space.

Mr. Kelly spoke about how the elementary school crowding needs to be addressed; what is impacting enrollment; noted that the school board has been very reasonable in the space requests, and does not make requests that aren't urgently needed; and, explained that the board believes another school with a Pre-K is the best solution, and in the best interest of the community.

Mr. Dowell supported Mr. Kelly's statement, and noted he is ready to take action, even if it is for 2 wings.

Dr. Beers reiterated the need for an elementary school; after reviewing data, concluded option 2 is the most viable way to go so that the division can get some space now, rather than continue to propose a new school when there is not overwhelming funding support; noted it needs to recognized that at some point, more space will be needed because the area continues to grow; emphasized the importance of locations to minimize the amount of time kids ride the bus; and, noted that 2 locations may not be enough.

Ms. Ownby spoke about the appropriate use of tax dollars, and that based on the Anlar report, it is a more efficient long-term solution to build the elementary school - a flexible space that can be used for Pre-K or elementary use as enrollment shifts. She also talked about building costs and redistricting concerns.

Ms. Hummel also discussed redistricting concerns, and the flexibility another elementary school would provide.

Mayor Pons clarified that if Pre-K space is added, the elementary capacity reduces to 85% without the trailers.

Ms. Larson confirmed that if wings are built for Pre-K, the division could still need an elementary school in 7 years.

Mr. Hipple noted that their job is to watch the funding as tightly as possible; discussed the enrollment projections; acknowledged the Pre-K space needs to be addressed and explained that the board of supervisors will support adding on to the schools to shift Pre-K and create more space in the elementary schools; and, said that he hopes to find a good middle-ground for the Pre-K.

Mayor Pons asked about the data for building 2 wings vs an elementary school, and the challenges wings would have on the rest of the spaces (gyms, cafeterias, hallways, etc...). Dr. Herron responded in detail, that if separate structures, they would not necessarily impact the elementary buildings.

Mr. Kelly added that the board appreciates the funding partners, and recognized that funding problems originate in Richmond.

Ms. Ownby reiterated that adding separate Pre-K space can't be flexibly used to meet elementary needs.

Mrs. Sadler clarified the number of students in the Bright Beginnings program, and noted that she did not see the need going away, and that it may even increase.

Mr. Stevens commented that the need for an elementary school will be there, though not necessarily in the next 6 years - further explaining that the Pre-K space provides a stopgap at a lesser cost, and moving forward with Pre-K will solve the initial need, and then they can look for an additional solution.

Mayor Pons discussed the longer-term solution pros of building an elementary school.

Ms. Cook expressed concern about redistricting multiple times, and said they need to ask the community what people want.

Mr. McGlennon strongly supported moving forward to provide separate facilities for Pre-K; discussed questions for consideration; and, explained the significant cost difference of an elementary school vs adding wings, and pointed out those funds could be used in different ways to support schools.

Mr. Icenhour discussed concerns over the FutureThink data, and explained why he thought they should continue to look at the low projection; questioned the cost figures presented and said more work needs to be done; noted that the school board should look at option 2, though questioned if 2 facilities will be enough; and, agreed redistricting should be minimized.

Dr. Beers pointed out that the Pre-K population is the fastest growing in the school system, and the special education population will also continue to grow.

Ms. Cook responded to Mr. Icenhour's data concerns, explaining the responses the school board received when they asked similar questions during the FutureThink and AnLar presentations, and ensured the numbers could be trusted.

Mayor Pons expressed concern that adding wings will ultimately cost more, and supported option 1.

Mr. Icenhour reiterated that projections look relatively flat over 10 years; expressed concern the space would be underutilized initially; and, does not want to build something until it is truly needed.

Mrs. Sadler supported option 2 explaining the immediate need is to address Pre-K space and free up elementary space. She also reiterated concerns about the census data, and the need to pull numbers out of the age restricted communities.

Ms. Ramsey clarified that the design and construction timeframe for the wings is approximately 2.5 years, and then pointed out it will only be another 2-3 years when conversations about the new school will need to take place.

Mr. Dent agreed that over the long-term, the money to fix the immediate need with smaller spaces is not cost effective.

Ms. Larson pointed out that the board of supervisors did not discuss if they are prepared budgetarily to support the personnel costs of adding 231 additional Pre-K students; talked about the challenges of redistricting; commented on the efficiency of school building use when students are not in school; and, expressed frustration at the apprehension of a stand-alone Pre-K building.

Mr. Maslin inquired which campuses are being considered, and asked how to keep students closer to their neighborhoods.

Mr. Rogers added that the reports demonstrate a need for space and supports option 1, and discussed the pros of adding Pre-K space in more schools.

Ms. Ownby reiterated that the more immediate need is actually elementary - the most

vulnerable elementary students are being served under stairwells and behind shower curtains; and, that there would not be a vacant elementary space - class sizes would be lowered and they could use the spaces better.

Mr. Dowell expressed concern about the split, and if it will be the cause of nothing happening - reiterating that he does not want the viable options presented swept off of the table.

Mr. Kelly said that the collective goal is to do something.

Dr. Beers noted that they can achieve most of what they want to do with option 2, though expressed concern about Pre-K population growth, and the heat they will all get for redistricting.

Ms. Cook clarified that adding Pre-K spaces to existing elementary schools would create larger campuses than some middle schools.

Ms. Larson thanked Mr. Kelly and Ms. Ownby for their service.

D. ADJOURNMENT

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

School Board Adjourns - The Williamsburg-James City County School Board adjourned at 10:58 a.m.

Board of Supervisors Adjourns - At 10:59 a.m., Ms. Larson made a motion to adjourn the James City County Board of Supervisors. A roll call vote was taken, and the motion carried 3:0 (Mr. McGlennon left at 10:06 a.m. and Ms. Sadler left at 10:57 a.m.).

City Council Adjourns - At 10:59 a.m., Ms. Ramsey made a motion to adjourn the Williamsburg City Council. A roll call vote was taken, and the motion carried 5:0.

M I N U T E S JAMES CITY COUNTY BOARD OF SUPERVISORS REGULAR MEETING

County Government Center Board Room 101 Mounts Bay Road, Williamsburg, VA 23185 December 14, 2021 5:00 PM

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 add two items to the Consent Calendar for the Guardianship Navigator Program Grant Award in the amount of \$73,000 and Appropriation for the Williamsburg-James City County School Division in the amount of \$2,799,920.

A motion to Amend the Agenda 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

1. Chairman's Awards Presentation

Mr. Hipple noted prior to the Chairman's Awards he asked Mr. Thumper Newman to address the Board in reference to a project he had been working on for the past 20+ years. Mr. Hipple welcomed Mr. Newman.

Mr. Newman, Founder of A Gift From Ben, addressed the Board advising he runs a food bank in the community called A Gift From Ben. Mr. Newman mentioned the charity had started approximately 20 years ago when he lost his son in a car accident on Centerville Road/Monticello Avenue. Mr. Newman stated after the accident he went and visited Sister Berenice at Saint Bede's Catholic Church, adding the church had a ministry which picked up food from local businesses and delivered it to the community. Mr. Newman stated that prior to the car accident he strived for a sybarite lifestyle, adding he did not take notice of the less fortunate and the number of less fortunate in the local community. Mr. Newman remarked in January of 2002 he had participated with the ministry on a food delivery to Burnt Ordinary Village Apartments, adding approximately 35-40 individuals were standing outside in the cold waiting for the food. Mr. Newman expressed his astonishment as he did not anticipate the number of individuals waiting for the food delivery. Mr. Newman noted he went home that evening and told his family about the significant impact and how many less fortunate individuals the food had helped. Mr. Newman stated he went through the Internal Revenue Service procedure to become a non-profit organization. Mr. Newman stated that once finalized, he

received a phone call from St. Bede's Catholic Church advising the church wanted to terminate its operation and allow Mr. Newman to take over. Mr. Newman explained he felt this was his purpose to move food to the less fortunate in the community, adding which he had done for the past 20 years, and the effort continued. Mr. Newman commented the need is still great in the community. Mr. Newman expressed his gratitude to the local businesses including Food Lion(s), Trader Joes, Harris Teeter, EarthFare, Fresh Market, and Manhattan Bagel for their participation. Mr. Newman noted the nonprofit organization had moved approximately 60,000 pounds of food a month on average for the past 20 years. Mr. Newman further noted the pros and cons involved in the effort, adding we were very fortunate to live in a community with an abundant amount of food and the ability to give to those in need. Mr. Newman expressed how thankful he was to be able to serve the community for the past 20 years.

Mr. Hipple mentioned the Board was fortunate to recognize citizens in the community. Mr. Hipple noted on behalf of the Board he wanted to recognize Mr. Newman. Mr. Hipple read and highlighted the work of A Gift From Ben in the community, adding A Gift From Ben started as a way to honor his son's memory and his passion to help feed the hungry. Mr. Hipple pointed out today, A Gift From Ben has become one of the community's largest food charities. Mr. Hipple presented Mr. Newman with an award on behalf of the Board for his dedication, service to the County, and to the community.

Mr. Newman thanked the Board.

The Board thanked Mr. Newman for his efforts.

Mr. Hipple stated the next presentation was for Ms. Bernadette Williams, Administrative Coordinator for James City County (JCC) Fire Department. Mr. Hipple read and highlighted the work of Ms. Williams in supporting operational readiness of the Fire Department, adding to ensure the Firefighters of JCC were properly equipped to perform their duties. Mr. Hipple noted Ms. Williams often responded to major incidents outside of regular working hours. Mr. Hipple further noted Ms. Williams selflessly donated a kidney to the late District Chief, Buster Canaday. Mr. Hipple mentioned Ms. Williams also played a vital role in the logistics and operations of the Greater Williamsburg Vaccination Clinic which administered over 22,000 vaccines to County residents and employees. Mr. Hipple presented Ms. Williams with an award on behalf of the Board for her dedication, service to the County, and to the community. Mr. Hipple commented Ms. Williams had been exceptional to both the volunteer and regular staff of the Fire Department, adding her dedication and support to the JCC Fire Department was commendable. Mr. Hipple expressed his gratitude and felt Ms. Williams very much deserved this award.

Ms. Williams expressed her thanks and appreciation. She added it was an honor to serve the County, adding she loved her job.

Mr. Hipple expressed recognizing County staff and citizens in his opinion was the best part of being a Board member.

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leader - Lydia Moore, a 4th grade student from Laurel Lane Elementary School

E. PUBLIC COMMENT

None.

F. CONSENT CALENDAR

Mr. Hipple asked if any Board member wished to pull an item. He noted he would like to pull Item No. 5.

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:

- -October 12, 2021, Regular Meeting
- -November 9, 2021, Regular Meeting
- 2. Budget Appropriation of Funds Received for the Disposition of James City County Property for the Widening of Croaker Road \$60,540

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 – Interview Room Recording System Replacement – \$168,877

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. Grant Award - Kinship Navigator Program - \$46,566

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

 Memorandum of Agreement – Upgrades to Joint Public Safety/Public Service Radio Communication System between James City County, York County and Gloucester County

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

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

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

Mr. Hipple asked Fire Chief Ryan Ashe to come before the Board.

Chief Ashe addressed the Board to discuss upgrades to the County's public service radio system. Chief Ashe advised he included a PowerPoint presentation for the Board. Chief Ashe indicated it had been five years since the last phase upgrade, adding he wanted to provide an overview of what Phase 1 entailed and what would be expected for Phase 2. Chief Ashe reviewed the public service radio system history timeline on the presentation. Chief Ashe pointed out in 2000/2001 the County's radio system needed assessment as there was

inadequate radio coverage, the concern of age and life expectancy of the current system, and through an independent study, a regional radio system was recommended. Chief Ashe added York County also had an independent study conducted and a regional system was also recommended, which in turn created a partnership between James City County (JCC) and York County. Chief Ashe reported in 2004 the JCC/York County 800 MHz Regional Radio System, adding all costs were split 50/50. Chief Ashe noted Gloucester County was in a similar situation with its radio system, adding an independent study was conducted and recommended to reach out to other regional partners. Chief Ashe further noted Gloucester County then reached out to the County to join partnership, adding their buy-in then allowed for a needed software upgrade. Chief Ashe mentioned the partnership with Gloucester also reduced the maintenance costs for JCC and York County, adding this allowed for expanded coverage. Chief Ashe noted in 2016 the County contacted Suffolk and Isle of Wight County, adding Isle of Wight was joining Suffolk's radio system. Chief Ashe further noted the beneficial components to partnering with Suffolk as it would allow coverage across the river and connection of the two systems to create redundancy. Chief Ashe confirmed the partnership with Suffolk was then formed. Chief Ashe highlighted the Lifecycle Management plan in the PowerPoint which included all the Phase 1 upgrades and the costs associated. Chief Ashe highlighted the Phase 2 upgrades on the PowerPoint, adding these upgrades were more infrastructure related opposed to Phase 1 which was based more on the technology components. Chief Ashe listed the following upgrades necessary for Phase 2 as followed: emergency generators, HVAC equipment, microwave transmission systems, 911 call handling equipment, radio/phone recording systems, and public safety vehicle mounted radios which are used in all emergency vehicles. Chief Ashe discussed the costs associated with these upgrades, adding the County's share was approximately \$5 million. Chief Ashe recommended a leasepurchase agreement which would allow approximately \$1 million to be paid annually for the next five years. Chief Ashe mentioned the Phase 2 upgrades were already included in the budget, adding payments would not be made until Fiscal Year 2023. Chief Ashe noted York County would serve as the fiscal agent, adding the approval of the resolution would authorize the County's commitment to the shared lease-purchase agreement.

Ms. Larson asked if Chief Ashe had referenced the Sheriff's Department.

Chief Ashe confirmed yes, adding the Williamsburg-James City County Sheriff's Office vehicles also had the mobile radios in them.

Ms. Larson asked if those radios in the Sheriff's Office would be upgraded as well.

Chief Ashe confirmed yes.

Ms. Larson asked if JCC was responsible for the entirety of the costs associated with the vehicle-mounted radios.

Mr. Stevens believed the costs would be reimbursed to the County through operating costs.

Ms. Larson thanked Mr. Stevens for the explanation.

Mr. McGlennon asked if there had been any experiences in which the County had benefited from the redundancy with Isle of Wight and Suffolk.

Chief Ashe replied not yet, adding the system was operational currently, adding reprogramming was getting ready to be conducted to ensure all devices were live on that link. Chief Ashe mentioned some practice testing had been performed.

Ms. Sadler wished Chief Ashe a Merry Christmas and thanked him for his service.

6. Suspension of Convenience Fees for Remainder of Fiscal Year 2022

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. Grant Award - Guardianship Navigator Program - \$73,000

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. Williamsburg-James City County School Division Appropriation - \$2,799,920

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

G. PUBLIC HEARING(S)

 ORD-20-0015. Zoning Ordinance Amendments to Address the Keeping of Bees in Non-Residential Districts

A motion to Adopt the Ordinance 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

Ms. Terry Costello, Planner II, addressed the Board regarding beekeeping. Ms. Costello reported on September 8, 2020, the Board of Supervisors adopted a resolution directing staff to address beekeeping in Non-Residential areas. Ms. Costello noted the keeping of bees were currently permitted in Residential and Agricultural Districts, adding since Mixed Use had the potential for both Commercial and Residential uses it was included in the analysis. Ms. Costello further noted staff conducted research on other localities similar to what was done during the Residential Districts review, adding for the limited localities who permitted this use in Non-Residential Districts, the standards were the same for both Residential and Non-Residential. Ms. Costello mentioned a draft Ordinance was reviewed during a series of Policy Committee meetings, adding on its September 9 meeting the Policy Committee unanimously recommended approval of the draft Ordinance to the Planning Commission. Ms. Costello reported on its November 3 meeting the Planning Commission unanimously recommended approval of the Ordinance to the Board of Supervisors by a vote of 6-0, adding staff recommended approval of the Ordinance amendment. Ms. Costello welcomed any questions the Board might have.

Mr. Polster, Planning Commission representative, addressed the Board to further discuss beekeeping. Mr. Polster reported the Board of Supervisors approved Sec. 24-47.1 Standards for beekeeping, adding the Board requested the Planning Commission examine the Non-Residential zoning areas for beekeeping. Mr. Polster noted like the prior Ordinance staff conducted three sessions with the Policy Committee, adding at the Policy Committee's September meeting the requirement of notification to adjacent property owners was discussed. Mr. Polster stated that requirement was removed from the Ordinance due to the regulation being unenforceable. Mr. Polster reported on the November Planning Commission meeting there were no speakers at the Public Hearing, adding there was no discussions between the Commissioners on the Special Use Permit (SUP). Mr. Polster highlighted the Roll Call vote of 6-0, adding staff recommended approval of the Ordinance for beekeeping in Non-Residential

Districts. Mr. Polster commented he was happy to answer any questions.

Mr. Icenhour asked, based on the analysis and other jurisdictions who participated in Non-Residential beekeeping, how often was it used.

Mr. Polster responded the jurisdiction which staff looked at was the City of Williamsburg, adding staff inquired on the process of the meadery which was located on the roof of the building. Mr. Polster noted to his knowledge this was the only jurisdiction staff was aware of which participated.

Mr. Icenhour inquired if beekeeping was not a very common practice.

Mr. Polster replied apparently not.

Mr. Hipple opened the Public Hearing.

Mr. Hipple closed the Public Hearing as there were no speakers.

2. SUP-21-0016. Williamsburg Unitarian Universalists Church School

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0 Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Costello addressed the Board advising Mr. Joe Cross of Williamsburg Unitarian Universalists Church had applied for a Special Use Permit (SUP) to allow for a school within the existing church located at 3051 Ironbound Road. Ms. Costello noted the church was zoned R-8, Rural Residential, adding the property was designated as Low Density Residential on the Comprehensive Land Use Map which is located within the Primary Service Area (PSA). Ms. Costello reported an SUP was approved previously in January 2015 to expand the building, parking, and permit the other two structures on the property as an accessory to the church. Ms. Costello noted the school would have a maximum of 30 children in addition to five staff members. Ms. Costello further noted the age range of the children would be Pre-K-Kindergarten, adding the hours of operation would be from 7:30 a.m.-6 p.m. Monday-Friday. Ms. Costello mentioned the instruction hours would be 8:30 a.m.-3 p.m., adding a limited number of children would participate in before/after daycare; however, the majority would be picked up via car line pick-up. Ms. Costello indicated the school would operate within the current facility in addition to utilizing the outdoor play area. Ms. Costello noted staff recommended approval of this application as it was compatible with other surrounding developments in addition to being consistent with the 2045 Comprehensive Plan and Zoning Ordinance. Ms. Costello further noted the Planning Commission's November 3 meeting staff recommended approval of this application by a vote of 6-0. Ms. Costello welcomed any questions, adding the Applicant was present as well.

Mr. Polster reported at the November 3, Planning Commission meeting there were no speakers, and no Public Hearing was held. Mr. Polster added there was no discussion or questions for staff at the meeting. Mr. Polster reiterated the vote of 6-0 to recommend approval of this SUP to the Board of Supervisors. Mr. Polster welcomed any questions.

Mr. Hipple opened the Public Hearing.

1. Ms. Sharon Dennis, 100 St. Georges Boulevard, stated she had previously applied for an SUP to operate a daycare center.

Mr. Hipple asked for Ms. Dennis' physical address for public record.

Ms. Dennis continued and reiterated a prior SUP she had obtained for a daycare facility; however, the Comprehensive Plan's requirements at the time were not feasible for her to meet which resulted in closure of the daycare facility. Ms. Dennis noted the financial costs associated with the daycare facility. Ms. Dennis further noted her concern of losing the property, adding she decided to rent it out. Ms. Dennis mentioned she later found out she was not receiving payment for rent, adding to keep the property her husband then had to purchase it. Ms. Dennis stated she was in support of the Williamsburg Unitarian Universalists Church School; however, the church was facing the front of her property and her concern was the value of her parcel could potentially depreciate due to the development there. Ms. Dennis requested screenage, adding she did discuss the request with the church directly. Ms. Dennis remarked she had intentions in the near future to build on her parcel. Ms. Dennis looked to the Board for consideration as she intended to come back before the Board with a short-term rental SUP. Ms. Dennis wished the Board a Merry Christmas.

Mr. Hipple responded Merry Christmas and recommended she contact County staff to assist her during the process.

Mr. Hipple closed the Public Hearing.

3. SUP 19-0006. Hazelwood Farms - The Village Center

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

AYES: 3 NAYS: 2 ABSTAIN: 0 ABSENT: 0

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

Mr. Thomas Wysong, Senior Planner, addressed the Board advising Mr. Tim Trant of Kaufman & Canoles, P.C. had applied on behalf of Hazelwood Farms, LLC, and Hazelwood R M III Trustee et ALS for a SUP on approximately 79 acres to permit up to 510,000 square feet of commercial development. Mr. Wysong listed the following permitted uses on the properties: 1) a convenience store that sells and dispenses fuel; 2) extension of public water and sewer facilities; 3) commercial buildings or group of buildings that exceed 10,000 square feet of floor area pursuant to County Code Section 24-11(a)(2) and within the square footage limits shown on the master plan; 4) commercial buildings or groups of buildings, not including office uses, which generate, or would be expected to generate, a total of 100 or more additional trips to and from the site during the peak hour of the operation pursuant to County Code Section 24-11(a)(3); and 5) any buildings, additions, and expansions requiring an SUP pursuant to County Code Section 24-11(b). Mr. Wysong stated the property was located within the PSA; adding it was zoned B-1, General Business and designated for Mixed Use Stonehouse on the 2045 Comprehensive Plan. Mr. Wysong mentioned the County proposed conditions to mitigate impacts associated with the SUP including recommended transportation improvements from the traffic impact analysis that was conducted, enhanced landscape buffering along Barnes Road, Route 30, and I-64 right-of-way, enhanced site design and architectural design for each building in adherence to the master plan guidelines, and other criteria. Mr. Wysong noted staff did not find any negative impacts to surrounding development, adding that the County's proposed conditions would assist with mitigating impacts that would be generated by this proposal. Mr. Wysong further noted the development was consistent with the 2045 Comprehensive Plan, adding at the Planning Commission's October 6, meeting, staff recommended approval of this application with the proposed conditions by a vote of 6-0. Mr. Wysong welcomed any questions, adding the Applicant team was present.

Mr. McGlennon asked to elaborate on the language in reference to any future amendments to

the Master Plan in which an SUP would be required.

Mr. Wysong replied if the Board approved the Master Plan and the Applicant made any changes that varied from the Master Plan then an amendment to the Master Plan would be required, adding it would then come back before the Board.

Mr. McGlennon noted the language pertaining to the suggested or proposed uses for the area as the information relayed was vague as to what would initially go into the development. Mr. McGlennon asked if the proposed uses fell within the zoning requirements and usage there would not be an SUP required.

Mr. Wysong confirmed that was correct, adding it would cover the uses that otherwise would require an individual SUP for each building.

Mr. McGlennon inquired on how common individual SUPs were in the County.

Mr. Wysong noted to his knowledge it was not very common. Mr. Wysong referred to Mr. Paul Holt, Director of Community Development and Planning, if he knew of any examples.

Mr. Holt addressed the Board advising individual SUPs were limited. Mr. Holt stated a couple of commercial parcels in front of Colonial Heritage had individual SUPs.

Mr. McGlennon expressed his concern as he felt those were not great examples.

Mr. Holt noted staff had modeled the SUP conditions for more recent commercial projects such as Lightfoot Marketplace as well as recent SUPs for convenience stores with fuel pumps.

Mr. McGlennon asked what the worst-case scenario would be.

Mr. Holt asked in what context.

Mr. McGlennon inquired on potential concerns if considerations did not come before the Board.

Mr. Holt explained the development must adhere to the Master Plan, SUP conditions, and the design guidelines. Mr. Holt listed several examples of which the commercial SUP was required in addition to limitations. Mr. Holt noted staff had proposed conditions to mitigate impacts. Mr. Holt further noted the worst-case scenario would be any inconsistency with the SUP conditions and/or Master Plan would require it to come back before the Board.

Mr. McGlennon inquired if there was any future case of which a new SUP was to be obtained, would that SUP require consideration from the Board.

Mr. Holt advised it would have to come before the Board.

Mr. McGlennon replied ok, thank you.

Ms. Sadler asked if this property was currently zoned B-1.

Mr. Holt confirmed yes.

Ms. Sadler noted to her knowledge every piece of property in the County has a zoning designation, correct.

Mr. Holt confirmed yes.

Ms. Sadler asked for each zoning designation it has allowed uses as a matter of right.

Mr. Holt stated correct.

Ms. Sadler inquired if an individual wanted to build commercial buildings on a B-1 zoning designation the individual would not be required to seek approval from the Board if it was specifically a by-right use.

Mr. Holt stated there are B-1 by-right uses that would not require a SUP, correct.

Ms. Sadler requested a few examples of what would be considered by-right uses.

Mr. Wysong stated business/professional offices, lumber/building supply, and wholesale and warehousing which would include self-storage facilities.

Mr. McGlennon asked if a by-right use that would require an SUP would have to come before the Board, correct.

Mr. Wysong confirmed yes.

Ms. Sadler inquired the list Mr. Wysong just read were considered by-right.

Mr. Wysong replied yes.

Mr. Polster reported at the October 6, Planning Commission meeting there were numerous comments on increased traffic on Route 30 from New Kent Highway south. Mr. Polster elaborated on specific traffic concerns. Mr. Polster noted there was also discussions on the pros in relation to traffic as a traffic study was conducted, which was determined a traffic light and a turning lane would be required on Barhamsville Road. Mr. Polster further noted discussions amongst the Commissioners in reference to the open-ended nature of the commercial building space, adding Mr. John Hopke, the project architect and President at Hopke & Associates, Inc., explained the goal was for the development to appear as an assembly of small buildings. Mr. Polster addressed the visual aesthetic concerns were discussed. Mr. Polster highlighted the continued growth of the Upper County area, adding the development would allow for amenities which were currently unavailable to this part of the County. Mr. Polster remarked on a Roll Call vote of 6-0 the Planning Commission recommended approval to the Board of Supervisors, adding he was happy to answer any questions.

Mr. Icenhour inquired based on the visual of the design guidelines of parcels 1, 2, and 3 facing Route 30 could potentially be individual miniature strip malls.

Mr. Polster responded it could be characterized as such. Mr. Polster noted a couple of examples for comparison purposes which included New Town and Norge Crossing Shopping Center. Mr. Polster expressed he felt those examples mentioned did not visually appear like a strip mall.

Mr. Tim Trant, Attorney of Kaufman & Canoles, P.C., addressed the Board to recognize the project team in addition to provide a PowerPoint presentation for the Board. Mr. Trant noted the landowner was Hazelwood Family, LLC, adding in practice it was the three siblings Larry Hazelwood, Debbie Hazelwood, and R.M. Hazelwood. Mr. Trant noted Larry and Debbie were present. Mr. Trant recognized Mr. Arch Marston, Project Engineer and President of AES Consulting Engineers, adding he would answer any questions the Board might have from an engineering perspective. Mr. Trant mentioned Mr. Hopke, the design project architect and

President at Hopke & Associates, Inc., adding Mr. Dexter Williams, the Traffic Consultant and Owner of DRW Consultants, LLC. Mr. Trant welcomed Mr. Hazelwood to the podium to provide some insight on family background.

Mr. Hipple welcomed Mr. Hazelwood.

Mr. Larry Hazelwood, 2420 Ocean Shore Crescent, Virginia Beach, addressed the Board and noted five years ago the plan had first initially come together. Mr. Hazelwood remarked the Hazelwood family had farmed the property since 1886. Mr. Hazelwood noted the objective was to use this property for a greater purpose in addition to pass along to the next generation. He further noted the land was considered a small farm, adding the State Highway Department ended up splitting the property in half, adding his grandparents land was on one side of the interstate and parents land was on the other, which made it much more difficult to manage. Mr. Hazelwood expressed his family were locals in the County, adding his grandfather was on the School Board and his father was a Board member for the County. Mr. Hazelwood mentioned his family went to school, played, and worked here. Mr. Hazelwood explained it was time to prepare for the future of the next generations. Mr. Hazelwood commended the County staff for all the hard work put into this project.

Mr. Trant addressed the Board including a PowerPoint presentation. Mr. Trant touched on zoning and by-right uses. Mr. Trant referred to the recently adopted 2045 Comprehensive Plan and the Mixed Use description, adding the conceptual plan of the Enterprise Center imitated the elements listed in the 2045 Comprehensive Plan. Mr. Trant noted a strip mall type shopping center was not the vision for the development, adding the 2045 Comprehensive Plan monished against that. Mr. Trant further noted the design guidelines were developed specifically to avoid that appearance. Mr. Trant expressed his confidence that this development would protect the County's aesthetic nature and land use designation guidelines. Mr. Trant explained while there was uncertainty with future end-users there were various proposed conditions to restrict unfavorable factors which had to be adhered to. Mr. Trant highlighted several pros of the development which included providing desired goods and services to the residents at the north end of the County, complemented the Stonehouse District, and ability to generate new tax dollars to the County. Mr. Trant welcomed any questions the Board might have.

Ms. Sadler noted she had questions; however, she chose to wait to hear the discussion first. Mr. Hipple opened the Public Hearing.

- 1. Mr. Josh Mathias, 3428 Colony Mill Road, addressed the Board to discuss the potential Village Center. Mr. Mathias expressed his concern of developments in the County and the City of Williamsburg which already offered several of these amenities that were listed in the SUP. Mr. Mathias referred to the Farm Fresh in Norge, which had closed a few years ago, adding the property was still vacant. Mr. Mathias questioned the sustainability of the potential future businesses. Mr. Mathias remarked he hoped that the Board would take careful consideration before approving the application. Mr. Mathias adverted to the 2035 Land Use Map noting this area was designated as the Community Character Corridor (CCC). Mr. Mathias referred to a 2019 survey and reviewed the data collected from that survey in which vast majority of residents preferred to preserve the rural lands of the County. Mr. Mathias stated he was not in support of this application.
- 2. Ms. Sharon Oakley, 18555 New Kent Highway, addressed the Board to discuss the potential Village Center. Ms. Oakley expressed her support for the Village Center in some respects as it was a 40-minute round trip to the grocery store, adding there was not any food delivery options where she resided. Ms. Oakley stated while development could be beneficial the concerns of safety and livability needed to be considered. Ms. Oakley expressed her concerns with traffic not being fully mitigated, adding she questioned her faith in Virginia

Department of Transportation (VDOT) due to her previous experiences in the last three years. Ms. Oakley noted VDOT did not require a speed or a crash analysis of New Kent Highway, which was concerning due to the number of citizens who had been involved with VDOT, Ms. Sadler, and Mr. John Lockwood, Board Member of New Kent County, lobbying VDOT to make safety improvements on that corridor due to the above average number of injury/fatality rate. Ms. Oakley shared a photo to the Board of a couple who was killed last year at the Barhamsville Road intersection, adding her reasoning behind her loss of faith in VDOT. Ms. Oakley noted once the double fatality occurred VDOT implemented a 5-mph speed reduction on the road; however, it had not lowered the injury/fatality rate for that specific area. Ms. Oakley further noted her concern of omissions within the Traffic Impact Analysis (TIA) providing details to support her belief. Ms. Oakley mentioned she was curious what speed impacts would be on that road, particularly around Barnes Road intersection towards New Kent County. Ms. Oakley noted using excel and U.S. Department of Transportation Federal Highway Administration Traffic Data Computational Method Handbook she ran some calculations based off the TIA numbers which was conducted by DRW Consultants, LLC, she found that critical speed decreased to 40 mph just based on volume, adding that did not include an additional 16,000 daily trips generated by the shopping center. Ms. Oakley discussed flow speed and various components which would restrict how valid the data was. Ms. Oakley suggested the Board delay this approval until VDOT conducted a speed and crash analysis, adding the road was already dangerous and increasing the volume would only result in more crashes/fatalities.

- 3. Mr. Kimber Smith, 3051 Heritage Landing Road, addressed the Board to speak in favor of the Village Center. Mr. Smith mentioned he was a longtime friend of the Hazelwood family, adding the importance of this land to the Hazelwoods. Mr. Smith highlighted the efforts the Hazelwood family had put into this project from development, to adhering to the County's 2045 Comprehensive Plan, time, and effort into researching the uses of the land, traffic considerations, engineering, and design guidelines. Mr. Smith expressed his support of the application. Mr. Smith suggested the Board of Supervisors approve this application.
- 4. Mr. Kyle Seal, 3248 Oak Branch Lane, addressed the Board to speak against the Village Center. Mr. Seal noted he lived in Stonehouse, adding he commuted that intersection daily. Mr. Seal further noted the concerns with traffic currently, which he felt a development would only make the conditions worse. Mr. Seal expressed he did not want development in the Toano area period. Mr. Seal pointed out the New Town area which had many vacancies in the development. Mr. Seal stated his family moved to the Toano area 15 years ago, adding the reason they chose to move here was specifically for the peace and quiet. Mr. Seal recommended the Board of Supervisors move against this application as it was not in the best interest of the citizens who live there.
- 5. Ms. Darlene Prevish, 211 Old Stage Road, addressed the Board against the Village Center. Ms. Prevish noted the traffic concerns through this area, adding when accidents occur it only creates more of a traffic jam. Ms. Prevish expressed her concerns with the roads being very narrow to the point one of her neighbors had to replace his mailbox three times over the summer due to it being struck by vehicles. Ms. Prevish noted additional concerns with noise, lighting, buffering, and bicyclist pathways. Ms. Prevish further noted the impacts of the COVID-19 pandemic has not been kind to our local businesses' resulting in many closings, adding online shopping was at an all-time high. Ms. Prevish questioned the retail demand in the County. Ms. Prevish expressed her concerns of postponing this application until there was further analysis conducted, adding she hoped the Board would take her request into consideration.

Mr. Hipple closed the Public Hearing.

Ms. Larson stated there were a lot of traffic concerns, adding she would like to discuss the

subject. Ms. Larson asked what commitments would be implemented in order to mitigate these traffic concerns if this proposal was to be approved.

Mr. Wysong replied he would speak to the process of which the applicant was required to go through. Mr. Wysong explained a project of this size was required to conduct a TIA which looked at the impact of traffic on the surrounding transportation network, adding its reviewed by VDOT, the County, and a Transportation Consultant which was hired to review as well. Mr. Wysong confirmed all three entities approved the TIA. Mr. Wysong explained Planning staff then implemented the improvements from the TIA study into the proposed conditions to mitigate traffic concerns as a condition for approval. Mr. Wysong listed the improvements, adding those proposed conditions must be met before development begun.

Ms. Larson asked if Mr. Wysong mentioned anything in reference to speed.

Mr. Wysong responded he did not, adding he would refer that question to Mr. Williams, the Traffic Consultant.

Ms. Larson replied okay, thank you.

Ms. Sadler requested clarification on the location of the required traffic lights.

Mr. Wysong responded the signalization would be required at Route 30/Fieldstone Parkway intersection and the Route 30/Eastbound I-64 off ramp.

Ms. Sadler inquired about the I-64 Westbound off ramp.

Mr. Wysong advised that would be handled on the Rezoning Hazelwood Farms application. Mr. Wysong explained the reasoning as to why it was handled separately.

Ms. Sadler mentioned approximately 1,800 to 2,000 new homes would be built in Stonehouse. Ms. Sadler inquired on traffic improvements in conjunction with the new homes being built and the potential development.

Mr. Wysong noted there was a Stonehouse proffer that required signalization at the Route 30/Fieldstone Parkway prior to a certain number of residential units being built, adding the developer in Stonehouse would be required to put in the signalization. Mr. Wysong further noted if the Village Center development were to be approved it would also require further signalization to be implemented. Mr. Wysong mentioned residential milestones prompted increased traffic improvements.

Ms. Sadler asked if a traffic light would be installed either way.

Mr. Wysong confirmed yes.

Ms. Sadler expressed her satisfaction with a traffic light being installed. Ms. Sadler inquired on prior crash studies which were conducted and if those studies referenced the same corridor.

Mr. Jason Purse, Assistant County Administrator, advised those studies were separate; however, those studies were taken into consideration when reviewing new plans.

Ms. Sadler asked even with the crash studies it would only allow a reduction of 5 mph.

Mr. Purse confirmed yes, adding as Ms. Sadler and Supervisor Larson mentioned VDOT has very specific standards in which VDOT was reluctant to steer from those engineering standards. Mr. Purse noted in this instance VDOT was not willing to reduce the speed more

than 5 mph. Mr. Purse further noted it could change after reviewing the new application, data, etc.; however, there was no indication of that at this time.

Ms. Sadler asked if requiring signalization on Route 30 coming from New Kent County where the lanes go from two lanes to four lanes would that slow down traffic.

Mr. Purse confirmed yes, it would make people more cognizant.

Ms. Sadler inquired if signalization would be required on Route 30/Fieldstone Parkway and Exit 227 off-ramp via Eastbound.

Mr. Wysong confirmed yes.

Ms. Sadler asked about the synchronization of lights, suggesting the engineer could elaborate on the topic. Ms. Sadler noted she heard many concerns of stop and go traffic with potential signalizations on Route 30.

Mr. Dexter Williams, the Traffic Consultant and Owner of DRW Consultants, LLC, addressed the Board in reference to the concerns Ms. Sadler touched on. Mr. Williams noted this was a long-range plan, adding Stonehouse had been around for approximately 30 years and development was ongoing. Mr. Williams further noted if signalizations were placed, and the development was approved the traffic would decrease.

Ms. Sadler asked if traffic would decrease or slow down.

Mr. Williams remarked the traffic speeds would slow down. Mr. Williams pointed out if it was open country the speed would be approximately 55-60 mph, adding when it was a commercial development the signalization would be spaced every 1,500 feet in which traffic speeds decrease typically to 45 mph. Mr. Williams commented on possible concerns with poor traffic coordination specifically on Monticello Avenue within the past few years. Mr. Williams explained a traffic control system was adopted, adding it was supposed to be automatic; however, it does not coordinate traffic. Mr. Williams advised due to the incompetence of the current system a switch to radio control coordination systems would be executed, which was more reliable and provided the necessary coordination progression. Mr. Williams added the traffic speeds would further decrease when there was a full corridor and capacity limits approach. Mr. Williams discussed the signalizations operation during peak hours, adding typically on weekends the signalizations do not run coordinated. Mr. Williams explained that would be a VDOT radio control system, which would provide the most effectiveness. Mr. Williams highlighted it was a matter of whether the development was to be approved, adding VDOT would not implement signalizations until certain traffic criteria was met. Mr. Williams listed the many evaluations in which were conducted to govern the traffic.

Ms. Sadler thanked Mr. Williams. Ms. Sadler expressed her gratitude to all participants involved regarding this proposal. Ms. Sadler remarked her concerns based on discussions would come down to two options: either the Master Plan was approved and/or the land would be potentially subdivided and individual by-right uses would then be developed.

Ms. Sadler asked Mr. Trant to return to the podium to answer a few questions. Ms. Sadler asked if the property ended up being subdivided how many potential separate access points could there be on Route 30.

Mr. Trant responded a minimum of five access points on Route 30, adding there were five parcels the property consists of in which each parcel was allowed access by right onto Route 30, adding potentially two access points onto Barnes Road.

Ms. Sadler asked if there would be a requirement for potential businesses to have connectivity within the property.

Mr. Trant responded if the businesses were by-right use he did not believe there was a requirement for connectivity.

Ms. Sadler asked if Fieldstone Parkway was the access point for this proposal.

Mr. Trant responded there would be two access points; however, the primary access point would be on Fieldstone Parkway.

Ms. Sadler inquired if the assurances of this proposal would meet the expectations of previous shopping centers in the County that had been approved in the past.

Mr. Trant stated based on reviewing previous SUPs that had been approved in the County in the past he believed this proposal provided strong design guidelines, a meticulous master plan, comprehensive traffic impact analysis, and an enhanced set of conditions, adding in his opinion he felt the shopping center would meet expectations if not exceed them.

Mr. McGlennon expressed his gratitude to the Hazelwood family, staff, and citizens. Mr. McGlennon noted the importance of conducting public hearings to allow opportunities for County residents to be involved and to voice opinions. Mr. McGlennon further noted if the proposal was approved the development would take a few years to complete. Mr. McGlennon expressed his desire for a process in which the Board would be able to reassess during development. Mr. McGlennon used New Town as an example, adding he respected the developers of New Town as they were willing to allow the Board an opportunity to reassess during the development stages as conditions could potentially change. Mr. McGlennon suggested a reassessment process for this proposal.

Ms. Larson expressed her gratitude to the Hazelwood family for their dedication to the community in addition to the citizens who came out to express concerns. Ms. Larson noted many factors of this proposal were appealing. Ms. Larson further noted her concern of byright use as the property would be divided amongst the children/grandchildren and could potentially create more issues. Ms. Larson felt the location for this proposal was ideal.

Mr. Icenhour expressed his concern of creating another Monticello Avenue on Route 30. Mr. Icenhour also noted this land had been zoned B-1 for a long time. Mr. Icenhour inquired as to why the land had not yet been developed, adding it was clear that developing by-right use would not be the most cost-effective route nor would it allow the maximum return. Mr. Icenhour touched on the commercial demand in which he referred to some of the citizens who spoke during the public hearing made valid points. Mr. Icenhour noted in Jamestown District there was a lot of empty storefronts. Mr. Icenhour further noted he made a point to drive through Lightfoot Marketplace where he witnessed 12 out of 24 of the outbuildings were vacant, adding the other 12 buildings were occupied by five businesses. Mr. Icenhour pointed out the grocery stores that have closed in the Norge area as well. Mr. Icenhour remarked he had received 26 emails of which 23 of them were against the proposal while the remaining three were in favor. Mr. Icenhour noted his concern of lack of public hearing for the North part of this development.

Ms. Sadler expressed her concerns of the property being subdivided which could potentially create multiple access points onto Route 30 in addition to Barnes Road. Ms. Sadler noted adding signalizations in this corridor would reduce the heavy traffic backup. Ms. Sadler further noted approving this proposal would also reduce the traffic on Richmond Road. Ms. Sadler reiterated her point of approximately 1,800-2,000 new residential homes in Stonehouse, which would then create more traffic down Richmond Road. Ms. Sadler inquired about the

vacant building Farm Fresh used to occupy in Norge Crossing Shopping Center, adding she thought a business bought it.

Mr. Hipple responded Chesapeake Bank was already occupying the space.

Ms. Sadler noted she believed it was the Farm Fresh organization itself that chose to close. Ms. Sadler stated those were her thoughts based on the discussions conveyed. Ms. Sadler reiterated her gratitude to staff for all the work conducted.

Mr. Icenhour pointed out Mr. Hipple had not spoken on this proposal, adding he would like to hear his thoughts on this matter.

Mr. Hipple highlighted as a Board we ask for certain guidelines such as a master plan, development criteria, certain concepts to be developed, adding majority of the time the Board reviews cases in which development was already in process. Mr. Hipple commended the Hazelwood family for creating a master plan, adding 30 years ago the family was not interested in selling the property as it was being utilized. Mr. Hipple noted this property could be developed right now as by-right in which the County would not have any say on the aesthetic of the business or curb appeal. Mr. Hipple pointed out the Hazelwood family had followed all County requested guidelines for the development of the property; however, there was still skepticism. Mr. Hipple expressed his satisfaction with having a master plan, adding the criteria which had to be met. Mr. Hipple noted there was certain stipulations in place which would require further assessment if additional development was to happen.

Mr. Icenhour expressed his concerns of while there was a master plan in place there was no guarantee of what would go into the shopping center, adding once approved it was uncontrollable. Mr. Icenhour noted the time of which this development would be built was unknown nor the impacts on County citizens would be. Mr. Icenhour further noted there was too many uncertainties for him to support this proposal.

Mr. Hipple stated it was unknown what would be built by-right either, adding it would be more cost effective to run a septic and well opposed to a sewer and water line to that location. Mr. Hipple reiterated his concern of the property being developed as a by-right use in which the County would not have any control over the aesthetics of the property. Mr. Hipple remarked his stance on this was to choose the best option for the County. Mr. Hipple expressed his concern that there was not a clear directive, which could potentially confuse future applicants of the process to be approved.

Mr. McGlennon remarked Ordinances in the County Code specified in which an SUP would be required. Mr. McGlennon clarified the concern at hand was more so to preapprove a plan that would normally require an SUP.

Mr. Hipple referred to the County guidelines which were met in the master plan.

H. BOARD CONSIDERATION(S)

1. James City County Audit Report Presentation

A motion to Accept the Audit Reports and findings 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

Ms. Larson opened the Regular Meeting of the James City Service Authority (JCSA) Board of Directors. Ms. Larson noted a presentation for the JCSA Audit Report with Ms. Leslie Roberts, Partner with Brown Edwards and Company, LLP.

Mr. Powell noted this item would be joint for both the Board of Supervisors and the JCSA Board of Directors.

Ms. Sharon Day, Director of Financial and Management Services (FMS), addressed the Board to welcome Ms. Roberts who had been the County's audit partner for several years, adding Ms. Roberts was here to present the audit results for Fiscal Year 2021 for JCSA in addition to JCC.

Ms. Leslie Roberts, Partner with Brown Edwards and Company, LLP, addressed the respective Boards. Ms. Roberts mentioned she was presenting both JCSA and the County audit reports together. Ms. Roberts discussed the JCSA audit report first which indicated a clean audit report. Ms. Roberts advised the statistical and financial breakdown information was audited separately in addition to a conjoined component unit of the County. Ms. Roberts stated one new Governmental Accounting Standards Board (GASB) was implemented by the County, which was audited and found no deficiencies. Ms. Roberts moved on to discuss the County's audit report which resulted in a clean, unmodified opinion. Ms. Roberts noted an additional mandated report that addressed material weaknesses and significant deficiencies which resulted in no deficiencies found. Ms. Roberts further noted additional reports that addressed procurement, conflict of interest laws, and other factors that are mandated for review during the audit process. Ms. Roberts stated the auditors found a couple exceptions observed one in relation to the disposition of unclaimed property, adding there were some outstanding checks which were over a year old that had not yet been remitted to the Commonwealth of Virginia. Ms. Roberts added there were some reports that were not completed within the required timeframe, adding this was a responsibility of the Treasurer's Office not FMS. Ms. Roberts discussed an additional audit which is conducted at least once every three years and in reference to federal program money, adding two programs were chosen and no instances of non-compliance were found. Ms. Roberts moved on to the next section of the report, the Management Letter. Ms. Roberts noted the auditor team members' contact information was available there. She further noted any significant estimates the team wanted brought to the Boards' attention were listed there. Ms. Roberts noted the significant estimates for the County included Other PostEmployment Benefits (OPEB) liability, pension liability, and useful life of capital assets. Ms. Roberts further noted in terms of significant disclosures capital assets, long-term debt, commitments/contingencies, and the COVID-19 pandemic activity and the significant uncertainty of the impacts. Ms. Roberts reported a new GASB requirement, which information was included on that in the letter and would be implemented next year. The JCSA Board of Directors meeting continued following the audit presentation.

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

I. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler wished the Board a Merry Christmas and happy New Year. Ms. Sadler recognized Mr. Hipple for his service as Chairman on the Board this year.

Mr. Icenhour noted on December 5, he attended the King of Glory Lutheran Church for the new Sanctuary Dedication, which was the first service conducted in the last year due to a

development of a new addition to the church, adding it was a fantastic service. Mr. Icenhour congratulated Pastor Harmon and the members of the congregation on the completion of the beautiful addition to the church campus. Mr. Icenhour stated on December 7, he attended the Heritage Humane Society ribbon cutting for the expansion of the facility. Mr. Icenhour noted City of Williamsburg Mayor Douglas Pons and JCC County Administrator Scott Stevens spoke at the ribbon cutting. Mr. Icenhour thanked the Heritage Humane Society for the service they provided to our community. Mr. Icenhour stated on December 10, as a role member representative to the Chambers of Commerce and Military Affairs Committee, a fundraiser was conducted this year, adding the fundraiser raised enough money to send 23 junior enlisted folks home for the holidays with \$300 each for Christmas. Mr. Icenhour wanted to thank all participants involved for contributing to the success of the fundraiser.

Ms. Larson wanted to congratulate the two new Williamsburg James City School Board members, Mr. Greg Dowell, Jr., and Ms. Julie Hummel, who were recently sworn in. Ms. Larson noted the Board of Supervisors attended a joint meeting with the Williamsburg-James City School Board on January 3, adding it was productive. Ms. Larson commended Chairman Hipple for his excellent choices for the Chairman's Awards. Ms. Larson wished the Board a Merry Christmas and a happy New Year.

Mr. McGlennon noted on December 9, he attended an opening for a boot camp for business/entrepreneurship, adding it was organized by Ms. Tijuana Gholson, Tag Consulting, LLC at Thomas Nelson Community College. Mr. McGlennon further noted it was quite the event with a wide range of potential small business opportunities; however, vast majority were interested in the in-home daycare business. Mr. McGlennon added Ms. Rebecca Vinroot and Ms. Barbara Watson of the Social Services Department participated in the interference for the program to ensure individuals knew all criteria to become certified and how to run a successful business out of their home. Mr. McGlennon wished the Board a Merry Christmas and a happy New Year.

Mr. Hipple noted the County employee luncheon was being held on Thursday, December 16. Mr. Hipple expressed his disappointment that he would not be able to attend due to the Hampton Roads Transportation Accountability Commission and Hampton Roads Military and Federal Facilities Alliance meetings he had to attend. Mr. Hipple commented he hoped he could attend next year. Mr. Hipple recognized Ms. Williams and Mr. Newman again for their service to the County and community. Mr. Hipple thanked the Board for the opportunity to be Chairman this year, adding he looked forward to what next year might bring. Mr. Hipple wished the Board a Merry Christmas and a happy New Year. Mr. Hipple stated he and Mr. Stevens went to see Mary the Tunnel Boring Machine, adding the machine was there; however, it was not put together yet. Mr. Hipple showed a photo of the model of the machine and provided further details on the project.

J. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens wished the Board a Merry Christmas and happy New Year.

K. CLOSED SESSION

None.

L. ADJOURNMENT

1. Adjourn until 1 pm on January 3, 2022 for the Organizational Meeting

A motion to Adjourn 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 7:05 p.m., Mr. Hipple adjourned the Board of Supervisors.

M I N U T E S JAMES CITY COUNTY BOARD OF SUPERVISORS ORGANIZATIONAL MEETING

County Government Center Board Room 101 Mounts Bay Road, Williamsburg, VA 23185 January 3, 2022 1:00 PM

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

C. ORGANIZATIONAL MEETING

1. 2022 Board Organization

Mr. Hipple sought a nomination and motion for the appointment of the Chair for the upcoming year.

Ms. Larson nominated Mr. McGlennon as Chair.

A motion to Appoint John McGlennon as Chairman was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0 Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon thanked his colleagues for his nomination as Chair. He thanked Mr. Hipple for his role as Chair in the previous year. Mr. McGlennon sought a nomination for Vice Chair.

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0 Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon noted there were no Board Considerations. He further noted a resolution for the operation of the Board's meeting was before it for vote. Mr. McGlennon asked if there was any discussion on the Board's rules of operation for the coming year. He noted the rules were the same as those the Board had operated under in previous years.

A motion to Adopt the Rules was made by James Icenhour, the motion result was Passed. AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

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

2. Supervisor Seats for Regional Boards and Commissions

Mr. McGlennon noted discussion on the various Boards and Commissions would take place during Open Session.

Ms. Larson asked if the Board had entered Closed Session for the discussion in past years.

Mr. McGlennon noted personnel matters could be addressed in Closed Session.

Ms. Larson affirmed Closed Session for the initial discussion.

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0 Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 1:09 p.m., the Board of Supervisors entered a Closed Session.

At approximately 1:28 p.m., the Board re-entered Open Session.

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0 Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0 Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon requested Mr. Stevens read the list of Supervisors and their respective Boards or Commissions.

- Community Action Agency Board of Directors: Ms. Charvalla West to serve in lieu of a Board member with a term expiration of 9/25/2022
- Hampton Roads Military & Federal Facilities Alliance (HRMFFA): Michael Hipple (John McGlennon alternate)
- Hampton Roads Planning District Commission (HRPDC): John McGlennon (Michael Hipple alternate)
- Hampton Roads Transportation Planning Organization (HRTPO): John McGlennon (Michael Hipple - alternate)
- Hampton Roads Transportation Accountability Commission (HRTAC): Michael Hipple (John McGlennon alternate)
- School Liaison Committee: Ruth Larson and John McGlennon
- Agricultural and Forestal (AFD) Advisory Committee: Sue Sadler
- Economic Development Authority (EDA): Sue Sadler
- Williamsburg Tourism Council: Ruth Larson
- Community Services Coalition Board of Directors: Barbara Watson representative until 1/1/2023
- Hampton Roads Workforce Board (formerly Greater Peninsula Workforce

Board): James Icenhour

- Virginia Peninsula Regional Jail Authority: Sue Sadler
- Historic Virginia Land Conservancy: John McGlennon
- Greater Williamsburg Business Council: James Icenhour
- High Growth Coalition: John McGlennon
- Williamsburg Area Medical Assistance Corp (WAMAC): Ruth Larson

Mr. McGlennon noted the name change from the Greater Peninsula Workforce Board to the Hampton Roads Workforce Board. He further noted two appointments to the Planning Commission.

Mr. Hipple noted Mr. Rich Krapf had agreed to serve on the Planning Commission as the Powhatan District representative for a four-year term.

A motion to Re-Appoint Rich Krapf to the Planning Commission was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0 Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Icenhour noted his appointment of Mr. Frank Polster as the Jamestown District representative on the Planning Commission for another term.

A motion to Re-Appoint Frank Polster to the Planning Commission was made by James Icenhour, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0 Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon noted there were several additional positions which would be filled at the Board's next meeting.

3. Seating Assignments

Mr. Hipple noted moving the Chair and Vice Chair together in the seating arrangement.

Ms. Larson noted she was not particular with the seating order.

Mr. Hipple noted the proximity of Chair and Vice Chair could facilitate discussion among them easier.

The seating assignments were:

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

D. BOARD CONSIDERATION(S)

None.

E. 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 and pertaining to the Planning Commission

Personnel matters for Boards and/or Commissions seats was previously discussed in Closed Session under Item No. 2.

F. BOARD REQUESTS AND DIRECTIVES

None.

Mr. McGlennon asked Mr. Stevens if he had any matters of interest.

Mr. Stevens noted caution in the snow and ice.

G. ADJOURNMENT

1. Adjourn until 5 p.m. on January 11, 2022 for the Regular Meeting

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

At approximately 1:34 p.m., Mr. McGlennon adjourned the Board of Supervisors.

AGENDA ITEM NO. E.1.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Tony Bell, Moseley Architects & Shawn Gordon, Chief Civil Engineer - Capital

Projects

SUBJECT: Update on the Facilities Master Plan

ATTACHMENTS:

Description Type

Presentation Presentation
Report Exhibit

REVIEWERS:

Department Reviewer Action Date

Board Secretary Saeed, Teresa Approved 1/18/2022 - 12:17 PM



JAMES CITY COUNTY FACILITIES MASTER PLAN UPDATE

BOARD OF SUPERVISORS PRESENTATION

JANUARY 25, 2022



SPACE NEEDS ASSESSMENT

James City County – Facilities Space Needs Analysis, prepared by Moseley Architects dated August 17, 2020.

This document quantified:

- Existing space available at County facilities.
- Current Department personnel population.
- Anticipated growth of County Departments in the form of personnel and physical space.

This information was used to determine the expansions, additions, or new buildings that would be required to satisfy the 2040 Space Needs of the various County Departments.

FACILITIES MASTER PLAN

Goal

- Develop an affordable, implementable Facilities Master Plan to meet the County's twenty-year space needs (2040) identified in the approved Detailed Space Needs Assessment dated August 17, 2020, including preliminary conceptual designs for each site or campus.
- For all facilities included within this study, the preferred design is referred to as the "Master Plan" and drawn in blue.
- For several facilities, alternative proposals for the site and/or building layout were considered, but were not preferred by the County. They are indicated as "Alternative Concept" and drawn in red.
- The information presented herein will act as a roadmap with which County administrators may schedule, finance, and execute the necessary capital expenditures over the next twenty years.

FACILITIES MASTER PLAN

Level of Detail

- This Plan includes the most critical facility needs identified by the County and the preferred strategies for the modification of existing facilities to satisfy the 2040 need.
- This Plan is an overview; it does not provide specific or detailed direction.
- This document should be used to guide the development of individual projects.
- This is a living document; it should be updated as the County develops the facilities or as the Space Needs of County Departments change.

PRELIMINARY BUDGET ESTIMATES

Preliminary Budget Estimates

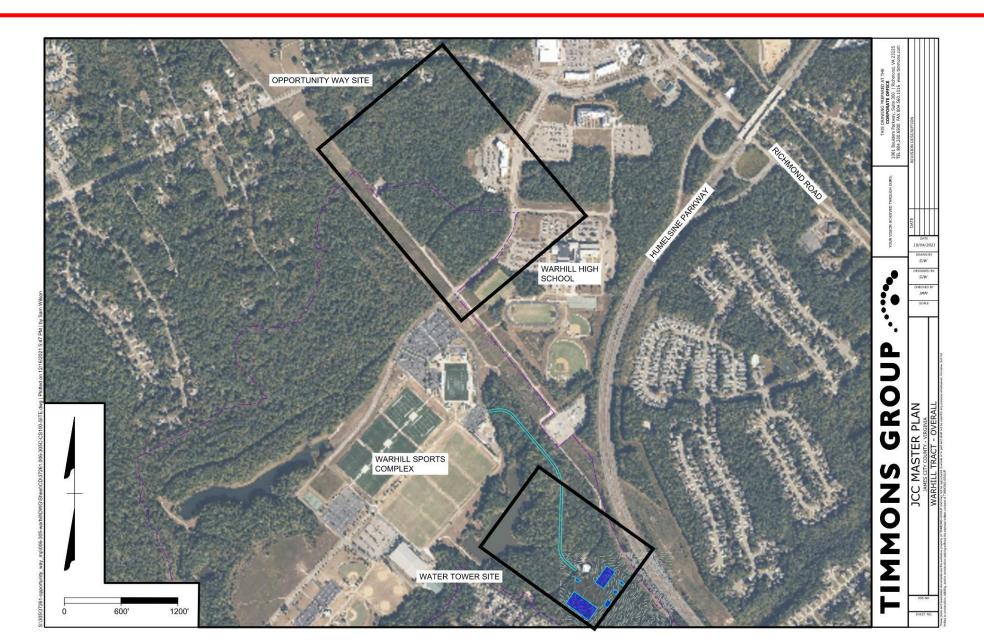
- This Plan includes preliminary budget estimates for all facilities identified in the Master Plan.
- Budgets are based on per-square-foot costs.
- Projects are priced in August 2021 dollars.
- Escalation (price increases) are assumed to be 3% per year between 2021 and 2040.

PRELIMINARY BUDGET ESTIMATES

Grand Total - Refer to document for a cost breakdown.

Administrative Group	2021 Budget	2030 Budget	2040 Budget
County Administration	\$206,852,000	\$269,895,000	\$362,717,000
WJCC School Administration	\$43,893,000	\$57,271,000	\$76,968,000
WJCC Courts	\$47,318,000	\$61,740,000	\$82,974,000
Total Budget for all Master Plan Facilities	\$298,063,000	\$388,905,000	\$522,656,000

WARHILL SITE - OVERALL

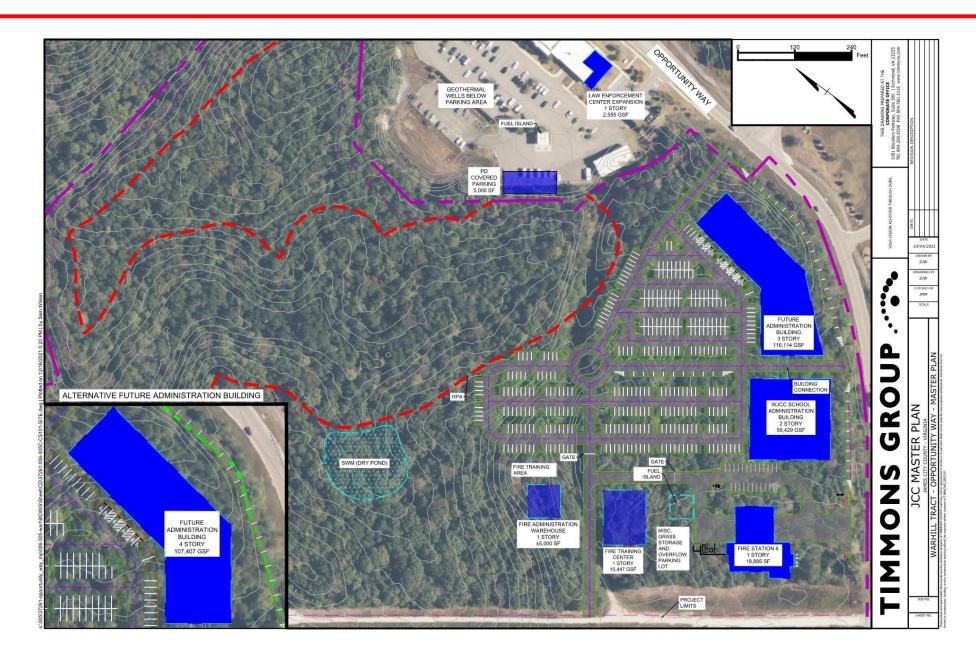


WARHILL SITE - OPPORTUNITY WAY

Facilities included:

•	Law Enforcement Center Expansion	\$ 2.8 M
•	Future Administration Building	\$ 54.8 M
•	Fire Station 6	\$ 10.9 M
•	Fire Training Center	\$ 5.6 M
•	Fire Administration Warehouse	\$ 2.0 M
•	WJCC School Administration Office	\$ 29.7 M
		\$ 105.8 M

WARHILL SITE - OPPORTUNITY WAY

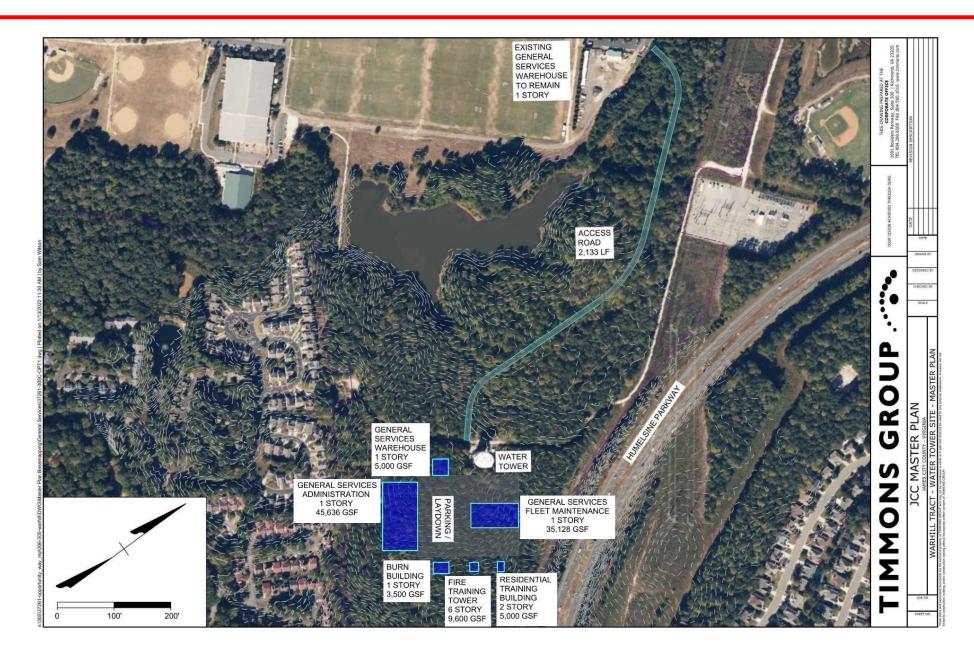


WARHILL – WATER TOWER SITE

Facilities included:

•	General Services Administration	\$ 22.7 M
•	General Services Warehouse	\$ 1.9 M
•	General Services Fleet Maintenance	\$ 15.2 M
•	Fire Training Burn Building	\$ 2.1 M
•	Fire Training Residential	\$ 1.5 M
•	Fire Training Tower	<u>\$ 4.4 M</u>
		\$ 47.8 M

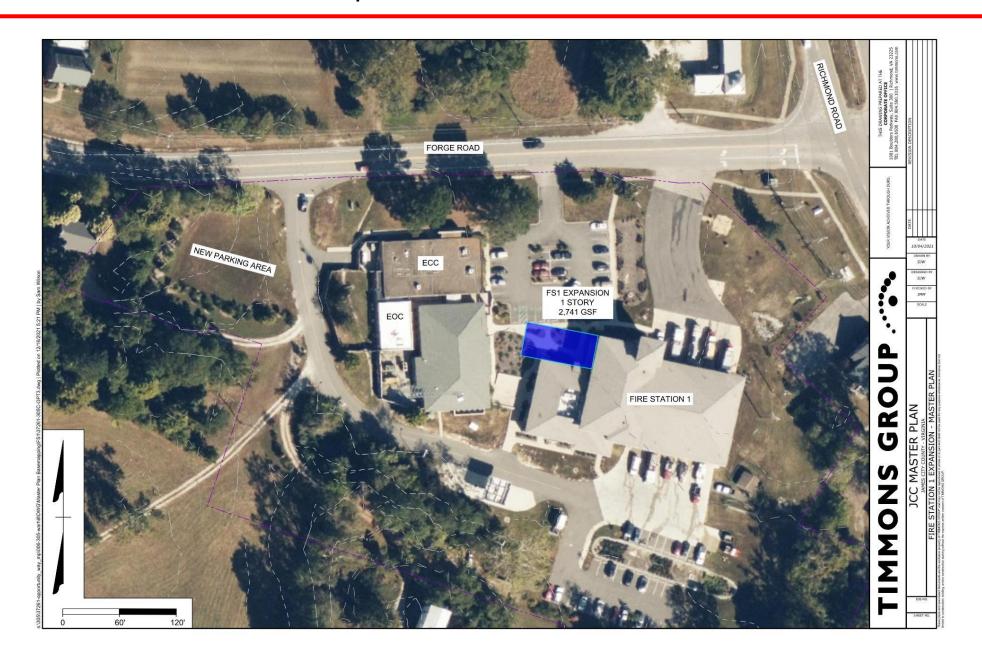
WARHILL SITE - WATER TOWER SITE



ECC EXPANSION – \$5.7M RENOVATION



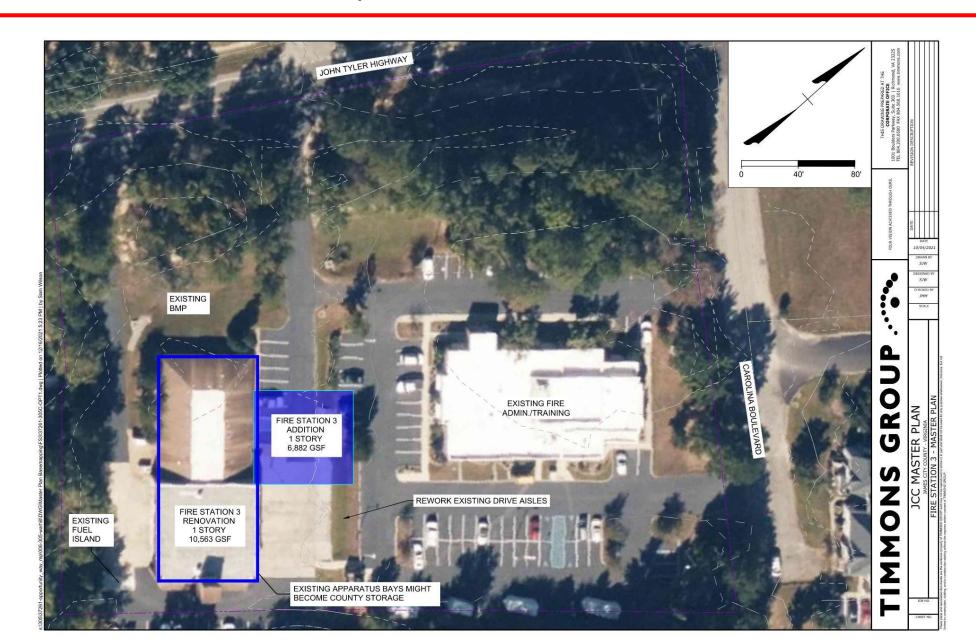
FS 1 EXPANSION - \$11.0M ADDITION & RENO



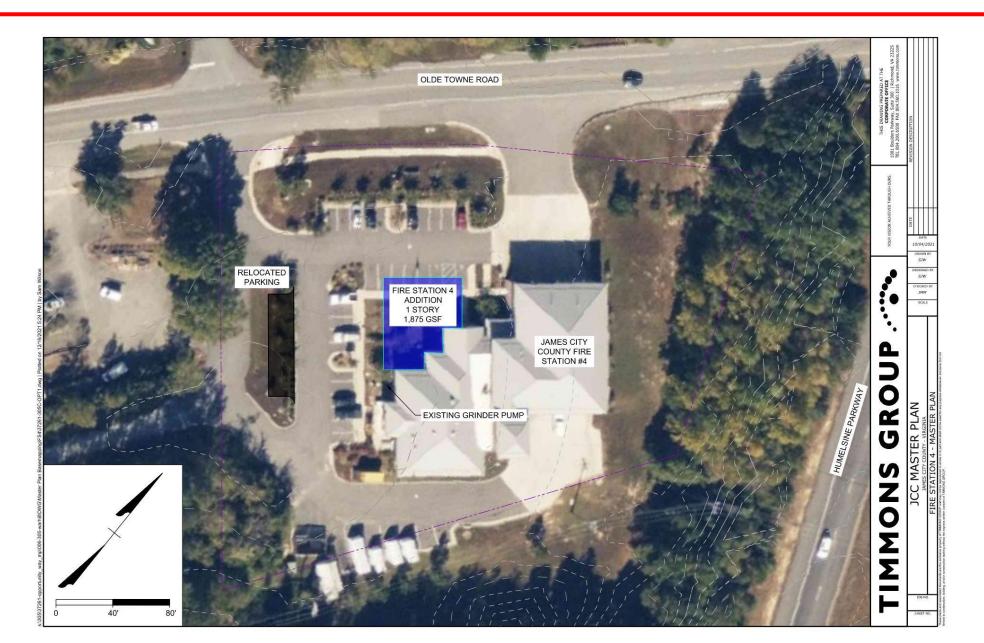
FS 2 EXPANSION - \$6.8M ADDITION & RENO



FS 3 EXPANSION - \$8.3M ADDITION & RENO



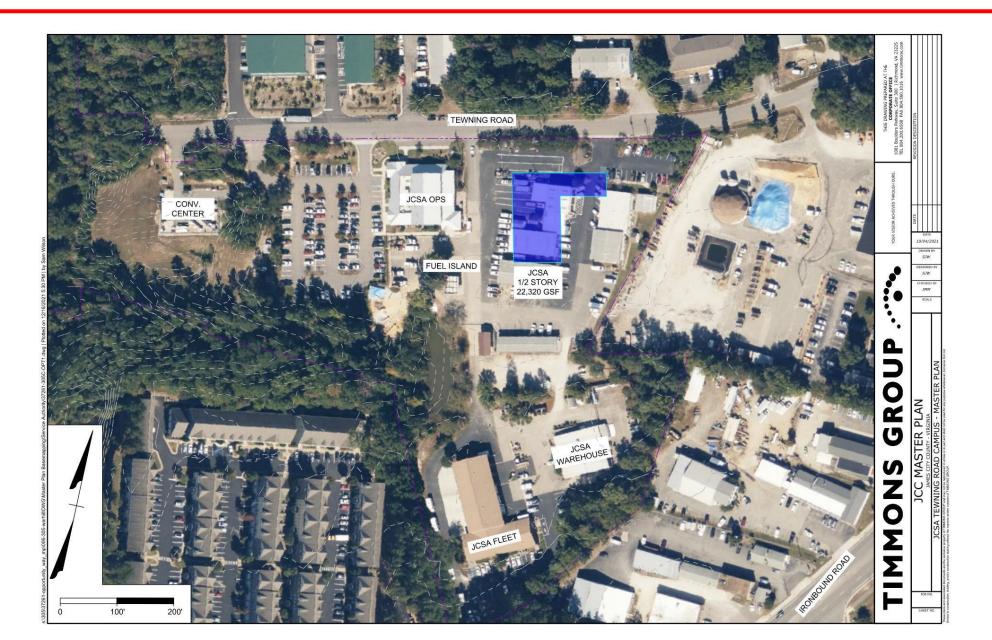
FS 4 EXPANSION – \$6.8M ADDITION & RENO



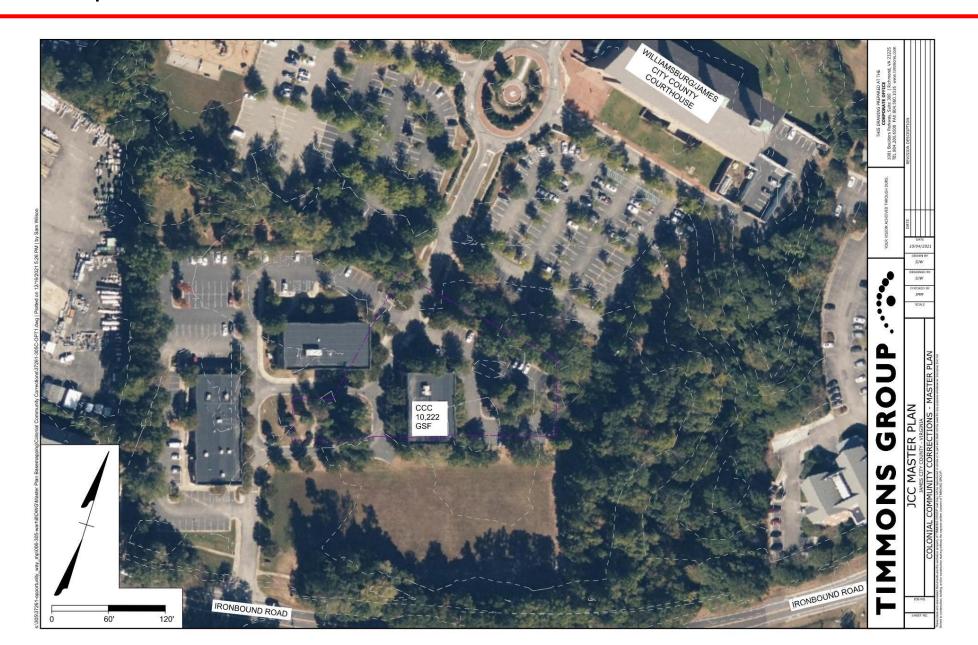
FS 5 EXPANSION - \$5.9M ADDITION & RENO



JCSA CAMPUS - \$13.2M RENO & NEW BLDG



CCC - \$3.8M RENOVATION



VOTER REGISTRAR – \$4.5M RENOVATION



HUMAN SERVICES CENTER – \$11.6M RENO & ADD



REC CENTER EXPANSION – \$4.1M ADDITION



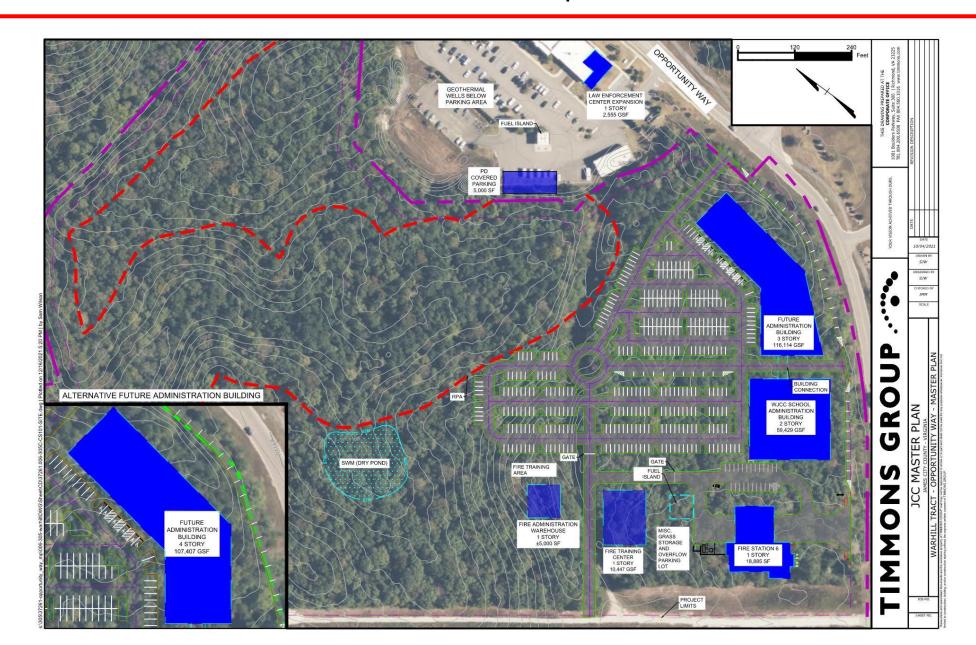
SOLID WASTE FACILITY – \$1.1M NEW BLDG



QUESTIONS?



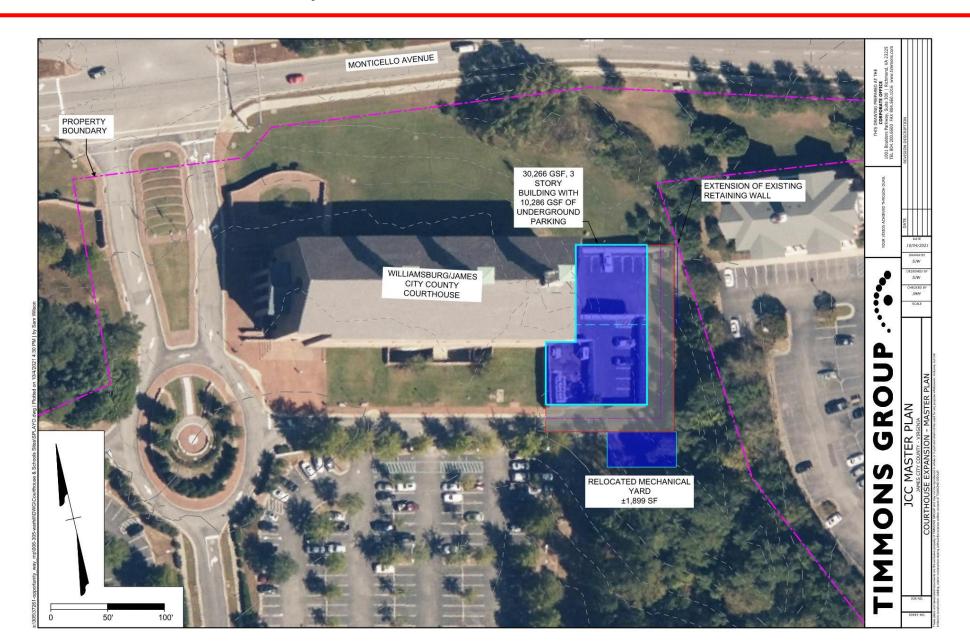
SCHOOL ADMINISTRATION - \$29.7M NEW BLDG



WJCC SCHOOL OPS - \$14.2M ADDITION & RENO



WJCC COURTS – \$47.3M ADDITION & RENO



James City County

Facilities Master Plan



January 17, 2022

Prepared by: MOSELEYARCHITECTS

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Appendix C	WJCC Courts – Master Plan Component Summaries

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Acknowledgements

Moseley Architects extends its appreciation to James City County for the opportunity to prepare this Facilities Master Plan for County Administration, Williamsburg-James City County Public School Administration, and Williamsburg-James City County Courts. The time and contributions of the County's clerks, constitutional officers, school administrators, and numerous management personnel and staff members are sincerely appreciated.

James City County General Services

Grace Boone Shawn Gordon

Williamsburg-James City County Public Schools

Olwen Herron, Ed.D. Marcellus Snipes

Williamsburg-James City County Courts

Judge Colleen K. Killilea Judge Holly B. Smith Karen D.K. Snyder Mona A. Foley Shea S. Bruno Nathan R. Green David J. Hardin

Moseley Architects

Tony Bell
Andrew McVeigh
Josh Bennett



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Executive Summary

During the Strategic Planning process, the James City County Board of Supervisors recognized the necessity to create this Facilities Master Plan. Under the guidance and leadership of the County Administrator, Scott Stevens, this Plan will allow the County to direct the necessary capital expenditures to efficiently serve the citizens of James City County.

James City County has experienced remarkable growth, with an increase in population over 65% between 2000 and 2020. Within the next twenty years, County population is expected to grow more than 39% to over 110,000 residents. This growth will necessitate staff increases in nearly all County agencies to ensure a high level of service is available to the community. Staff growth and increasing job specialization within the County government have created space shortages and inefficiencies in numerous County facilities. These facilities are currently overcapacity, hindering the County from effectively satisfying the public needs.

County population growth has benefited from tourism, as well as an influx of residents attracted to the favorable climate, relatively low cost of living, established communities, neighboring university, and the quality of the local government. If the County wishes to continue this trend, the County will need to make the necessary capital investments.

The James City County Board of Supervisors authorized the preparation of this Facilities Master Plan as a roadmap which County administrators will use to plan, finance, and execute the necessary capital expenditures over the next twenty years. This plan is intended to be an overview of the anticipated facility improvements which will be required in the near future and includes preliminary budget estimates. This plan does not include detailed estimates. To fully develop any one of these proposed improvements, including detailed design drawings and estimates, is beyond the purview of this study. The Plan will require modification as each component draws near to its implementation and will require periodic updating to adjust for shifting needs and growth.

This Plan includes the most critical facility needs identified by the County. The companion document to this Plan is the 2020 Spaces Needs Analysis prepared by Moseley Architects. Combined, these two documents will allow County administrators to strategize the allocation of capital, identify potential building sites, and develop request-for-proposals for design services.

For all plans included within this study, the design team worked with the County to determine the best option for the expansion of existing facilities or the construction of new facilities. The preferred concepts are drawn in blue and are referred to as the "Master Plan." Preliminary budget estimates are available for each Master Plan facility and included in Appendix A. This document also includes some "Alternative Concepts" for various facilities. These alternatives were not the primary choice of the County and are drawn in red.



The author of this Plan is Moseley Architects, a full-service architectural firm based in Richmond, Virginia. Moseley Architects has years of experience serving public sector clients, and has specialized in space needs analyses, master planning, and facility designs for local governments since its inception in 1969, including administrative, judicial, and public safety projects. The civil engineering consultant for this Plan is Timmons Group of Richmond, Virginia.

The following page includes a summary of the preliminary budget estimates for all Master Plan facilities. These facilities are designed to meet the 2040 space needs of the respective department. The preliminary budget estimates are priced in 2021 dollars. Assuming monetary inflation averaging 3% per year, the estimate escalation is indicated in 2030 dollars and 2040 dollars. All dollar costs would satisfy the 2040 need; the 2030 budget does not satisfy the 2030 space need. Rather, it would be the cost to satisfy the 2040 space need if all construction contracts were paid for in the year 2030.



COUNTY ADMINISTRATION - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

Assuming 3% escalation/year

Plan Component	Description	on	2021 Budget	2030 Budget	2040 Budget
Law Enforcement Center Expansions - Warhill Tract Opportunity Way		of evidence storage and covered parking	\$2,817,555	\$3,676,270	\$4,940,600
Future Administration Building - Warhill Tract	7,555	Gross Square Feet (GSF)			
Opportunity Way	New cons 116,114	truction for administrative building Gross Square Feet (GSF)	\$54,838,114	\$71,551,301	\$96,158,965
Fire Station 6 - Warhill Tract Opportunity Way	New cons	truction fire station	\$10,936,885	\$14,270,154	\$19,177,894
	18,885	Gross Square Feet (GSF)			
Fire Training Center - Warhill Tract Opportunity Way	New cons	truction administrative office	\$5,558,447	\$7,252,513	\$9,746,770
	10,447	Gross Square Feet (GSF)			
Fire Administration Warehouse - Warhill Tract	New cons	truction warehouse	\$2,007,000	\$2,618,680	\$3,519,287
Opportunity Way	5,000	Gross Square Feet (GSF)			
General Services Administration - Warhill Tract Water	New cons	truction administrative office	\$22,694,236	\$29,610,831	\$39,794,480
Tower Site	45,636	Gross Square Feet (GSF)			
General Services Warehouse - Warhill Tract Water	New cons	truction warehouse	\$1,947,000	\$2,540,393	\$3,414,076
Tower Site	5,000	Gross Square Feet (GSF)			
General Services Fleet Maintenance - Warhill Tract	New cons	truction fleet maintenance building	\$15,176,128	\$19,801,405	\$26,611,432
Water Tower Site	35,128	Gross Square Feet (GSF)			
Fire Training Burn Building - Warhill Tract Water Tower	New cons	truction training facility	\$2,071,500	\$2,702,838	\$3,632,388
Site	3,500	Gross Square Feet (GSF)			
Fire Training Residential - Warhill Tract Water Tower	New cons	truction training facility	\$1,499,000	\$1,955,855	\$2,628,506
Site	5,000	Gross Square Feet (GSF)	, , ,	, ,,	, ,,
Fire Training Tower - Warhill Tract Water Tower Site		truction training facility	\$4,383,600	\$5,719,604	\$7,686,669
-	9,600	Gross Square Feet (GSF)	ψ ⁻¹ ,303,000	ψ3,7 ±3,00 ·	<i>\$7,000,003</i>
Emergency Communications Center (ECC) - Forge Road		on of existing facility	\$5,681,253	\$7,412,747	\$9,962,112
Campus	15,253	Gross Square Feet (GSF)	33,081,233	\$7,412,747	39,902,112
				Ć4.4.270.262	Ć40 222 402
Fire Station 1		on and expansion of existing facility	\$11,019,741	\$14,378,263	\$19,323,183
	27,016	Gross Square Feet (GSF)			
Fire Station 2		on and expansion of existing facility	\$6,833,480	\$8,916,141	\$11,982,549
	13,480	Gross Square Feet (GSF)			
Fire Station 3		on and expansion of existing facility	\$8,324,882	\$10,862,083	\$14,597,731
	17,445	Gross Square Feet (GSF)			
Fire Station 4		on and expansion of existing facility	\$6,784,823	\$8,852,655	\$11,897,228
	15,998	Gross Square Feet (GSF)			
Fire Station 5		on and expansion of existing facility	\$5,856,964	\$7,642,010	\$10,270,222
	11,578	Gross Square Feet (GSF)			
JCSA - Tewning Road Campus	New cons	truction shop and warehouse	\$13,158,250	\$17,168,532	\$23,073,071
	43,565	Gross Square Feet (GSF)			
Colonial Community Corrections	Renovatio	on of existing facility	\$3,826,222	\$4,992,352	\$6,709,303
	10,222	Gross Square Feet (GSF)			
Voter Registrar - 4095 Ironbound Road	Renovatio	on of existing office building	\$4,522,000	\$5,900,184	\$7,929,354
	15,300	Gross Square Feet (GSF)			
Human Services Center	Addition a	and renovation of existing facility	\$11,588,841	\$15,120,809	\$20,321,103
	32,841	Gross Square Feet (GSF)			
Olde Towne Medical and Dental Center	Leased Sp	ace	TBD	TBD	TBD
	11,150	Gross Square Feet (GSF)			
JCC Recreation Center Flex Space Expansion	Addition t	to existing recreation center	\$4,050,900	\$5,285,506	\$7,103,278
	6,900	Gross Square Feet (GSF)			
General Services Solid Waste Facility - Jolly Pond Road	New cons	truction administrative facility	\$1,122,797	\$1,464,995	\$1,968,831
	1,497	Gross Square Feet (GSF)	• •	. ,	. , .
Convenience Centers (Grove)		truction waste collection point	\$152,000	\$198,326	\$266,533
	80	Gross Square Feet (GSF)	, - ,	,	,
Total	484,190	Gross Square Feet (GSF)	\$206,852 000	\$269,895,000	\$362,717,000
	107,100	5. 555 5quare 1 cet (051)	7200,032,000	7203,000	7552,717,000



Below is a summary of the space needs findings for all County Administration facilities within the Master Plan. This table compares the 2040 space needs to the existing space available in the building to determine the required scope of expansion. If the building does not yet exist, as is the case with Fire Station 6, the existing space column is empty and the GSF provided figure will equal the 2040 need. Refer to the individual building narratives for additional information.

efer to the individual building narratives for additional infor		2040.005	Required	N 1 5 70
Building & Components	Existing Space	2040 GSF Need	(2040 - Existing)	Newly Built GSF Area
Law Enforcement Center Expansions - Warhill Tract Opportunity Way	49,925	57,480	7,555	7,555
Police	49,925	52,480	2,555	2,555
Covered Parking		5,000	5,000	5,000
Future Administration Building - Warhill Tract Opportunity Way		116,114		116,114
Comissioner of Revenue		5,260		
Community Development		14,673		
County Administration		4,520		
County Administration BOS		4,725		
County Attorney Economic Development		1,798 2,530		
Emergency Operations Center		7,110		
Financial Management Services		8,978		
Human Resources		4,023		
Information Resources Management		17,007		
Parks and Recreation		5,795		
Treasurer		4,136		
Fire Admininstration		6,530		
Fire Station 6 - Warhill Tract Opportunity Way		18,885		18,885
Fire Training Center - Warhill Tract Opportunity Way		10,447		10,447
Fire Administration Warehouse - Warhill Tract Opportunity Way		5,000		5,000
General Services Administration - Warhill Tract Water Tower Site		45,636		45,636
General Services Warehouse - Warhill Tract Water Tower Site		5,000		5,000
General Services Fleet Maintenance - Warhill Tract Water Tower Site		35,128		35,128
Fire Training Burn Building - Warhill Tract Opportunity Way		3,500		3,500
Fire Training Residential - Warhill Tract Opportunity Way Fire Training Tower - Warhill Tract Opportunity Way		5,000 9,600		5,000 9,600
Emergency Communications Center (ECC) - Forge Road Campus	15,253	12,865	-2,388	9,600
Emergency Communications Emergency Communications	7,156	6,612	-2,366	U
Emergency Operations Center - function will be relocated	8,097	•		
DMV Satellite Services	24 275	3,036	2.744	2.744
Fire Station 1	24,275	27,016	2,741	2,741
Fire Station 2	6,792	13,480	6,688	6,688
Fire Station 3	10,563	17,445	6,882	6,882
Fire Station 4	14,123	15,998	1,875	1,875
Fire Station 5	6,614	11,578	4,964	4,964
JCSA Tewning Road Campus*	20,460	42,780	22,320	22,320
2010 Operations 1993 Warehouse	13,536 6,924			
1994 Fleet (not counted due to specialized nature of the facility)	14,321			
*Existing structures not listed above will be demolished				
Colonial Community Corrections	10,222	10,222	0	0
Voter Registrar - 4095 Ironbound Road	15,300	17,361	2,061	0
Human Services Center	29,138	32,841	3,703	3,703
Olde Towne Medical and Dental Center	10,623	11,150	527	0
JCC Recreation Center Flex Space Expansion		8,276		6,900
General Services Solid Waste Facility - Jolly Pond Road **Existing structure will be demolished. Existing space not counted.	1,200	1,497	1497**	1,497
Convenience Centers (Distributed Throughout County)	240	320	80	80
Total		534,618		319,515
IUlai		554,618		319,

Narratives and drawings for the WJCC School Administration Master Plan facilities are included in Appendix B and those for WJCC Courts are included in Appendix C. The budget and square footage summaries for these facilities are reproduced below.

WJCC SCHOOL ADMINISTRATION - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

			Assumii	ng 3% escalation	n/year
Plan Component	Description	2021 Budget	2030 Budget	2040 Budget	
WJCC School Administration Office - Warhill Tract	New construction administrative office building		\$29,667,429	\$38,709,266	\$52,022,016
Opportunity Way	59,429 Gross Squ	are Feet (GSF)			
WJCC School Operations and Maintenance Building	Renovation and addit	ion of maintenance facility	\$14,225,199	\$18,560,658	\$24,943,973
	47,199 Gross Squ	are Feet (GSF)			
Total	106,628 Gross Squ	are Feet (GSF)	\$43,893,000	\$57,271,000	\$76,968,000

Facility Addition/New Construction Summary - WJCC School Administration

			Additional	
			Required	
	Existing	2040 GSF	(2040 -	Newly Built
Building & Components	Space	Need	Existing)	GSF Area
WJCC School Administration Office - Warhill Tract Opportunity Way		59,429		59,429
WJCC School Operations and Maintenance Building	26,765	43,199	16,434	16,434
Total		102,628	•	75,863



WJCC COURTS - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

Assuming 3% escalation/year

Plan Component	Description	2021 Budget	2030 Budget	2040 Budget	
WJCC Courts	Courthouse addition and renovation	\$47,317,970	\$61,739,218	\$82,972,347	
	114,156 Gross Square Feet (GSF)				
Total	114,156 Gross Square Feet (GSF)	\$47,318,000	\$61,740,000	\$82,974,000	

Facility Addition/New Construction Summary - WJCC Courts

			Additional Required	
Building & Components	Existing Space	2040 GSF Need	(2040 - Existing)	Newly Built GSF Area
WJCC Courts	71,704	101,970	30,266	30,266
Parking		10,286		10,286
Mechanical Yard		1,900		1,900
Total		114,156		42,452

The combined budget of all Master Plan facilities, including County Administration, WJCC School Administration, and WJCC Courts are as follows:

Administrative Group	2021 Budget	2030 Budget	2040 Budget
County Administration	\$206,852,000	\$269,895,000	\$362,717,000
WJCC School Administration	\$43,893,000	\$57,271,000	\$76,968,000
WJCC Courts	\$47,318,000	\$61,740,000	\$82,974,000
Total Budget for all Master Plan Facilities	\$298,063,000	\$388,905,000	\$522,656,000

END OF EXECUTIVE SUMMARY



Purpose and Scope

Purpose

This is a twenty-year Facilities Master Plan for James City County's Administration, Williamsburg James City County (WJCC) School Administration, and the WJCC Courthouse. This Plan identifies possible site locations and building layouts for the most critical needs identified by the County, based upon the information gathered in the 2020 Space Needs Analysis prepared by Moseley Architects. The scope of the facility improvements proposed within the Master Plan are derived from the estimated 2040 space needs of the various County departments.

The information presented herein will act as a roadmap with which County administrators may schedule, finance, and execute the necessary capital expenditures over the next twenty years.



Scope

The following government facilities are addressed by the Plan:

County Administration

Warhill Tract2	8
Warhill Tract Opportunity Way3	1
Law Enforcement Center Expansions – Warhill Tract Opportunity Way 3	2
Future Administration Building – Warhill Tract Opportunity Way3	3
Fire Station 6 – Warhill Tract Opportunity Way3	4
Fire Training Center – Warhill Tract Opportunity Way3	4
Fire Administration Warehouse – Warhill Tract Opportunity Way3	5
Warhill Tract Water Tower Site4	1
General Services Administration – Warhill Tract Water Tower Site4	2
General Services Warehouse – Warhill Tract Water Tower Site4	2
General Services Fleet Maintenance – Warhill Tract Water Tower Site4	2
Fire Training Burn Building – Warhill Tract Water Tower Site4	3
Fire Training Residential – Warhill Tract Water Tower Site4	3
Fire Training Tower – Warhill Tract Water Tower Site4	3
Emergency Communications Center (ECC) – Forge Road Campus4	7
Fire Station 15	3
Fire Station 25	7
Fire Station 36	3
Fire Station 46	9
Fire Station 57	3
JCSA– Tewning Road Campus7	9
Colonial Community Corrections8	5
Voter Registrar 4095 Ironbound Road8	9
Human Services Center9	3
Olde Towne Medical and Dental Center9	3
Department of Social Services9	3
JCC Recreation Center Flex Space Expansion9	7
General Services Solid Waste Facility – Jolly Pond Road	01
Convenience Centers (Future Convenience Center at Grove)	.01

For WJCC School Administration, refer to Appendix B

WJCC School Administration Office – Warhill Tract Opportunity Way WJCC School Operations and Maintenance Building

For WJCC Courts, refer to Appendix C

WJCC Courts



For all facilities included within this study, the preferred design is referred to as the "Master Plan" and drawn in blue. For several facilities, alternative proposals for the site and/or building layout were considered, but were not preferred by the County. They are indicated as "Alternative Concept" and drawn in red.

Space Requirements

A space needs assessment for the various facilities is not included in this document; that information was presented in an earlier document prepared by Moseley Architects entitled *James City County - Facilities Space Needs Analysis* and dated August 17, 2020. The scope of the proposed facility improvements are based on the estimated 2040 space needs of the various departments. Figures taken from that referenced document will be reproduced in the narrative for each facility.



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Methodology

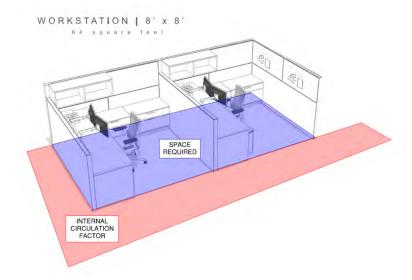


2040 Space Needs

The gross square footage (GSF) figures included within this document is derived from the *James City County – Facilities Space Needs Analysis* prepared by Moseley Architects and dated August 17, 2020. Below is an excerpt from the space needs assessment for the Law Enforcement Facility at the Warhill Tract Opportunity Way site.

JAMES CITY COUNTY SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURI NEI			025 EDS		030 EDS		040 EDS	REMARKS
	SPACE	SQ FT								- 1	
DESCRIPTION	CODE	EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
Kitchenette		275	1	275	∇	275	1	275	1	275	
Interview Room Toilet	tlt1	50	1	50	$Z\Lambda$	50	1	50	1	50	
Staff Toilet Rooms	tlt2	160	0	800	5	800	5	800	5	800	
Janitor's Closet	jc1	60	1	60	1	60	1	60	(1)	= 60	
Locker/Toilet/Shower Rooms		525	2	1,050	2	1,050	2	1,050	2	1,050	No duty bag lockers. Officers show up in their vehicle and only use small lockers for gym storage and personal effects.
Simulation Room		350	1	350	1	350	1	350	1	350	
Library		225	1	225	1	225	1	225	1	225	
Break Area		670	1	670	1	670	1	670	1	670	
Police Vehicle and Equipment Garage		2800	1	2,800	1	2,800	1	3,200	1	3,750	Includes vehicles, Bearcat armored vehicle, ammunition storage, and kennel space with attached outdoor dog run.
Covered parking for trailers and equipment.			12		12		12		12		10'x30' parking spaces.
Impound Parking Lot			28		28		28		42		
Outdoor Firing Range											Near old landfill. Would like it covered and to add classroom space.
Range Classroom		1000	1	1,000	1	1,000	1	1,000	1	1,000	Freestanding trailer.
TOTAL PERSONNEL			110		121		147		180		
SUBTOTAL SPACE REQUIRED			110	25,871	121	26,287	147	29,045	100	20 207	1
		050/								30,387	Dans and include Delice Vehicle and Fourierment Corner and Bonce Classes
INTERNAL CIRCULATION FACTOR		35%		7,725		7,870		8,696		8,973	Does not include Police Vehicle and Equipment Garage and Range Classroom
EXISTING OCCUPIED AREA		47,750									LAW ENFORCEMENT CENTER
TOTAL DIVISION SPACE REQ'D		,,,		33,596		34,157		37,741		39,360	

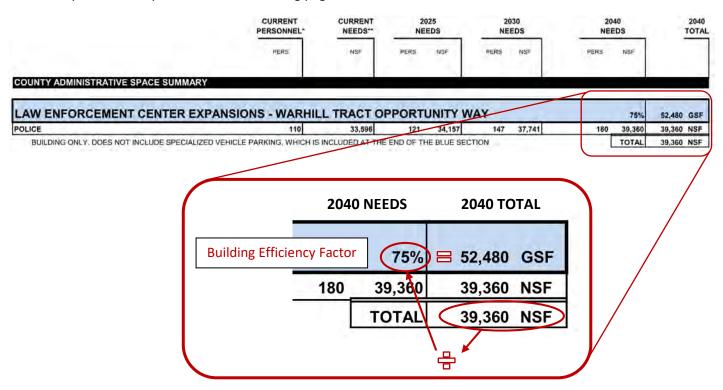


The column to the left indicates the spaces required, as determined by the respective JCC department, in this case the Police Department. Each type of space is associated with an estimated area. For example, a Janitor's Closet is anticipated to be about 60 sf in area. Within the "2040 Needs" column, the square footage required is determined by multiplying the quantity of that type of space by the square footage area of each space. These areas are summed to find the "Subtotal Space Required." This subtotal is then multiplied by an Internal

Circulation Factor, in this case 35%. The internal circulation factor accounts for the circulation between the individual spaces within a tenant space. For example, an office might have several cubicles required within an open work area. The cubicles would be included in the "Space Required" and the internal circulation factor would account for the walkways around the cubicles. The internal circulation space is added to the "Subtotal Space Required" to determine the total division space required.

To determine the overall size of a facility, the Total Division Space must be divided by a building efficiency factor. The building efficiency factor accounts for various areas not included within the divisions, such as stairs, elevators, electrical closets, mechanical chases, the thickness of exterior walls, restrooms shared by building tenants, etc. Building efficiency varies by the type of building. The average office building is expected to carry an efficiency factor around 75%. A courthouse will have a much lower efficiency factor, due to the large waiting areas and wide corridors. Additionally, courthouses have separate circulation paths for the public, judges, and detainees, so corridors will take up a larger proportion of the total building area. An airport would also carry a low building efficiency factor due to expansive lobbies, waiting areas, and queuing spaces.

Below is another excerpt for the Law Enforcement Facility at the Warhill Tract Opportunity Way site. The complete table is provided in the following pages.



Refer to the column labeled "2040 Needs." For the Police Department, this figure totals 39,360 Net Square Feet (NSF). This matches the "Total Division Space Required" indicated on the previous page. Some buildings include multiple departments which in turn include multiple divisions. To clarify the summation of these components, there is an additional column called "2040 Total." Since the Police Department only includes one division, the 39,360 NSF figure is simply duplicated in the "2040 Total" column. The "2040 Total" figure is divided by the Building Efficiency Factor to determine the total gross square footage of the facility. In this case, (39,360 NSF / .75) = 52,480 GSF, which represents the required overall size of the Law Enforcement Center.

Within the narrative for each facility, the 2040 Total GSF is compared to the GSF of the existing facility to determine the extent of an addition. If the existing building is not considered within the Facilities Master Plan, either because it does not exist or the existing building will be demolished, the size of the proposed facility will be equal to the 2040 Total GSF.

The below is reproduced from the Law Enforcement Center Expansions narrative:

Law Enforcement 2040 Need	57,480	GSF
Existing Facility	49,925	GSF
Interior Space Deficiency	2,555	GSF
Covered Parking	5,000	GSF

The Police Department requested a 5,000 GSF covered parking area for specialty vehicles. This is a separate component from the interior areas considered within the Space Needs Assessment. Therefore, the 52,480 GSF need calculated in the previous paragraphs is added to the 5,000 GSF covered parking area to find a total 2040 Need of 57,480 GSF. The existing facility is subtracted from the 2040 need to determine the size of the addition.

57,480 GSF – 49,924 GSF = 7,555 GSF – 5,000 GSF Covered Parking = 2,555 GSF Addition.

JAMES CITY COUNTY - FACILITIES MASTER PLAN SPACE REQUIREMENTS SUMMARY

CURRENT PERSONNEL	CURRENT * NEEDS**		2025 NEEDS		2030 NEEDS			40 EDS	2040 TOTA	\L
PERS	NSF	PERS	NSF		PERS	NSF	PERS	NSF		

COUNTY ADMINISTRATIVE SPACE SUMMARY

LAW ENFORCEMENT CENTER EXPANSION	IS - WARHIL	L TRACT OF	PPORTU	NITY \	WAY			75%	52,480 GSF
POLICE	110	33,596	121	34,157	147	37,741	180	39,360	39,360 NSF
BUILDING ONLY, DOES NOT INCLUDE SPECIALIZED VEHICLE PARKING, WHICH IS INCLUDED AT THE END OF THE BLUE SECTION TOTAL									39.360 NSF

FUTURE ADMINISTRATION BUILDING - WAR	HILL IK	ACT OFFUR	TONITY	VAI				75%	116,114 GS
COMMISSIONER OF REVENUE	13	3,884	14	4,016	18	4,844	20	5,260	5,260 NS
COMMUNITY DEVELOPMENT - ADMIN	3	4,397	3	4,516	4	4,478	4	4,462	
COMMUNITY DEVELOPMENT - BS&P	17	3,615	22	4,042	25	4,317	29	4,679	
COMMUNITY DEVELOPMENT - NEIGHBORHOOD DEVELOPMENT	2	396	2	396	4	525	5	590	
COMMUNITY DEVELOPMENT - PLANNING	14	3,050	18	3,698	18	3,665	19	3,795	
COMMUNITY DEVELOPMENT - ZONING	4	840	5	942	6	1,045	7	1,148	
COMMUNITY DEVELOPMENT TOTAL:	53	16,181	64	17,609	75	18,874	64	19,933	14,673 NSI
COUNTY - ADMINISTRATION	7	3,915	10	4,293	11	4,520	11	4,520	4,520 NSI
COUNTY - ADMINISTRATION - BOARD OF SUPERVISORS	0	4,725	0	4,725	0	4,725	0	4,725	4,725 NSI
COUNTY ATTORNEY	4	1,663	5	1,798	5	1,798	5	1,798	1,798 NSI
ECONOMIC DEVELOPMENT	3	1,801	5	2,039	8	2,363	9	2,530	2,530 NSI
EMERGENCY OPERATIONS CENTER (EOC)	60	7,110	66	7,110	66	7,110	66	7,110	7,110 NSI
FMS (FINANCIAL & MANAGEMENT SERVICES) - ADMIN, BUDGET, RISK	8	3,217	9	3,379	11	3,703	11	3,703	
FMS - ACCOUNTING	8	1,570	9	1,845	10	1,878	12	2,072	
FMS - PURCHASING	6	1,215	6	1,215	7	1,377	8	1,539	
FMS - REAL ESTATE	8	1,269	9	1,355	11	1,577	12	1,663	
FINANCIAL MANAGEMENT SERVICES TOTAL:	30	7,271	33	4,416	28	8,535	43	8,978	8,978 NSI
HUMAN RESOURCES	8	3,839	9	3,829	10	3,834	12	4,023	4,023 NSI
IRM (INFORMATION RESOURCES MANAGEMENT) - ADMIN	2	2,973	3	3,059	3	3,059	3	3,059	
IRM - CORE APPLICATIONS	6	815	8	977	9	1,139	9	1,139	
IRM - GIS MANAGEMENT	2	589	3	680	4	772	4	772	
IRM - INFRASTRUCTURE	6	2,403	10	3,002	11	3,272	11	3,272	
IRM - RECORDS	3	2,060	3	2,060	3	2,060	4	2,147	
IRM - VIDEO CENTER	3	5,516	4	5,596	5	5,676	5	5,676	
IRM - WEB AND PUBLICATIONS	4	806	5	941	5	941	5	941	
INFORMATION RESOURCES MANAGEMENT TOTAL:	26	15,162	36	16,317	40	16,920	41	17,007	17,007 NS
PARKS AND RECREATION - ADMIN	12	5,218	14	5,547	16	5,795	16	5,795	5,795 NS
TREASURER	14	3,443	15	3,529	18	3,802	21	4,136	4,136 NS
FIRE ADMINISTRATION	23	5,644	23	5,677	27	6,130	30	6,530	6,530 NS

FIRE STATION 6 - WARHILL TRACT	OPPORTUNITY WA	Υ						85%	18,885 GSF
FIRE STATION 6 (FUTURE)	0	15,411	0	15,411	18	15,656	27	16,052	16,052 NSF
								TOTAL	16.052 NSF

	CURRENT PERSONNEL*	CURRENT NEEDS**		25 EDS	20 NE	30 EDS	20. NEE		2040 TOTAL
	PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	
FIRE TRAINING CENTER - WARHILL TRAC	T OPPORT	TUNITY WAY						75%	10,447 GSF
FIRE TRAINING CENTER	1	7,066	1	7,066	1	7,835	1	7,835	7,835 NSF
		- 1		•				TOTAL	7,835 NSF
FIRE ADMINISTRATION WAREHOUSE - WA	ARHILL TR	ACT OPPOR	TUNITY V	VAY				85%	5,000 GSF
WAREHOUSE	0	4,250	0	4,250	0	4,250	0	4,250	4,250 NSF
	1	, ,		-		- 1		TOTAL	4,250 NSF
GENERAL SERVICES ADMINISTRATION -	WARHILL	TRACT WATE	R TOWE	R SITE				75%	45,636 GSF
GENERAL SERVICES - ADMINISTRATION AND CIP	17	12,154	24	13,214	33	14,296	36	15,550	
GENERAL SERVICES - FACILITIES	29	6,270	39	6,864	44	7,361	44	7,296	
GENERAL SERVICES - GROUNDS	31	5,631	38	5,871	38	5,871	41	5,946	
GENERAL SERVICES - STORMWATER & RESOURCE PROTECTION	19	3,884	25	4,381	29	5,111	33	5,435	
GENERAL SERVICES TOTAL:	96	27,940	126	30,330	144	32,639	154	34,227	34,227 NSF
								TOTAL	34,227 NSF
GENERAL SERVICES WAREHOUSE - WAR	HILL TRA	CT WATER T	OWER SI	TE				85%	5,000 GSF
WAREHOUSE	0	4,250	0	4,250	0	4,250	0_	4,250	4,250 NSF
								TOTAL	4,250 NSF
GENERAL SERVICES FLEET MAINTENANG	CE - WARH	IILL TRACT V	VATER T	OWER S	SITE			75%	35,128 GSF
GENERAL SERVICES - FLEET	10	17,888	12	21,047	19	23,339	24_	26,346	26,346 NSF
								TOTAL	26,346 NSF
FIRE TRAINING BURN BUILDING - WARHII	L TRACT	OPPORTUNI	TY WAY					85%	3,500 GSF
BURN BUILDING	0	2,975	0	2,975	0	2,975	0_	2,975	2,975 NSF
								TOTAL	2,975 NSF
FIRE TRAINING RESIDENTIAL - WARHILL	TRACT WA	ATER TOWER	RSITE					85%	5,000 GSF
TRAINING STRUCTURE	0	4,250	0	4,250	0	4,250	0_	4,250	4,250 NSF



TOTAL 4,250 NSF

	CURRENT PERSONNEL*	CURRENT NEEDS**		25 EDS	200 NEE		2040 NEEDS	2040 TOTAL
	PERS	NSF	PERS	NSF	PERS	NSF	PERS NSF	
FIRE TRAINING TOWER - WARHILL TE	RACT WATER	TOWER SITE					85%	9,600 GSF
TRAINING STRUCTURE	0	8,160	0	8,160	0	8,160	0 8,160	8,160 NSF
							TOTAL	8,160 NSF
EMERGENCY COMMUNICATIONS CEN	NTER (ECC) - F	ORGE ROAD	CAMPUS	3			75%	12,865 GSF
EMERGENCY COMMUNICATIONS	28	5,858	38	6,113	43	6,363	48 6,612	6,612 NSF
FMS - SATELLITE SERVICES/DMV SELECT	4	2,853	5	2,944	5	2,944	6 3,036	3,036 NSF
							TOTAL	9,648 NSF
FIRE STATION 1							85%	27,016 GSF
FIRE STATION 1	15	22,963	18	22,963	24	22,963	27 22,963	22,963 NSF
							TOTAL	22,963 NSF
FIRE STATION 2							85%	13,480 GSF
FIRE STATION 2	18	11,422	18	11,422	18	11,422	21 11,458	11,458 NSF
	1					•	TOTAL	11,458 NSF
FIRE STATION 3							85%	17,445 GSF
FIRE STATION 3	27	14,079	27	14,079	39	14,396	45 14,828	14,828 NSF
				•		•	TOTAL	14,828 NSF
FIRE STATION 4							85%	15,998 GSF
FIRE STATION 4	24	13,526	24	13,526	24	13,526	30 13,598	13,598 NSF
				•		•	TOTAL	13,598 NSF
FIRE STATION 5							85%	11,578 GSF
FIRE STATION 5	18	9,806	18	9,806	18	9,806	21 9,842	9,842 NSF
	1					•	TOTAL	9,842 NSF
JCSA - TEWNING ROAD CAMPUS							75%	42.780 GSF
JCSA - ADMIN	19	16,639	20	17,489	20	17,839	20 18,539	,. 50 001
JCSA - CUSTOMER SERVICE	12	1,364	14	1,493	16	1,558	17 1,623	
JCSA - WASTEWATER	28	7,135	33	7,040	36	6,995	41 6,996	
JCSA - WATER	35	4,564	41	4,543	47	4,857	53 4,927	
JCSA TOTAL:	94	29,702	108	30,564	119	31,249	131 32,085	32,085 NSF
							TOTAL	32,085 NSF

	CURRENT PERSONNEL*	CURRENT NEEDS**		25 EDS		30 EDS	2040 NEEDS		2040 TOTA
	PERS	NSF	PERS	NSF	PERS	NSF	PERS NS	=	
COLONIAL COMMUNITY CORRECTIONS							7	75% 10,222	GSF
COLONIAL COMMUNITY CORRECTIONS	20	6,317	23	6,722	24	6,992	28 7,	667 7,667	NSF
							TO	7,667	NSF
VOTER REGISTRAR 4095 IRONBOUND R	OAD						-	75% 17,361	GSF
OTER REGISTRAR	18	9,372	27	10,020	44	11,792	58 13,	021 13,021	NSF
				•		•	TO	TAL 13,021	NSF
HUMAN SERVICES CENTER							-	75% 32,841	GSF
SOCIAL SERVICES - HOUSING	9	2,886	9	2,920	13	3,579	13 3,	579	
SOCIAL SERVICES	67	18,444	74	19,135	85	20,409	90 21,		
SOCIAL SERVICES TOTAL:	76	21,330	83	22,055	98	23,988	103 24,	631 24,631	NSF
OLDE TOWNE MEDICAL AND DENTAL C	ENTER 34	11,116	40	11,116	40	11,150	100% (Leased Spa 40 11, TO	150 11,150	NSF
JCC RECREATION CENTER FLEX SPACE	EXPANSION						7	75% 8,276	GSF
PARKS AND RECREATION - CENTERS - ADMIN SPACE ONLY	12	5,765	12	5,765	16	6,207	16 6,	207 6,207	NSF
							TO	6,207	NSF
GENERAL SERVICES SOLID WASTE FAC	ILITY - JOLLY	POND ROA	ر. D				7	75% 1,497	GSF
GENERAL SERVICES - SOLID WASTE ADMIN.	2	1,123	2	1,123	2	1,123	21,	1,123	NSF
							TO [*]	TAL 1,123	NSF
CONVENIENCE CENTERS (DISTRIBUTED	THROUGHOU	JT COUNTY)					10	0% 320	GSF
GENERAL SERVICES - SOLID WASTE CONVENIENCE CENTERS	7	240	9	320	9	320	9	320 320	NSF
	•	-					TO ⁻	AL 320	NSF
TOTAL GSF REQUIRED FOR COUNTY AD	MINISTRATIO	N						529,618	GSF
									_



JAMES CITY COUNTY - FACILITIES MASTER PLAN SPACE REQUIREMENTS SUMMARY

CURRENT PERSONNEL*	CURRENT NEEDS**		2025 EEDS		2030 EEDS		040 EEDS	2040 TOTAL
PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	

WJCC PUBLIC SCHOOLS ADMINISTRATION SUMMARY

WJCC SCHOOL ADMINISTRATION OFFICE - WARHILL TRACT OPPORTUNITY WAY 75%									
SCHOOL BOARD - STRATEGIC COMMUNICATIONS OFFICE	5	1,978	6	2,064	7	2,151	7	2,151	2,151 NSF
SCHOOL BOARD - CURRICULUM AND INSTRUCTION	21	5,908	30	6,305	40	6,982	46	7,185	7,185 NSF
SCHOOL BOARD - FINANCE	9	2,537	11	2,726	13	2,990	13	3,006	3,006 NSF
SCHOOL BOARD - HUMAN RESOURCES	11	2,689	11	2,689	13	2,938	13	2,938	2,938 NSF
SCHOOL BOARD - SCHOOL LEADERSHIP	7	2,021	13	2,711	14	2,911	15	2,931	2,931 NSF
SCHOOL BOARD - STUDENT SERVICES	39	5,358	52	6,084	60	6,595	66	6,947	6,947 NSF
SCHOOL BOARD - SPECIAL EDUCATION	29	3,155	39	3,673	41	4,084	41	4,084	4,084 NSF
SCHOOL BOARD - SUPERINTENDENT	4	1,758	5	1,844	5	1,844	5	1,844	1,844 NSF
SCHOOL BOARD - TECHNOLOGY	40	6,537	43	6,743	47	7,164	50	7,266	7,266 NSF
SCHOOL BOARD - SHARED SPACE	0	6,221	0	6,221	0	6,221	0	6,221	6,221 NSF
								TOTAL	44.572 NSF

WJCC SCHOOL OPERATIONS CAMPU	S AND MAINTE	ENANCE BUI	LDING					75%	43,199 GSF
SCHOOL BOARD - OPERATIONS	50	27,653	59	29,221	62	31,291	68_	32,399	32,399 NSF
		•	•		•			TOTAL	32,399 NSF

TOTAL GSF REQUIRED FOR WJCC SCHOOL ADMINISTRATION	102,628 GSF
WICC SCHOOL ADMINISTRATION GRAND TOTAL	102 628 GSF

JAMES CITY COUNTY - FACILITIES MASTER PLAN SPACE REQUIREMENTS SUMMARY

CURRENT PERSONNEL*	CURRENT NEEDS**		2025 EEDS	2030 NEEDS			2040 IEEDS	2040 TOTAL
PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF	

WJCC COURTS								65%	101,970 GSF
COURTS - CIRCUIT COURT	4	14,491	4	14,491	5	14,577	5	14,577	14,577 NSF
COURTS - CIRCUIT COURT CLERK	15	6,354	17	6,527	17	6,549	19	6,722	6,722 NSF
COURTS - COMMONWEALTH' S ATTORNEY	23	4,481	28	4,945	32	5,453	38	5,982	5,982 NSF
COURTS - GENERAL DISTRICT COURT	2	9,167	2	9,167	2	9,167	2	9,167	9,167 NSF
COURTS - GENERAL DISTRICT COURT CLERK	7	2,333	11	2,678	13	2,851	17	3,197	3,197 NSF
COURTS - JUVENILE AND DOMESTIC RELATIONS COURT	1	7,733	1	7,733	1	7,962	1	9,650	9,650 NSF
COURTS - J&DR COURT CLERK	8	2,496	10	2,728	10	2,728	11	2,782	2,782 NSF
COURTS - SHERIFF	20	7,189	21	7,189	24	8,035	24	8,035	8,035 NSF
COURTS - SHARED SPACE	0	6,170	0	6,170	0	6,170	0_	6,170	6,170 NSF
								TOTAL	66.280 NSF

TOTAL GSF REQUIRED FOR WJCC COURTS	101,970	GSF
PARKING	10,286	GSF
MECHANICAL YARD	1,900	GSF
WICC COURTS CRAND TOTAL	111 156	CCE

JAMES CITY COUNTY - FACILITIES MASTER PLAN SPACE REQUIREMENTS SUMMARY

 CURRENT PERSONNEL*
 CURRENT NEEDS**
 2025 NEEDS
 2030 NEEDS
 2040 NEEDS
 2040 TOTAL

 PERS
 NSF
 PERS
 NSF
 PERS
 NSF
 PERS
 NSF
 PERS
 NSF

MASTER PLAN FACILITIES SUMMARY

SUMMARY OF AREA TOTALS

COUNTY ADMINISTRATION 534,618 GSF WJCC SCHOOL ADMINISTRATION 102,628 GSF

WJCC COURTS 114,156 GSF

GRAND TOTAL AREA OF MASTER PLAN FACILITIES 751,401 GSF

Master Plan Component Summaries – Narratives and Drawings



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This section illustrates the potential improvements to satisfy the identified 2040 facility space needs, including building footprint layouts and site drawings. Refer to Appendix A for preliminary budgets and schedules.

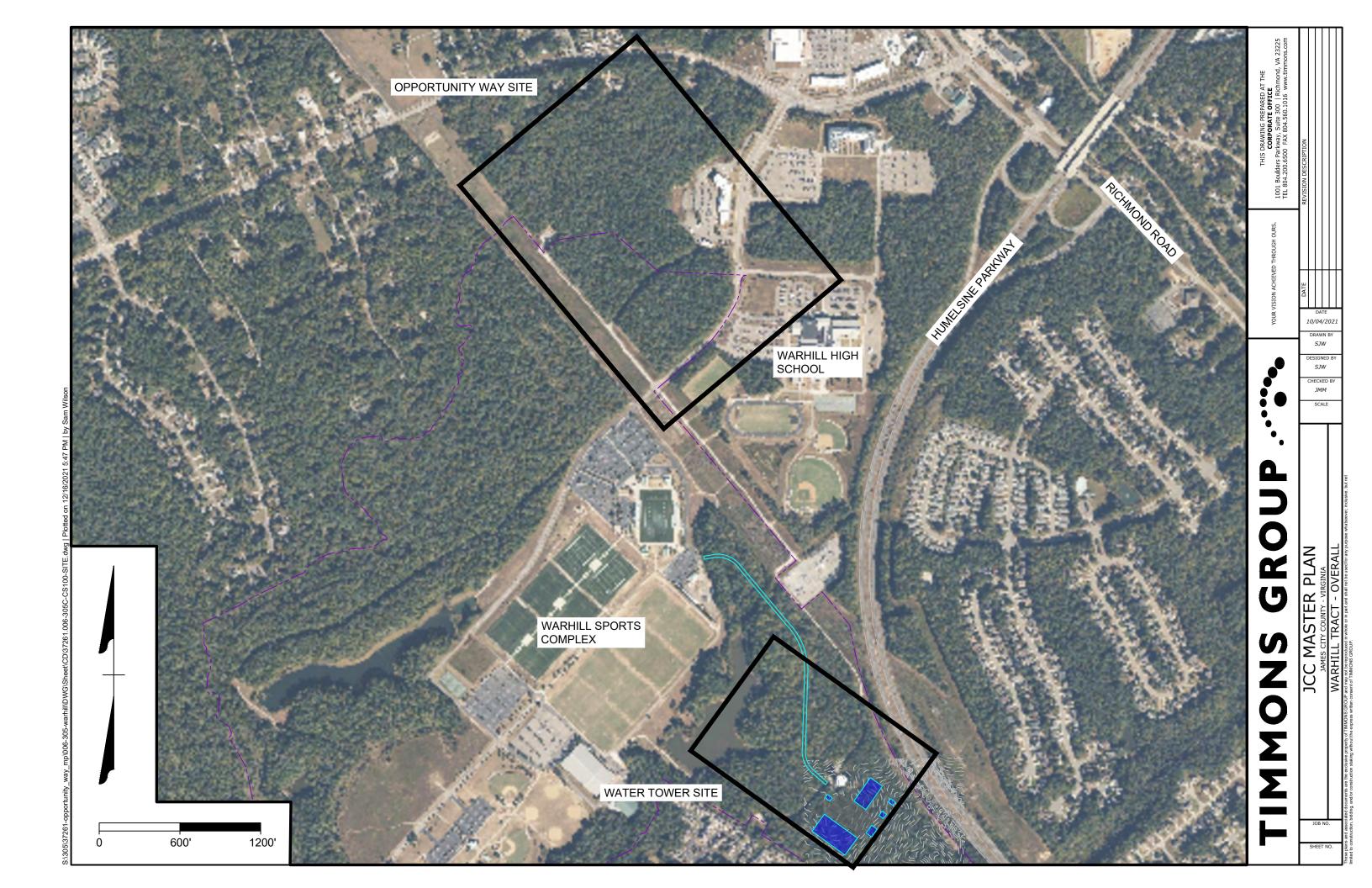


Warhill Tract

This tract of land was discussed with the County as a possible location for several facilities within the Master Plan. The two locations, Opportunity Way and the Water Tower Site, are expanded upon in the subsequent pages. Building upon both locations is proposed within the Master Plan, as they include separate facilities; they are not redundant.

The current County Government Complex is located on Mounts Bay Road. As the County continues to grow, it is likely that this existing complex will no longer be centrally located. If growth continues along the anticipated vectors, the Warhill Tract will become more centrally located and a more sensible location as a hub of administrative services.





Warhill Tract Opportunity Way:

This site is partially undeveloped property. Site improvements will include extensive parking for visitors and staff, though some parking could be shared between the office functions. The site is adjacent to wetlands, so stormwater management scope is likely to be more substantial. Three new curb cuts will be created along Stadium Road – two for personal vehicles, one for the Fire Department. The curb cut aligned with the existing intersection will likely require a new stop light, since that road provides access to the nearby schools, and traffic will increase substantially as the population grows and this site becomes a more central location than the current Government Complex on Mounts Bay Road. The curb cut at Fire Station 6 will likely require a Fire Department controlled stop light. The existing site is wooded and sloped and will require substantial clearing and regrading.

If the County population continues to grow as anticipated, the Warhill Tract Opportunity Way site will become a more centralized location than the current Government Complex on Mounts Bay Road. Relocating and consolidating governmental departments to this location will reduce inefficiencies and increase productivity.

The proposed facilities at the Opportunity Way site include:

- Law Enforcement Center Expansions
- Future Administration Building
- Fire Station 6
- Fire Training Center
- Fire Administration Warehouse
- WJCC School Administration Office (Refer to the Appendix B)



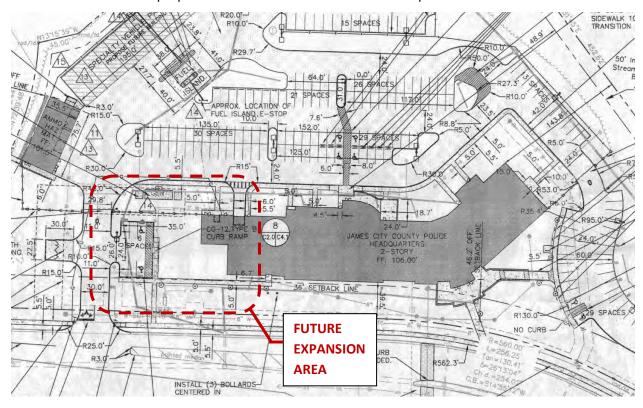
Law Enforcement Center Expansions - Master Plan

The existing facility is located at 4600 Opportunity Way.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Law Enforcement 2040 Need	57,480	GSF
Existing Facility	49,925	GSF
Interior Space Deficiency	2,555	GSF
Covered Parking	5,000	GSF

The existing space is insufficient to accommodate the 2040 need. Therefore, a small, one-story addition is proposed for evidence storage. Programmatically, the interior expansion will be primarily dedicated to evidence storage. In anticipation of a future expansion, the design team of the existing Law Enforcement facility flattened the land to the south of the building (to the left in the view below) and limited buried utilities in this area. The proposed addition will be sited within this open area.



Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. Existing utility connections will be extended into the addition. The roof might be a low slope membrane roof structured on open web steel joists. New mechanical equipment will be installed on the roof and screened with a parapet wall. It is anticipated that the existing generator has sufficient capacity to provide emergency power to the expansion.

The Police Department also requested a covered 5000 GSF parking area. This structure will likely include steel framing with a sloped metal roof covering a concrete slab or asphalt paving. The existing parking



area is already fenced, so additional fencing is not anticipated. The new covered parking area will be open, without walls. This will lower construction cost and reduce possible interference with the nearby buried geothermal well. The geothermal well is composed of a network of buried pipes which circulate fluid by means of a pump. The fluid exchanges heat between the Law Enforcement Center and the Earth to efficiently condition the interior volume of the building. It will be difficult and costly to relocate the well, so any new construction within the area should be limited in scope and constructed with shallow foundations which will not penetrate the earth to the level of the well piping.

Future Administration Building – Master Plan

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Commissioner of Revenue	5,260	NSF
Community Development	14,673	NSF
County Administration	4,520	NSF
County Administration BOS	4,725	NSF
County Attorney	1,798	NSF
Economic Development	2,530	NSF
Emergency Operations Center	7,110	NSF
Financial Management Services	8,978	NSF
Human Resources	4,023	NSF
Information Resources Management	17,007	NSF
Parks and Recreation	5,795	NSF
Treasurer	4,136	NSF
Fire Administration	6,530	NSF
75% Building Efficiency	29,028	NSF
Space Need	116,114	GSF

The above table includes an efficiency factor of 75%, typical for an administrative building. The amount would account for the exterior walls, stairs, elevators, restrooms, mechanical rooms, electrical closets, etc.

The newly constructed building will be a three-story Class-A office for County administration staff. The architectural design will likely include a concrete masonry backup with a brick veneer at exterior walls, aluminum storefront windows, and an exterior canopy designating the main entry, as well as permanent coverings at secondary staff entrances. Interior walls will be constructed of metal stud framing and finished with gypsum board. The first floor will likely be a concrete slab on grade. The upper floors will likely be lightweight concrete on a metal deck. The roof might either be low-slope membrane roof on a metal deck, or a sloped standing seam metal roof structured with cold formed steel trusses, depending upon Owner preference and local zoning requirements. Air handling units will likely be installed on the roof and screened from view.

The building program includes the Fire Administration Department. Fire Administration staff, including the Fire Marshal's Office, and Emergency Management staff, will be housed in this building. Fire



Department classroom education and hands-on field training will be conducted at the adjacent proposed Fire Training Center.

The proposed building footprint includes a polygonal section at the south end which aligns itself to the street. An alternative, orthogonal footprint could be utilized if desired by the County. The alternative footprint would reduce structural complexity and increase constructability, but it would not follow the street pattern and would result in a smaller footprint which might necessitate an additional story.

Fire Station 6 - Master Plan

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Fire Station 2040 Need	18,885	GSF
Space Deficiency	18,885	GSF

This fire station does not exist. Therefore, a newly constructed facility is proposed.

Architecturally, the building will include a one-story portion at the apparatus bays, and either a one or two-story portion for the residential and administrative program. The design will likely include a concrete masonry backup with brick veneer at exterior walls, aluminum storefront windows, and an exterior canopy designating the main entry, as well as permanent coverings at secondary staff entrances and vehicular entries. Interior walls will be constructed of metal stud framing and finished with gypsum board or painted concrete masonry. The first floor will likely be a concrete slab on grade. The second floor will likely be lightweight concrete on a metal deck. The roof might either be low-slope membrane roof on a metal deck, or a sloped standing seam metal roof structured with cold formed steel trusses, depending upon Owner preference and local zoning requirements. Air handling units will likely be installed on the roof and screened from view.

The site will likely require dedicated parking areas and more robust road construction to handle the weight of Fire Department vehicles. A fuel island is planned, which will require more extensive coordination with the Department of Environmental Quality and the civil engineering team. A diesel emergency generator capable of running the entire building at full capacity will be provided, likely placed behind the building and screened from Stadium Road.

Fire Training Center - Master Plan

Fire Administration staff, the Fire Marshal's Office, and Emergency Management staff will be housed at the Warhill Tract Opportunity Way site in the Future Administration Building.

The Fire Training Center will be dedicated to Fire Department educational activities in the form of hands-on field training and classroom instruction. It will include meeting rooms, classrooms, offices for training staff, locker rooms, showers, and storage facilities. Architecturally, it will be built with similar materials in a style consistent with the surrounding new facilities.



The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Fire Training Center 2040 Need	10,447	GSF
Space Deficiency	10,447	GSF

The building will be one-story. The architectural design will likely include a concrete masonry backup with a brick veneer at exterior walls, aluminum storefront windows, and an exterior canopy designating the main entry, as well as permanent coverings at secondary staff entrances. Interior walls will be constructed of metal stud framing and finished with gypsum board. The first floor will likely be a concrete slab on grade. The roof might either be low-slope membrane roof on a metal deck, or a sloped standing seam metal roof structured with cold formed steel trusses, depending upon Owner preference and local zoning requirements. Air handling units will likely be installed on the roof and screened from view. The building will be designed as a non-separated mixed-use structure with B-Business, A-Assembly, and S2-Storage.

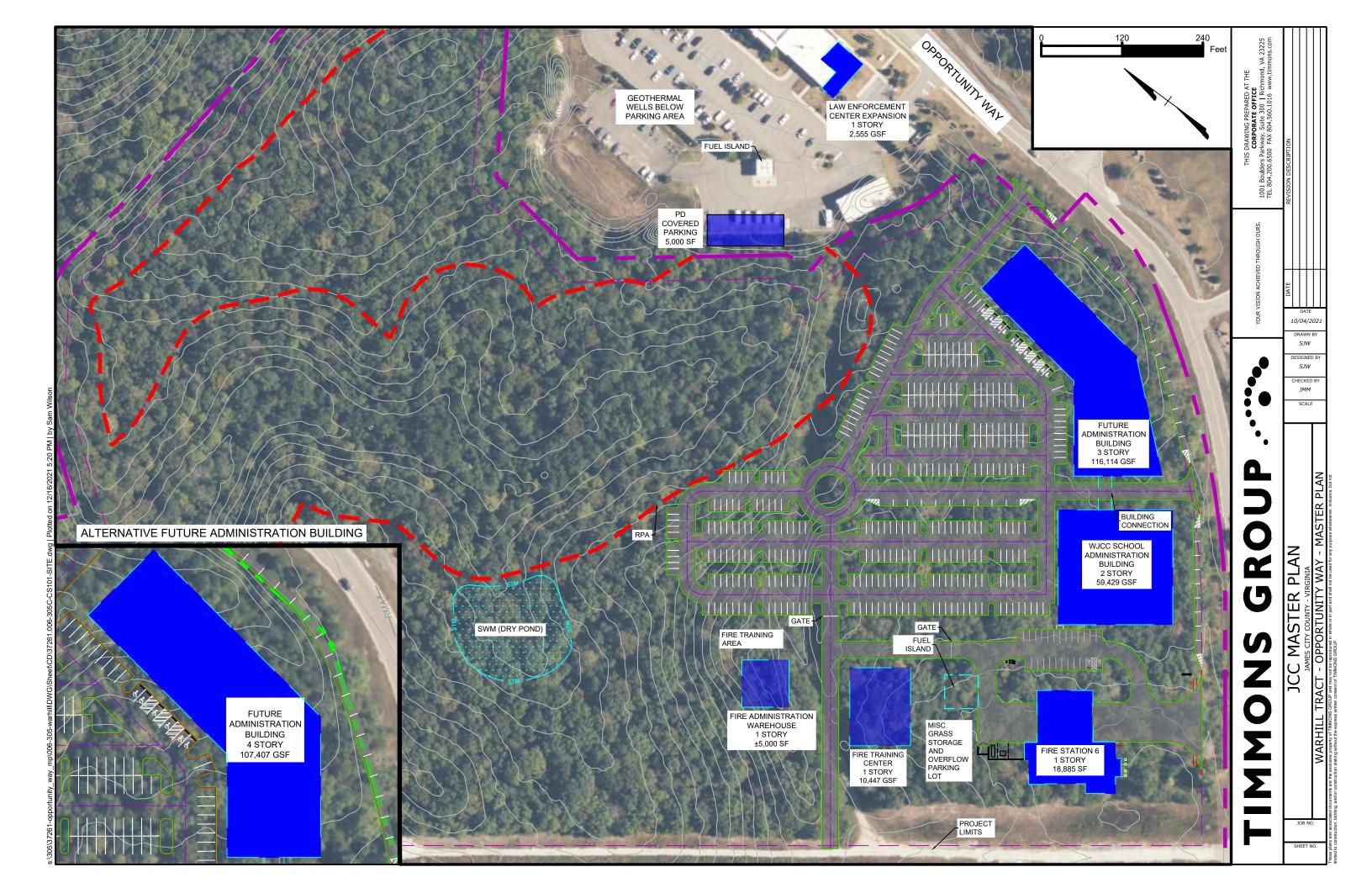
Fire Administration Warehouse

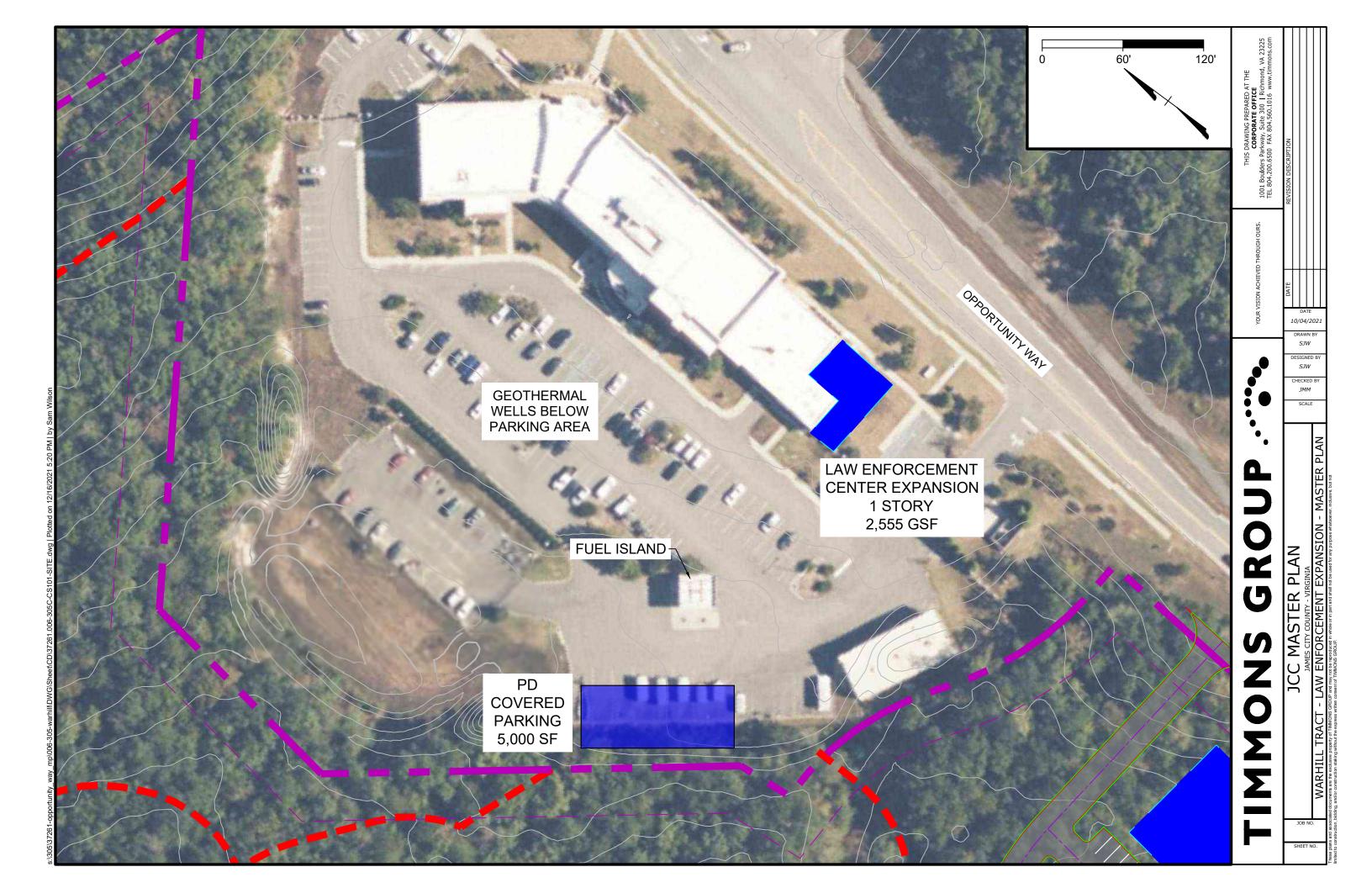
The Fire Department has requested a 5,000 GSF new one-story warehouse to increase storage capacity. Architecturally, it will be designed to be cost-effective and utilitarian. It will likely be a pre-manufactured metal building clad in metal panels. The roof might be composed of sloped metal panels structured on metal roof purlins. The floor will likely be a sealed concrete slab on grade. Exterior windows might be aluminum storefront type.



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Warhill Tract Water Tower Site:

This site is a mostly undeveloped. Improvements will include pulling utilities from the street to the various buildings. The proposed facilities will require substantial parking areas for staff, as well as fleet vehicle storage and space for Fire Department vehicle training and maneuvering. Fencing will likely be included to separate the Fire Department training areas and protect the stored fleet vehicles. These developments will likely require stormwater management BMP ponds. There is a nearby access road which may require upgrading between the site and the collector street given the increase in traffic. The existing site is wooded and sloped, requiring substantial clearing and regrading.

Development of the site will require the construction of an access road. There is an existing access road nearby which is owned by the local power utility company. Potentially a deal could be struck to share the cost of improvements and gain an easement. Alternatively, the County could construct their own, parallel roadway. This outcome is to be determined; this Master Plan assumes the County will construct their own independent access road, the cost of which is included in the preliminary budget for the General Services Administration facility.

The proposed facilities at the Water Tower site include:

- General Services Administration
- General Services Fleet Maintenance
- General Services Warehouse
- Fire Training Burn Building
- Fire Training Residential
- Fire Training Tower



General Services Administration – Master Plan

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

General Services 2040 Need	45,636	GSF
Space Deficiency	45,636	GSF

The County has determined that this function should move to the Warhill Water Tower site. As such, the size of the existing facility was not considered in the above table.

This new facility will be a one-story Class-A office space. The architectural design will likely include a concrete masonry backup with brick veneer at exterior walls, aluminum storefront windows, and an exterior canopy designating the main entry, as well as permanent coverings at secondary staff entrances. Interior walls will be constructed of metal stud framing and finished with gypsum board. The first floor will likely be a concrete slab on grade. The upper floor will likely be lightweight concrete on a metal deck. The roof might either be low-slope membrane roof on a metal deck, or a sloped standing seam metal roof structured with cold formed steel trusses, depending upon Owner preference and local zoning requirements. Air handling units will likely be installed on the roof and screened from view.

General Services Warehouse - Master Plan

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Warehouse 2040 Need	5,000	GSF
Space Deficiency	5,000	GSF

The General Services department requires a storage space adjacent to the other new General Services buildings at the Warhill Water Tower site for efficient access and consolidation. This will be managed by and primarily designated for General Services but will be made available to other County Departments as needed. Architecturally, it will be designed to be cost-effective and utilitarian. It will likely be a premanufactured metal building clad in materials to match the adjacent General Services buildings. The roof might be composed of sloped metal panels structured on metal roof purlins. The floor will likely be a sealed concrete slab on grade. Exterior windows might be aluminum storefront type.

General Services Fleet Maintenance – Master Plan

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Fleet 2040 Need	35,128	GSF
Space Deficiency	35,128	GSF

The County has determined that this function should move to the Warhill Water Tower site. As such, the size of the existing facility was not considered in the above table.

This will be a new one-story building. Architecturally, the building will include a concrete masonry backup wall with a brick veneer. The floor will likely be a sealed concrete slab on grade. Exterior



windows will likely be aluminum storefront type. The interior structure will include steel framing, and the roof will be composed of long-span open web steel joists with a metal deck, rigid insulation, and standing seam metal panels.

Site improvements will include an adjacent paved area of asphalt which will be shared between the General Services buildings. The paved area will provide space for staff parking and a laydown space for materials. The laydown area will likely be secured with chain link fencing to protect materials from theft.

Fire Training Burn Building - Master Plan

The Fire Department has requested a 3,500 GSF new burn building to train in real-burning situations. To resist the stresses of high temperature and smoke, the building will be constructed with either solidly grouted concrete masonry or concrete panels. Areas within the structure specifically designated as burning sites will be clad with fire resistant tiles designed to avoid cracking when subject to thermal shock. Openings in the building will be built of heavy gage steel and include sacrificial wooden components designed for destruction during training operations. Engineering systems are likely to be minimal and will include ventilation vans if desired. Site lighting and site paving will be more substantial around the building. The Water Tower Site was selected for two reasons: 1) water pressure will be high due to the adjacent water tower, and 2) this site is more isolated, which will reduce the likelihood of complaints over smoke and odors or unwarranted reports of fire to the local 911 dispatch.

Fire Training Residential – Master Plan

The Fire Department has requested a 5,000 GSF new two-story facility to train for residential escape and rescue operations, as well as other emergency scenarios. The building will be similar to the construction and style of common residential properties in James City County but will likely be constructed with more durable materials to resist destruction during training. The sloped roof will be clad with asphalt shingles and the surrounding pavement will be concrete or heavy-duty asphalt to resist the stress of large vehicles.

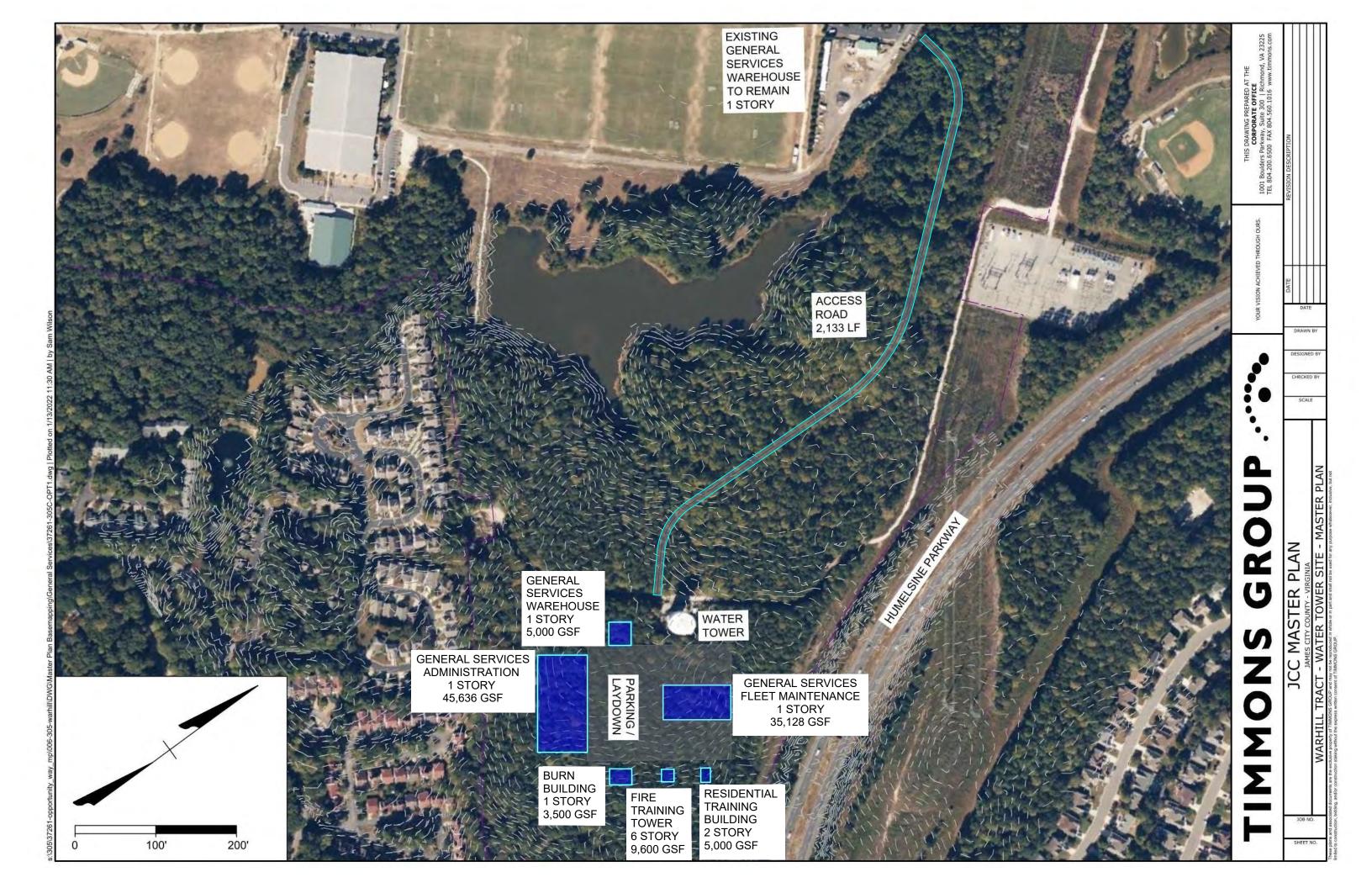
Fire Training Tower – Master Plan

The Fire Department has requested a 9,600 GSF new six-story tower to train for rescue and rappel operations. The scope of the design will depend upon the specific training activities requested by the Fire Department. Scope could include escalators and/or elevators to simulate hoistway evacuation situations. The tower might be enclosed, or it could be an open-air metal structure. The tower will be constructed with durable materials such as concrete, concrete masonry, or steel. Site lighting and site paving will be more substantial around the tower.



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Emergency Communications Center (ECC) – Forge Road Campus

The existing facility is located at 3131 Forge Road, Toano, Virginia 23168.

Master Plan

The Emergency Operations Center (EOC) is currently co-located with the Emergency Communications Center (ECC). The Master Plan includes the relocation of the EOC to the Future Administration Building at the Warhill Opportunity Way site. The ECC will expand into the space vacated by the EOC and share the space with FMS Satellite Services and the Department of Motor Vehicles (DMV).

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Emergency Communications 2040 Need*	8,816	GSF
FMS Satellite Services / DMV 2040 Need*	4,048	GSF
TOTAL 2040 Need	12,865	GSF
Existing Facility	15,253	GSF
Space Surplus	2,388	GSF

^{*} These figures include building efficiency and will therefore not be equivalent to the figures indicated in the Master Plan Space Requirements Summary.

As indicated in the table above, the existing space is sufficient to meet the estimated need and will afford these Department some room to grow beyond 2040. Therefore, no addition is proposed for this facility. The existing space will be renovated to suit the interior layout requirements of the expanding departments. Interior walls will be constructed with metal stud framing and painted gypsum board. New ceilings will be a mixture of acoustic ceiling tile and painted gypsum board. New finish flooring will be provided throughout, and will include porcelain tile at wet areas, carpet tile in office spaces, and VCT in other areas.

ECC Alternative Concept

In the alternative concept, EOC would not relocate, but would remain at this location. The building would house the EOC, ECC, and FMS Satellite Services and the DMV.

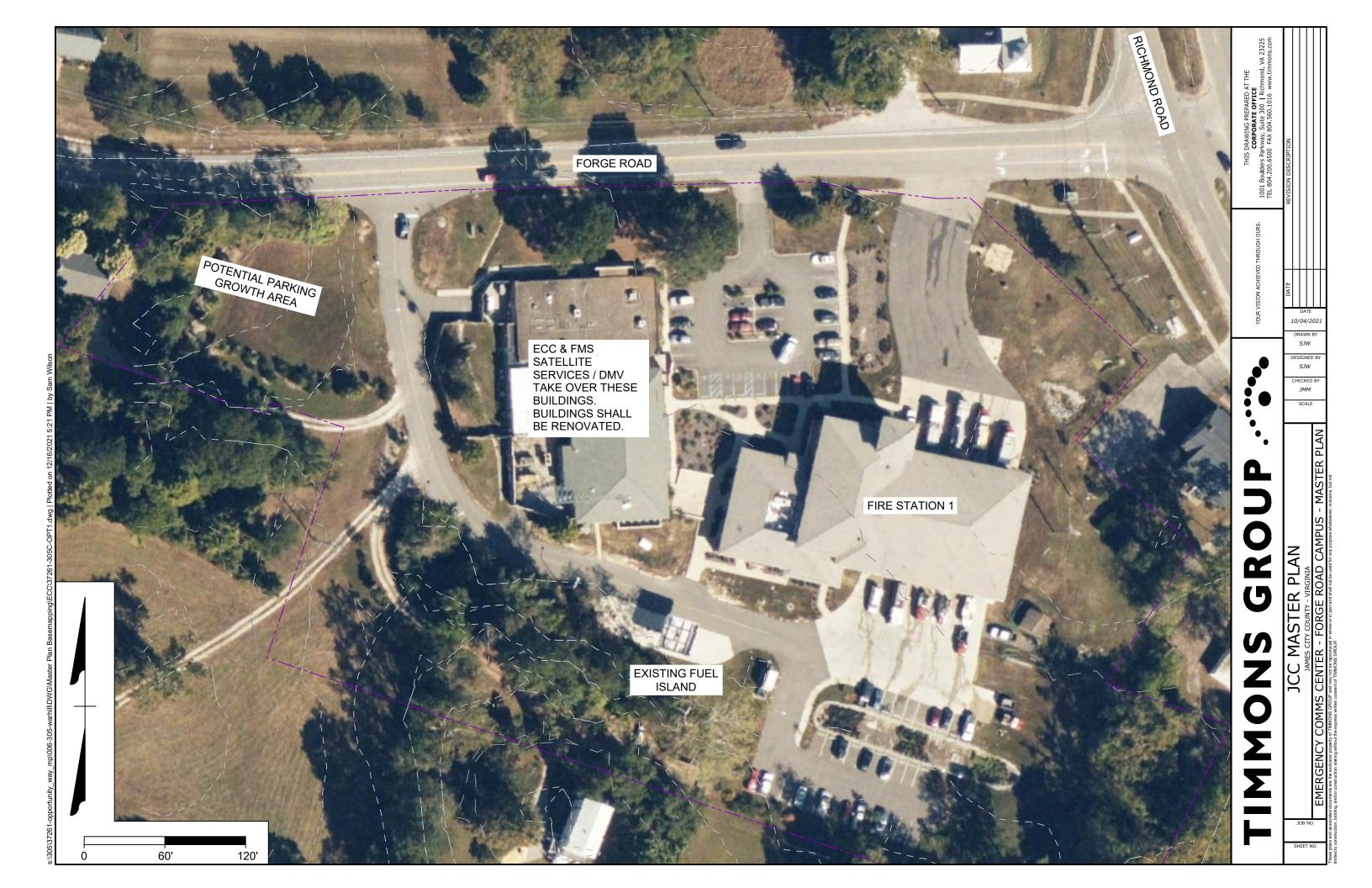
The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Emergency Communications 2040 Need*	8,816	GSF
FMS Satellite Services / DMV 2040 Need*	4,048	GSF
Emergency Operations Center 2040 Need*	9,480	GSF
TOTAL 2040 Need	22,345	GSF
TOTAL 2040 Need Existing Facility	22,345 15,253	GSF GSF

^{*} These figures include building efficiency and will therefore not be equivalent to the figures indicated in the Master Plan Space Requirements Summary.

As indicated in the table above, the existing space is insufficient to meet the estimated 2040 need. Therefore, an addition is proposed which will connect the two buildings, to be shared by all departments. Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. A portion of the existing parking lot would be lost to the addition. Combined with the increase in staff, site development would necessarily include a new parking area on the other side of the drive aisle.







Fire Station 1 - Master Plan

The existing facility is located at 3135 Forge Rd, Toano, VA 23168.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Fire Station 2040 Need	27,016	GSF
Existing Facility	24,275	GSF
Space Deficiency	2,741	GSF

As indicated in the table above, the existing space is insufficient to meet the estimated 2040 need. Therefore, an addition is proposed. The majority of the site infrastructure will be reused, however the existing drive aisle we be reconfigured around the footprint of the addition. Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. Existing utility connections will be extended into the addition. The roof might be a low slope membrane roof structured on open web steel joists. New mechanical equipment will be installed on the roof and screened with a parapet wall.

Renovation of the existing apparatus bays might include an upgrade to vehicle exhaust catchment systems, IT/telecom/audio-visual infrastructure, and vehicle battery charging systems, as well as the repair or replacement of bay doors, floor slab finish, large overhead fans, and SCBA equipment.







Fire Station 2

The existing facility is located at 8429 Pocahontas Trail, Williamsburg, VA 23185.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Fire Station 2040 Need	13,480	GSF
Existing Facility	6,792	GSF
Space Deficiency	6,688	GSF

Fire Station 2 is located on the same site and is currently being used by the Fire Department as a logistics warehouse and fire fighter training for the Candidate Physical Abilities Test (CPAT). The Demolition of Fire Station 2 is included within the Master Plan but should not commence until the replacement Fire Administration Warehouse at the Warhill Opportunity Way site is operational. The existing fuel island at the site will be maintained.

Master Plan

As indicated in the table above, the existing space is insufficient to meet the estimated 2040 need. Therefore, an addition is proposed. The majority of the site infrastructure will be reused, however the existing drive aisle will be reconfigured around the footprint of the addition. Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. Existing utility connections will be extended into the addition. The roof might be a low slope membrane roof structured on open web steel joists. New mechanical equipment will be installed on the roof and screened with a parapet wall.

Renovation of the existing apparatus bays might include an upgrade to vehicle exhaust catchment systems, IT/telecom/audio-visual infrastructure, and vehicle battery charging systems, as well as the repair or replacement of bay doors, floor slab finish, large overhead fans, and SCBA equipment.

Alternative Concept

The alternative concept explored by the County and Moseley Architects would include the demolition of the existing fire station and the construction of a new fire station at the same site. The new station would be constructed while the existing station remains in operation. Once complete, operations would move to the newly completed facility and the existing station would be demolished. The site would require substantial redesign to account for the new footprint location. Curb cuts might remain, but most other infrastructure would be demolished and relocated, including site lighting, utility connections, drive aisles, parking lots, and perhaps storm water retention ponds.









Fire Station 3

The existing facility is located at 5077 John Tyler Highway, Williamsburg, VA 23185.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Fire Station 2040 Need	17,445	GSF
Existing Facility	10,563	GSF
Space Deficiency	6,882	GSF

Master Plan

To meet the estimated 2040 need, an addition is proposed. The majority of the existing site infrastructure will be reused, though the parking areas and apparatus bay aprons will require reconfiguration. Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. Existing utility connections will be extended into the addition. The roof might be a low slope membrane roof structured on open web steel joists. New mechanical equipment will be installed on the roof and screened with a parapet wall. The addition will be one story and will contain four apparatus bays and equipment storage.

This station is among the oldest in the County. As such, the existing spaces will require an extensive renovation. The interior layout will be reconfigured as necessary to accommodate the 2040 space needs. Mechanical, electrical, security, plumbing, and fire alarm systems will likely require an expansion and upgraded components. The floor will be refinished throughout. The finished ceiling may be raised as the existing condition is quite low. All furniture will likely be replaced.

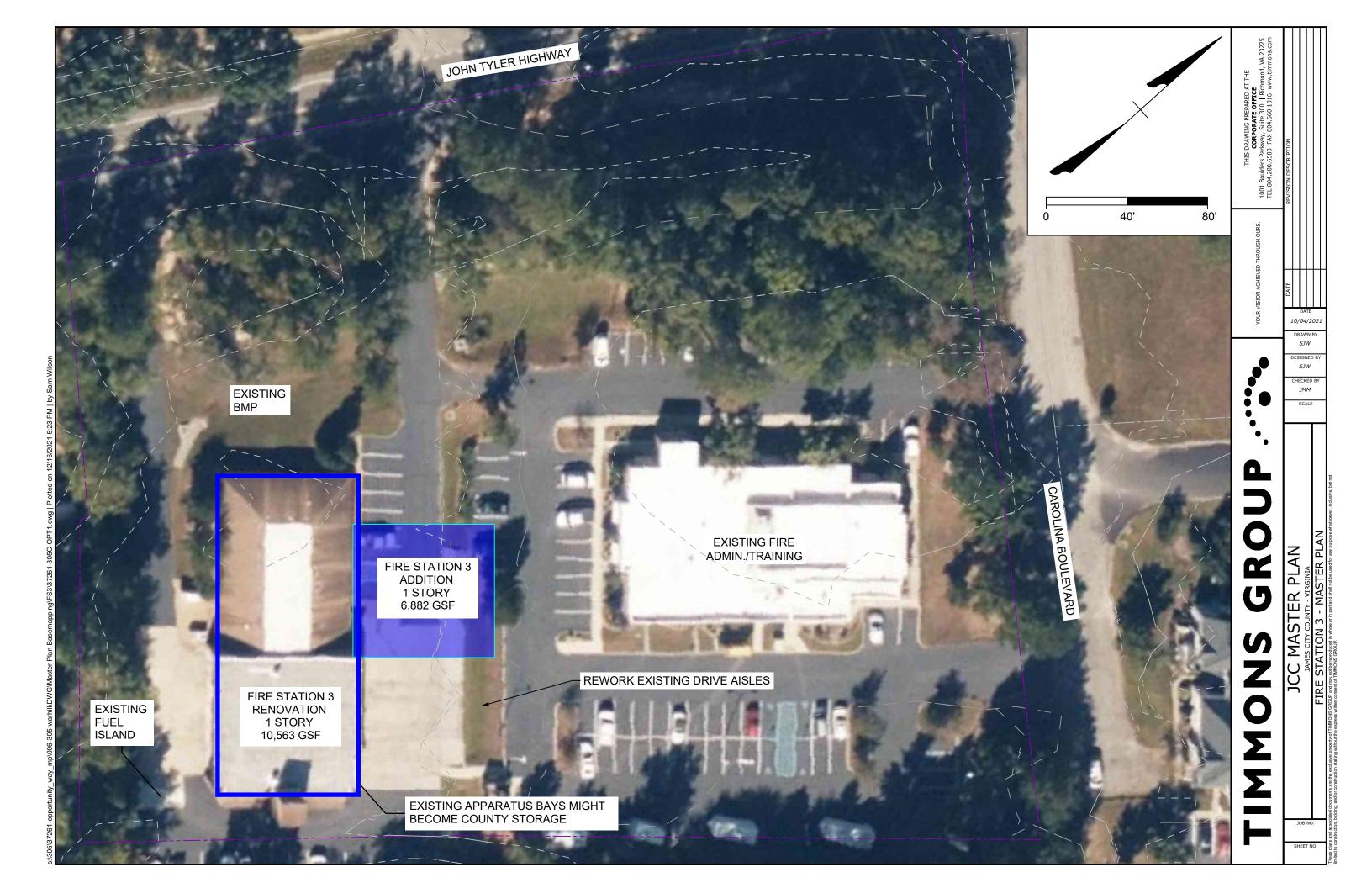
The existing facility includes apparatus bays measuring in aggregate approximately 4,288 GSF. These bays do not face the main road, Route 5. This requires responding vehicles to execute a 90° turn immediately after exiting the bay, which slows down response time and complicates site drive patterns. The Fire Department would like to build new apparatus bays facing Route 5 to streamline the movement of emergency vehicles. As the project develops, the Project Delivery Team must determine what shall become of the existing apparatus bays. They could either be demolished or infilled with utilitarian interior program space such as mechanical or electrical rooms. Alternatively, the bays could be shared with other County Departments for general equipment and trailer storage.

Alternative Concept

The alternative concept explored by the County and Moseley Architects would include the demolition of the existing fire station and the construction of a new fire station at the same site. The Fire Department would need to relocate staff for the duration of construction, likely for more than one year. The site would require substantial redesign to account for the new footprint location. Curb cuts might remain, but most other infrastructure would be demolished and relocated, including site lighting, utility connections, drive aisles, parking lots, and perhaps storm water retention ponds.









Fire Station 4 - Master Plan

The existing facility is located at 5312 Olde Towne Rd, Williamsburg, VA 23188.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Fire Station 2040 Need	15,998	GSF
Existing Facility	14,123	GSF
Space Deficiency	1,875	GSF

As indicated in the table above, the existing space is insufficient to meet the estimated 2040 need. Therefore, an addition is proposed. The majority of the existing site infrastructure will be reused, though disintegrated paving will be reconstructed. Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. Existing utility connections will be extended into the addition. The roof might be a low slope membrane roof structured on open web steel joists. New mechanical equipment will be installed on the roof and screened with a parapet wall.

The proposed addition has been placed to avoid the buried grinder pump and grease trap, in the hope that this infrastructure may remain operational throughout construction. The extension will require the removal of a line of parking stalls to the north; these stalls will be relocated to the west within the existing grass area. Finished site grades may need to be adjusted to meet ADA slope limits between the front door and the parking stalls designated as accessible.

Renovation of the existing apparatus bays might include an upgrade to vehicle exhaust catchment systems, IT/telecom/audio-visual infrastructure, and vehicle battery charging systems, as well as the repair or replacement of bay doors, floor slab finish, large overhead fans, and SCBA equipment.







Fire Station 5

The existing facility is located at 3201 Monticello Ave, Williamsburg, VA 23188.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Fire Station 2040 Need	11,578	GSF
Existing Facility	6,614	GSF
Space Deficiency	4,964	GSF

Master Plan

As indicated in the table above, the existing space is insufficient to meet the estimated 2040 need. Therefore, an addition is proposed. The majority of the existing site infrastructure will be reused, though drive aisles might be extended if the addition includes vehicular bays. Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. Existing utility connections will be extended into the addition. The roof might be a low slope membrane roof structured on open web steel joists. New mechanical equipment will be installed on the roof and screened with a parapet wall.

Renovation of the existing apparatus bays might include an upgrade to vehicle exhaust catchment systems, IT/telecom/audio-visual infrastructure, and vehicle battery charging systems, as well as the repair or replacement of bay doors, floor slab finish, large overhead fans, and SCBA equipment.

Alternative Concept

The alternative concept explored by the County and Moseley Architects would include the demolition of the existing fire station and the construction of a new fire station at the same site. The new station would be constructed while the existing station remains in operation. Once complete, operations would move to the newly completed facility and the existing station would be demolished. The site would require substantial redesign to account for the new footprint location. Curb cuts might remain, but most other infrastructure would be demolished and relocated, including site lighting, utility connections, drive aisles, parking lots, and perhaps storm water retention ponds.









JCSA- Tewning Road Campus

The existing JCSA campus is located at 119 Tewning Rd, Williamsburg, VA 23188. The image below highlights the various JCSA facilities at this campus. Several of these buildings are old, damaged, and beyond their design life. It is anticipated that the County will demolish the facilities marked with an "X" and replace them with a single, consolidated, up-to-date building.



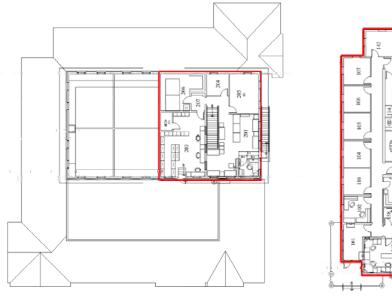
The 1994 fleet building and the 1993 JCSA warehouse at the south end of the site are in good condition and will continue to be used into the foreseeable future. The 1994 fleet building is currently occupied by General Services, who will move to the Warhill Tract Water Tower Site. Once General Services is relocated, this site will be wholly devoted to JCSA.

The existing JCSA Ops building is fairly new and a beautifully designed structure in good condition. During conversations with Doug Powell, the JCSA General Manager, it was determined that the Master Plan would not include the expansion of this building. Rather, a new facility sized to satisfy the 2040 need will be a freestanding structure. It will include office space facing Tewning Road as well as storage and shop functions behind. The JCSA Ops building will focus on customer-facing activities. Personnel currently in the Ops building who do not interact with customers will be moved to the new, adjacent structure. The freed-up space within the Ops building will be used by the expanding Customer Service department. A portion of the existing parking lot west of the JCSA Ops building will be reserved for visitors and new parking areas constructed to the east will be reserved for staff.

The footprint of the existing JCSA buildings are indicated in the image below.



The footprint of the JCSA Operations Building is indicated as 12,759 GSF in the image above. However, some of the area is covered exterior space and a portion is two-story. To clarify the space available, we have calculated the gross square footage within the red boundary on the plan below as 13,536 GSF.





The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

JCSA 2040 Need	42,780	GSF
2010 Operations Building	13,536	GSF
1994 Fleet*	14,321	GSF
1993 Warehouse	6,924	
Total Existing Space*	20,460	GSF
Space Deficiency	22,320	GSF

*The 1994 Fleet building is not considered when calculating the Total Existing Space. The JCSA requires a dedicated fleet facility to service its vehicles, and the County will benefit from maintaining that function on the JCSA campus, rather than exporting it to the General Services Fleet Maintenance building at the Warhill Water Tower site. The proposed building will satisfy the JCSA's need for administrative, storage, and shop space. The 1994 Fleet building was designed to accommodate a different type of program and is therefore not able to contribute to the expansion of these other functions.

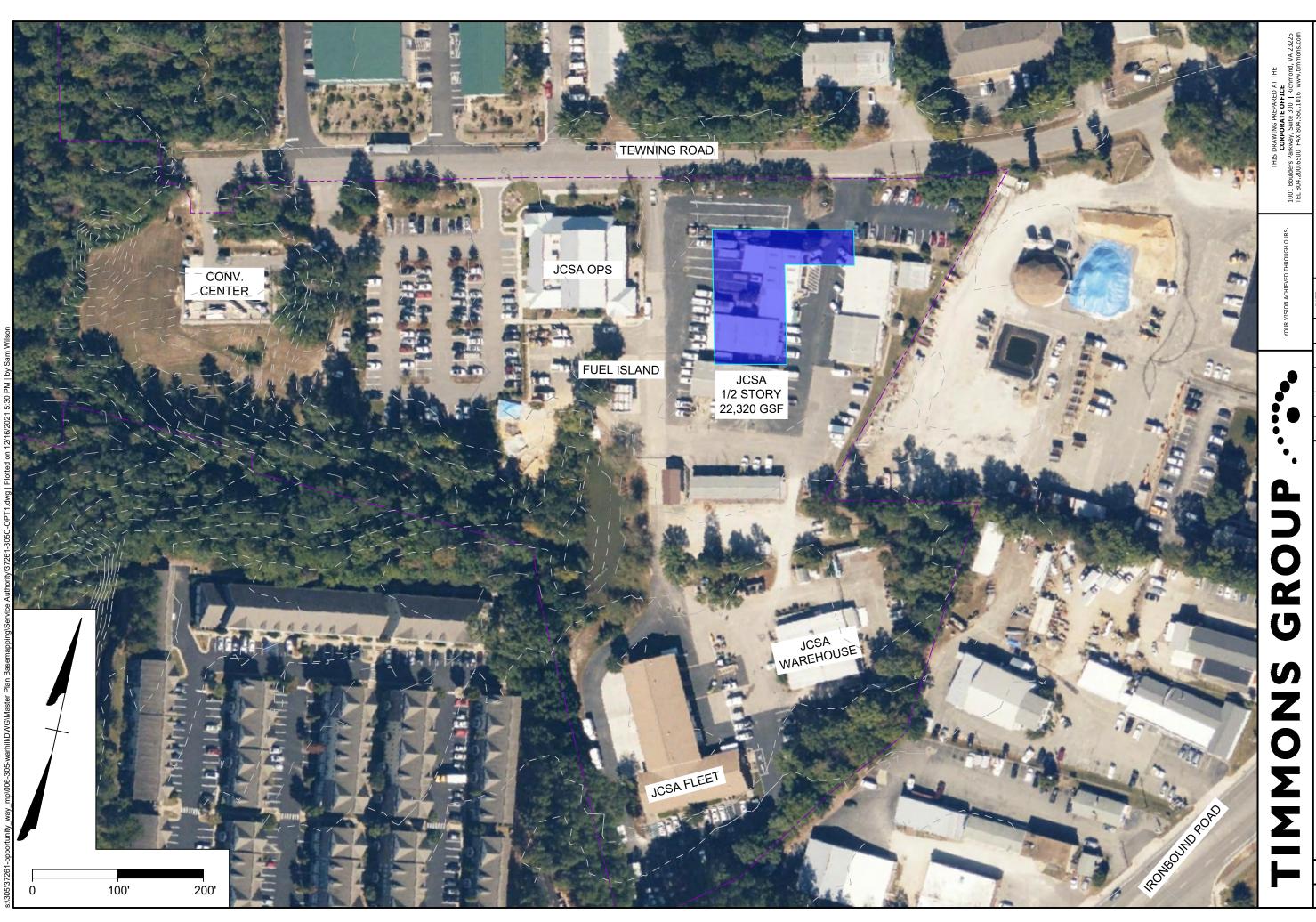
Master Plan

The 2040 need is greater than the space provided by the existing JCSA facilities to remain. Therefore, a newly constructed facility is proposed. It could be a one-story building with perhaps a multi-story office portion along Tewning Road. Programmatically, it will include a mix of administrative space, storage, and ancillary shop space. A final determination of the program mix will be determined as the project develops.

Architecturally, the building will include a concrete masonry backup wall with a brick veneer. The floor will be a sealed concrete slab on grade. Finish flooring will be provided in the office areas, likely a mixture of porcelain tile, VCT, and carpet tile. Exterior windows will be aluminum storefront type. The interior structure will include steel framing, and the roof will be composed of long-span open web steel joists with a metal deck, rigid insulation, and standing seam metal panels.







Colonial Community Corrections

The existing facility is located at 4093 Ironbound Rd, Williamsburg, VA 23188.

The facility space needs are estimated as follows:

CCC 2040 Need	10,222	GSF
Existing Facility	10,222	GSF
Space Deficiency	0	GSF

Master Plan

As indicated in the table above, the existing space is sufficient to meet the estimated 2040 need, as CCC recently purchased this facility. The Master Plan includes the renovation of the existing space. Technology, IT, and A/V infrastructure will be upgraded. Building core components such as elevators, stairs, and lobbies will likely be included. Interior walls will likely be metal stud framing finished with painted gypsum board. Ceilings and finish flooring will be replaced throughout.







Voter Registrar – 4095 Ironbound Road – Master Plan

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Registrar 2040 Need	17,361	
Existing Facility*	15,300	GSF
Space Deficiency	2,061	GSF

^{*} Since the publication of the 2020 Space Needs Analysis, the County purchased 4095 Ironbound Road and determined that the Voter Registrar's office will relocate to this facility. The square footage available at this facility is indicated in the table above. The 2020 Space Needs Analysis shows the existing Voter Registrar facility as 5,002 GSF. This lower figure is the space available at the former Voter Registrar's Office at 5300 Palmer Lane, Williamsburg, VA 23188.

As indicated in the table above, the existing space is insufficient to meet the estimated 2040 space need, but there is no room to expand this facility. As the effects of the recent Virginia early voting law take effect, it is possible that the space need will decrease. Either way, the relocation to this facility is a substantial space increase for the Voter Registrar and will likely satisfy the Department's need for some time.

The Master Plan includes the renovation of the existing space. Technology, IT, and A/V infrastructure will be upgraded. Building core components such as elevators, stairs, and lobbies will not be affected. The tenant spaces will be reconfigured to suit the program. Interior walls will likely be metal stud framing finished with painted gypsum board. Ceilings and finish flooring will be replaced throughout.

Additional restrooms will probably be constructed to separate public toilets from staff toilets, which will require partial removal of the first-floor concrete slab to install the new plumbing lines. Security upgrades will likely be required, including bullet resistant glazing, additional security cameras, additional card readers, and electronic locks. If the office is to include a large room for voting, this might result in a change of occupancy from B-Business to A-Assembly, which may require fire protection upgrades.

The parking requirements can hopefully be shared with the adjacent government center parking lot, but additional accessible parking spaces will likely be required. The sidewalks will require some reconstruction as the side entrances include steps. Additional site changes may be required if voting machines will be stored or repaired at this facility. Site lighting of the parking area is limited – this could be upgraded if desired by the County.



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Human Services Center

The existing facility is located at 5249 Olde Towne Rd, Williamsburg, VA 23188.

A significant portion of the existing facility is currently occupied by Olde Towne Medical and Dental Center. The balance of the facility is occupied by the Department of Social Services. The Master Plan includes the relocation of the Olde Towne Medical and Dental Center to a different site and facility, the location of which is to be determined. The Department of Social Services will expand in the vacated areas of the Human Services Center and achieve its 2040 space needs through a small expansion.

Old Towne Medical and Dental Center – Master Plan

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Olde Towne Medical & Dental Center 2040 Need	11,150	GSF
Space Deficiency	11,150	GSF

Olde Towne Medical and Dental Center will vacate this space and seek a new facility large enough to accommodate their 2040 space need. This leased space is yet to be determined, so the size of the existing facility is not included in the table above.

Department of Social Services – Master Plan

on the roof and screened with a parapet wall.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Department of Social Services 2040 Need	32,841	GSF
Existing Facility	29,138	GSF
Space Deficiency	3,703	GSF

As indicated in the table above, the existing space is insufficient to meet the estimated 2040 needs of the Department of Social Services. Therefore, an addition is proposed. The majority of the existing site infrastructure will be reused, including curb cuts. The dumpster pad may need to be relocated if the addition includes an exterior entry. Additional parking spaces may need to be added as well. Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. Existing utility connections will be extended into the addition. The roof might be a low slope membrane roof structured on open web steel joists. New mechanical equipment will be installed



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JCC Recreation Center Flex Space Expansion – Master Plan

The existing facility is located at 5301 Longhill Rd, Williamsburg, VA 23188.

The County has requested a 6,900 GSF expansion of the existing JCC Recreation Center to act as a flex space to be used by various departments and County functions as needed.

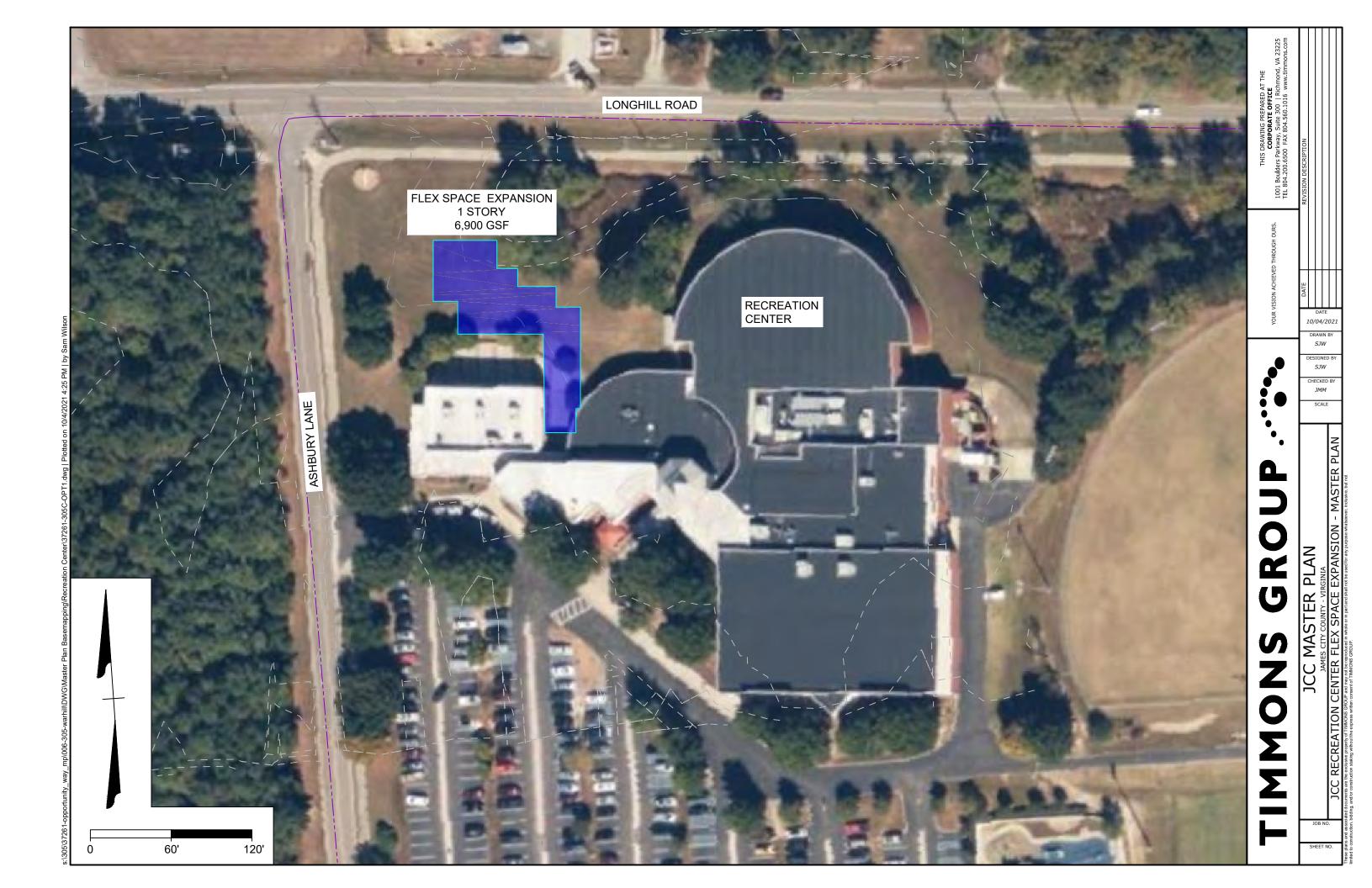
Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. Existing utility connections will be extended into the addition. The roof might be a low slope membrane roof structured on open web steel joists. New mechanical equipment will be installed on the roof and screened with a parapet wall. Depending on Owner preference, a backup generator will be placed adjacent to the BMP pond and screened from view.

The existing BMP stormwater pond along Longhill Road will be utilized, though it may require expansion. A new curb cut will be constructed along Ashbury Lane to provide access to the expansion for staff and deliveries. Visitors will use the existing Recreation Center parking spaces. The expansion will only include a minimum number of parking spaces for staff, who will access the expansion via a newly constructed staff entrance adjacent to the staff parking.



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General Services Solid Waste Facility – Jolly Pond Road – Master Plan

The existing facility is located adjacent to the 1204 Jolly Pond Road Convenience Center in Williamsburg, VA 23188.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Solid Waste 2040 Need	1,497	GSF
Existing Facility*	1,200	GSF
Space Deficiency	1,497	GSF

^{*}The existing facility will be demolished because it is old, damaged, and beyond its design life. As such, that space is not considered when calculating the space deficiency.

The Master Plan includes the construction of a one-story structure to meet the 2040 need. The building program will include administrative offices and meeting rooms. The architectural design will likely include a concrete masonry backup with a brick veneer at exterior walls, aluminum storefront windows, and an exterior canopy designating the main entry, as well as permanent coverings at secondary staff entrances. Interior walls will be constructed of metal stud framing and finished with gypsum board. The first floor will likely be a concrete slab on grade. The roof might either be low-slope membrane roof on a metal deck, or a sloped standing seam metal roof structured with cold formed steel trusses, depending upon Owner preference and local zoning requirements. Air handling units will likely be installed on the roof and screened from view.

Future Convenience Center at Grove - Master Plan

The County currently has three convenience centers:

- Jolly Pond Road Convenience Center at 1204 Jolly Pond Road
- Tewning Road Convenience Center at 117 Tewning Road
- Toano Convenience Center at 185 Industrial Boulevard

The Master Plan includes the addition of a fourth convenience center at Grove. The new facility will include a small building to house a facility attendant, solid waste handling equipment, and site infrastructure to accommodate vehicle traffic.

Convenience Center 2040 Need	320	GSF
Existing Facilities	240	GSF
Space Deficiency	80	GSF

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END OF FACILITIES MASTER PLAN



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Appendix A: Preliminary Budget Estimates



Preliminary Budget Estimates

The preliminary budget estimates provide the projected cost, in 2021 dollars, for the various Master Plan components. Estimates are not included for the Alternative Concepts. The utilized building square foot costs for new construction and renovation as well as cost for site development are provided on the following page. The square foot costs, site development costs, and estimates were based on the consultant team's experience with similar projects and should be considered preliminary and subject to refinement and adjustment based on future detailed design and possible price escalation. The budget estimates are most useful at this stage as a tool to compare the relative cost of each component and master plan option, since construction market costs may change in the future. The preliminary budget estimates account for the anticipated building and site construction costs as well as the other "soft costs" that the County is likely to encounter in the implementation of the master plan component. Line items for furniture, data and telephone equipment, and moving expenses are included. Line items for anticipated required services include geotechnical engineering study, boundary and topographic surveys, construction testing and code-required special inspection services, architectural and engineering services, furniture design services, and commissioning services. Lastly a 10% contingency is applied to the entire budget estimate to account for unforeseen issues or conditions that may occur during project development.



COUNTY ADMINISTRATION - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

January 11, 2022 Assuming 3% escalation/year **Plan Component** 2021 Budget 2030 Budget 2040 Budget Description Law Enforcement Center Expansions - Warhill Tract \$2,817,555 \$3,676,270 Addition of evidence storage and covered parking \$4,940,600 Opportunity Way 7,555 Gross Square Feet (GSF) Future Administration Building - Warhill Tract New construction for administrative building \$54,838,114 \$71,551,301 \$96,158,965 Opportunity Way 116,114 Gross Square Feet (GSF) Fire Station 6 - Warhill Tract Opportunity Way New construction fire station \$10.936.885 \$14.270.154 \$19.177.894 18.885 Gross Square Feet (GSF) Fire Training Center - Warhill Tract Opportunity Way \$5,558,447 New construction administrative office \$7,252,513 \$9.746.770 Gross Square Feet (GSF) 10.447 Fire Administration Warehouse - Warhill Tract New construction warehouse \$2,007,000 \$2,618,680 \$3,519,287 Opportunity Way 5,000 Gross Square Feet (GSF) General Services Administration - Warhill Tract Water New construction administrative office \$22,694,236 \$39,794,480 \$29,610,831 **Tower Site** 45.636 Gross Square Feet (GSF) General Services Warehouse - Warhill Tract Water New construction warehouse \$1,947,000 \$2,540,393 \$3,414,076 Tower Site 5.000 Gross Square Feet (GSF) General Services Fleet Maintenance - Warhill Tract New construction fleet maintenance building \$15,176,128 \$19,801,405 \$26,611,432 Water Tower Site 35,128 Gross Square Feet (GSF) Fire Training Burn Building - Warhill Tract Water Tower New construction training facility \$2,071,500 \$2,702,838 \$3,632,388 3.500 Gross Square Feet (GSF) Fire Training Residential - Warhill Tract Water Tower \$1,499,000 \$1,955,855 \$2,628,506 New construction training facility 5,000 Gross Square Feet (GSF) Fire Training Tower - Warhill Tract Water Tower Site New construction training facility \$4,383,600 \$5,719,604 \$7,686,669 9.600 Gross Square Feet (GSF) Emergency Communications Center (ECC) - Forge Road Renovation of existing facility \$5,681,253 \$7,412,747 \$9,962,112 Campus 15,253 Gross Square Feet (GSF) Fire Station 1 Renovation and expansion of existing facility \$11,019,741 \$14,378,263 \$19,323,183 27,016 Gross Square Feet (GSF) Fire Station 2 Renovation and expansion of existing facility \$6.833.480 \$8.916.141 \$11.982.549 13,480 Gross Square Feet (GSF) Fire Station 3 Renovation and expansion of existing facility \$8,324,882 \$10,862,083 \$14,597,731 17,445 Gross Square Feet (GSF) Fire Station 4 Renovation and expansion of existing facility \$6,784,823 \$11,897,228 \$8,852,655 15,998 Gross Square Feet (GSF) Fire Station 5 Renovation and expansion of existing facility \$5,856,964 \$7,642,010 \$10,270,222 11.578 Gross Square Feet (GSF) JCSA - Tewning Road Campus New construction shop and warehouse \$13,158,250 \$17,168,532 \$23,073,071 43.565 Gross Square Feet (GSF) **Colonial Community Corrections** Renovation of existing facility \$3,826,222 \$4,992,352 \$6,709,303 10,222 Gross Square Feet (GSF) Voter Registrar - 4095 Ironbound Road Renovation of existing office building \$4,522,000 \$5,900,184 \$7,929,354 Gross Square Feet (GSF) 15,300 Human Services Center \$20,321,103 Addition and renovation of existing facility \$11,588,841 \$15,120,809 32,841 Gross Square Feet (GSF) Olde Towne Medical and Dental Center Leased Space TBD TBD TBD 11,150 Gross Square Feet (GSF) JCC Recreation Center Flex Space Expansion Addition to existing recreation center \$4,050,900 \$5,285,506 \$7,103,278 6,900 Gross Square Feet (GSF) General Services Solid Waste Facility - Jolly Pond Road New construction administrative facility \$1,122,797 \$1,464,995 \$1,968,831 1.497 Gross Square Feet (GSF) Convenience Centers (Grove) New construction waste collection point \$152,000 \$198,326 \$266,533 Gross Square Feet (GSF)

484,190

Gross Square Feet (GSF)

Total

\$206,852,000 \$269,895,000 \$362,717,000

WJCC SCHOOL ADMINISTRATION - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

Assuming 3% escalation/year

Plan Component	Description		2021 Budget	2030 Budget	2040 Budget
WJCC School Administration Office - Warhill Tract	New cons	truction administrative office building	\$29,667,429	\$38,709,266	\$52,022,016
Opportunity Way	59,429	Gross Square Feet (GSF)			
WJCC School Operations and Maintenance Building	Renovation and addition of maintenance facility		\$14,225,199	\$18,560,658	\$24,943,973
	47,199	Gross Square Feet (GSF)			
Total	106,628	Gross Square Feet (GSF)	\$43,893,000	\$57,271,000	\$76,968,000

WJCC COURTS - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

Assuming 3% escalation/year

Plan Component	Description	2021 Budget	2030 Budget	2040 Budget
WJCC Courts	Courthouse addition and renovation	\$47,317,970	\$61,739,218	\$82,972,347
	114,156 Gross Square Feet (GSF)			
Total	114,156 Gross Square Feet (GSF)	\$47,318,000	\$61,740,000	\$82,974,000

FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

January 11, 2022

Assuming 3% escalation/year

Plan Component	Description	on	2021 Budget	2030 Budget	2040 Budget
County Administration Summary	484,190	Gross Square Feet (GSF)	\$206,852,000	\$269,895,000	\$362,717,000
WJCC Schools Summary	106,628	Gross Square Feet (GSF)	\$43,893,000	\$57,271,000	\$76,968,000
WJCC Courts Summary	114,156	Gross Square Feet (GSF)	\$47,318,000	\$61,740,000	\$82,974,000
Total	704,974	Gross Square Feet (GSF)	\$298,063,000	\$388,905,000	\$522,656,000

Cost/Unit Legend

All costs in August 2021 dollars

Government Administrative Office	Cost/SF
Renovation	\$200
Addition	\$375
New Construction	\$350
Fleet Maintenance Facility	
Renovation	\$150
Addition	\$250
New Construction	\$300
County Duilding	
Courts Building	¢2E0
Renovation	\$250
Addition	\$475
Mechanical Yard	\$125
Emergency/Law Enforcement Office	
Renovation	\$250
Addition	\$450
	ψ.30
Fire Station*	
Renovation	\$275
Addition	\$425
New Construction	\$400
Workshop / Warehouse	
New Construction	\$225
New Construction	7223
Human Services Center	
Renovation	\$225
Addition	\$400
Fire Training Facility - Residential	4
New Construction	\$175
Fire Department Burn Building	
New Construction	\$375
	φσ.σ
Fire Training Tower	
New Construction	\$325
County Waste Facility	4.5-
Office - New Construction	\$400
Convenience Center	\$250

^{*} Equivalent figures are used for the renovation of the appartus bays as well as other station areas. Renovation of the apparatus bays will likely include technological upgrades to exhaust systems, communications and alert systems, possible replacement of bifold doors and SCBA equipment, and resurfacing of the bay floor. Depending on the needs of the fire company, improvements might also include specialized gear or equipment storage.

Civil - size of scope	Cost/acre
scope < .5 acre	\$700,000
.5 acre ≤ scope ≥ 2 acre	\$525,000
scope > 2 acres	\$375,000

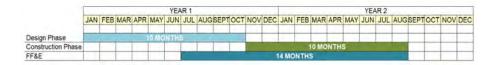
Demolition	Cost/SF
Demolish Existing	\$20
Parking	Cost/SF
Parking Covered Exterior	Cost/SF \$125

December 16, 2021

Law Enforcement Center Expansions - Warhill Tract Opportunity Way

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CONSTRUCTION COSTS		cost per	
Addition	2,555 GSF @	\$450	\$1,150,000
Covered Parking	5,000 GSF @	\$125	\$625,000
Sitework	0.50 ACRES	\$525,000	\$263,000
Construction Cost Subtotal			\$2,038,000
OTHER COSTS			
Furniture allowance	2,555 GSF @	\$25	\$70,000
Geotechnical study			\$60,000
Boundary and topographic Survey			\$80,000
Testing and inspections (1% of construction cost)			\$21,000
Arch/Eng design services (12% of construction cost)			\$244,000
Furniture design services (7% of furniture allowance)			\$4,000
Commissioning services (\$1/SF)			\$2,555
Data/Telephone allowance (2% of building construction cost)			\$23,000
Moving expenses allowance			\$15,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$519,555
Project Cost Subtotal			\$2,557,555
Recommended Project Budget Contingency (10%)			\$260,000



TOTAL

\$2,817,555

December 16, 2021

Future Administration Building - Warhill Tract Opportunity Way

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CONSTRUCTION COSTS		cost per	
New Construction	116,114 GSF @	\$350	\$40,640,000
Sitework	3.25 ACRES	\$375,000	\$1,219,000
Construction Cost Subtotal			\$41,859,000
OTHER COSTS			
Furniture allowance	116,114 GSF @	\$25	\$2,910,000
Geotechnical study			\$60,000
Boundary and topographic Survey			\$80,000
Testing and inspections (1% of construction cost)			\$419,000
Arch/Eng design services (8% of construction cost)			\$3,348,000
Furniture design services (7% of furniture allowance)			\$203,000
Commissioning services (\$1/SF)			\$116,114
Data/Telephone allowance (2% of building construction cost)			\$813,000
Moving expenses allowance			\$40,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$7,989,114
Project Cost Subtotal			\$49,848,114
Recommended Project Budget Contingency (10%)			\$4,990,000



TOTAL

\$54,838,114

December 16, 2021

Fire Station 6 - Warhill Tract Opportunity Way

CONSTRUCTION COSTS		cost per	
New Construction	18,885 GSF @	\$400	\$7,554,000
Sitework	1.50 ACRES	\$525,000	\$788,000
Construction Cost Subtotal			\$8,342,000
OTHER COSTS			
Furniture allowance	18,885 GSF @	\$25	\$480,000
Geotechnical study			\$60,000
Boundary and topographic Survey			\$80,000
Testing and inspections (1% of construction cost)			\$84,000
Arch/Eng design services (8% of construction cost)			\$667,000
Furniture design services (7% of furniture allowance)			\$33,000
Commissioning services (\$1/SF)			\$18,885
Data/Telephone allowance (2% of building construction cost)			\$152,000
Moving expenses allowance			\$20,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$1,594,885
Project Cost Subtotal			\$9,936,885
Recommended Project Budget Contingency (10%)			\$1,000,000
TOTAL			\$10,936,885

December 16, 2021

Fire Training Center - Warhill Tract Opportunity Way

CONSTRUCTION COSTS		cost per	
New Construction	10,447 GSF @	\$350	\$3,657,000
Sitework	0.85 ACRES	\$525,000	\$447,000
Construction Cost Subtotal			\$4,104,000
OTHER COSTS			
Furniture allowance	10,447 GSF @	\$25	\$270,000
Geotechnical study			\$40,000
Boundary and topographic Survey			\$60,000
Testing and inspections (1% of construction cost)			\$42,000
Arch/Eng design services (10% of construction cost)			\$410,000
Furniture design services (7% of furniture allowance)			\$18,000
Commissioning services (\$1/SF)			\$10,447
Data/Telephone allowance (2% of building construction cost)			\$74,000
Moving expenses allowance			\$20,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$944,447
Project Cost Subtotal			\$5,048,447
Recommended Project Budget Contingency (10%)			\$510,000
TOTAL			\$5,558,447



December 16, 2021

Fire Administration Warehouse - Warhill Tract Opportunity Way

CONSTRUCTION COSTS		cost per	
New Construction	5,000 GSF @	\$225	\$1,125,000
Sitework	0.50 ACRES	\$525,000	\$263,000
Construction Cost Subtotal			\$1,388,000
OTHER COSTS			
Furniture allowance	5,000 GSF @	\$25	\$130,000
Geotechnical study			\$40,000
Boundary and topographic Survey			\$60,000
Testing and inspections (1% of construction cost)			\$14,000
Arch/Eng design services (10% of construction cost)			\$138,000
Furniture design services (7% of furniture allowance)			\$9,000
Commissioning services (\$1/SF)			\$5,000
Data/Telephone allowance (2% of building construction cost)			\$23,000
Moving expenses allowance			\$10,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$429,000
Project Cost Subtotal			\$1,817,000
Recommended Project Budget Contingency (10%)			\$190,000
TOTAL			\$2,007,000

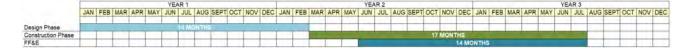


December 16, 2021

General Services Administration - Warhill Tract Water Tower Site

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CONSTRUCTION COSTS		cost per	
New Construction	45,636 GSF @	\$350	\$15,973,000
New Access Road Construction	2,133 LF @	\$200	\$426,600
Sitework	2.50 ACRES	\$375,000	\$938,000
Construction Cost Subtotal			\$17,337,600
OTHER COSTS			
Furniture allowance	45,636 GSF @	\$25	\$1,150,000
Geotechnical study			\$40,000
Boundary and topographic Survey			\$60,000
Testing and inspections (1% of construction cost)			\$174,000
Arch/Eng design services (8% of construction cost)			\$1,387,000
Furniture design services (7% of furniture allowance)			\$80,000
Commissioning services (\$1/SF)			\$45,636
Data/Telephone allowance (2% of building construction cost)			\$320,000
Moving expenses allowance			\$30,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$3,286,636
Project Cost Subtotal			\$20,624,236
Recommended Project Budget Contingency (10%)			\$2,070,000



TOTAL

\$22,694,236

December 16, 2021

General Services Warehouse - Warhill Tract Water Tower Site

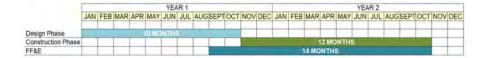
CONSTRUCTION COSTS		cost per	
New Construction	5,000 GSF @	\$225	\$1,125,000
Sitework	0.50 ACRES	\$525,000	\$263,000
Construction Cost Subtotal			\$1,388,000
OTHER COSTS			
Furniture allowance	5,000 GSF @	\$25	\$130,000
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$14,000
Arch/Eng design services (10% of construction cost)			\$138,000
Furniture design services (7% of furniture allowance)			\$9,000
Commissioning services (\$1/SF)			\$5,000
Data/Telephone allowance (2% of building construction cost)			\$23,000
Moving expenses allowance			\$10,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$379,000
Project Cost Subtotal			\$1,767,000
Recommended Project Budget Contingency (10%)			\$180,000
TOTAL			\$1,947,000



December 16, 2021

General Services Fleet Maintenance - Warhill Tract Water Tower Site

CONSTRUCTION COSTS		cost per	
New Construction	35,128 GSF @	\$300	\$10,539,000
Sitework	1.75 ACRES	\$525,000	\$919,000
Construction Cost Subtotal			\$11,458,000
OTHER COSTS			
Furniture allowance	35,128 GSF @	\$25	\$880,000
Geotechnical study			\$40,000
Boundary and topographic Survey			\$60,000
Testing and inspections (1% of construction cost)			\$115,000
Arch/Eng design services (8% of construction cost)			\$916,000
Furniture design services (7% of furniture allowance)			\$61,000
Commissioning services (\$1/SF)			\$35,128
Data/Telephone allowance (2% of building construction cost)			\$211,000
Moving expenses allowance			\$20,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$2,338,128
Project Cost Subtotal			\$13,796,128
Recommended Project Budget Contingency (10%)			\$1,380,000
TOTAL			\$15,176,128



December 16, 2021

Fire Training Burn Building - Warhill Tract Water Tower Site

CONSTRUCTION COSTS		cost per	
New Construction	3,500 GSF @	\$375	\$1,313,000
Sitework	0.50 ACRES	\$525,000	\$263,000
Construction Cost Subtotal			\$1,576,000
OTHER COSTS			
Furniture allowance	3,500 GSF @	\$0	not included
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$16,000
Arch/Eng design services (15% of construction cost)			\$236,000
Furniture design services (7% of furniture allowance)			not included
Commissioning services (\$1/SF)			\$3,500
Data/Telephone allowance (0% of building construction cost)			\$0
Moving expenses allowance			\$0
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$305,500
Project Cost Subtotal			\$1,881,500
Recommended Project Budget Contingency (10%)			\$190,000
TOTAL			\$2,071,500



December 16, 2021

Fire Training Residential - Warhill Tract Water Tower Site

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CONSTRUCTION COSTS		cost per	
New Construction	5,000 GSF @	\$175	\$875,000
Sitework	0.50 ACRES	\$525,000	\$263,000
Construction Cost Subtotal			\$1,138,000
OTHER COSTS			
Furniture allowance	5,000 GSF @	\$0	not included
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$12,000
Arch/Eng design services (12% of construction cost)			\$136,000
Furniture design services (7% of furniture allowance)			not included
Commissioning services (\$1/SF)			\$5,000
Data/Telephone allowance (2% of building construction cost)			\$18,000
Moving expenses allowance			\$0
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$221,000
Project Cost Subtotal			\$1,359,000
Recommended Project Budget Contingency (10%)			\$140,000
			_



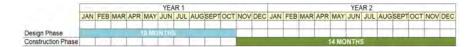
TOTAL

\$1,499,000

December 16, 2021

Fire Training Tower - Warhill Tract Water Tower Site

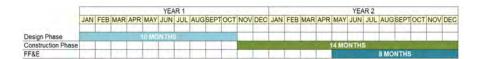
CONSTRUCTION COSTS		cost per	
New Construction	9,600 GSF @	\$325	\$3,120,000
Sitework	0.50 ACRES	\$525,000	\$263,000
Construction Cost Subtotal			\$3,383,000
OTHER COSTS			
Furniture allowance	9,600 GSF @	\$0	not included
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$34,000
Arch/Eng design services (15% of construction cost)			\$507,000
Furniture design services (7% of furniture allowance)			not included
Commissioning services (\$1/SF)			\$9,600
Data/Telephone allowance (0% of building construction cost)			\$0
Moving expenses allowance			\$0
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$600,600
Project Cost Subtotal			\$3,983,600
Recommended Project Budget Contingency (10%)			\$400,000
TOTAL			\$4,383,600



December 16, 2021

Emergency Communications Center (ECC) - Forge Road Campus

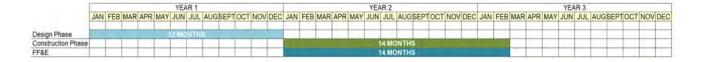
CONSTRUCTION COSTS		cost per	
Renovation	15,253 GSF @	\$250	\$3,814,000
Sitework	0.35 ACRES	\$700,000	\$245,000
Construction Cost Subtotal			\$4,059,000
OTHER COSTS			
Furniture allowance	15,253 GSF @	\$25	\$390,000
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$41,000
Arch/Eng design services (12% of construction cost)			\$487,000
Furniture design services (7% of furniture allowance)			\$27,000
Commissioning services (\$1/SF)			\$15,253
Data/Telephone allowance (2% of building construction cost)			\$77,000
Moving expenses allowance			\$15,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$1,102,253
Project Cost Subtotal			\$5,161,253
Recommended Project Budget Contingency (10%)			\$520,000
TOTAL			\$5,681,253



December 16, 2021

Fire Station 1

CONSTRUCTION COSTS		cost per	
Addition	2,741 GSF @	\$425	\$1,165,000
Renovation	24,275 GSF @	\$275	\$6,676,000
Sitework	0.75 ACRES	\$525,000	\$394,000
Construction Cost Subtotal			\$8,235,000
OTHER COSTS			
Furniture allowance	27,016 GSF @	\$25	\$680,000
Geotechnical study			\$40,000
Boundary and topographic Survey			\$60,000
Testing and inspections (1% of construction cost)			\$83,000
Arch/Eng design services (10% of construction cost)			\$823,000
Furniture design services (7% of furniture allowance)			\$47,000
Commissioning services (\$1/SF)			\$2,741
Data/Telephone allowance (2% of building construction cost)			\$24,000
Moving expenses allowance			\$15,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$1,774,741
Project Cost Subtotal			\$10,009,741
Recommended Project Budget Contingency (10%)			\$1,010,000
TOTAL			\$11,019,741



December 16, 2021

Fire Station 2

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CONSTRUCTION COSTS		cost per	
Addition	6,688 GSF @	\$425	\$2,843,000
Renovation	6,792 GSF @	\$275	\$1,868,000
Demolition of Fire Station 22	4,051 GSF @	\$20	\$82,000
Sitework	0.50 ACRES	\$525,000	\$263,000
Construction Cost Subtotal			\$5,056,000
OTHER COSTS			
Furniture allowance	13,480 GSF @	\$25	\$340,000
Geotechnical study			\$40,000
Boundary and topographic Survey			\$60,000
Testing and inspections (1% of construction cost)			\$51,000
Arch/Eng design services (10% of construction cost)			\$505,000
Furniture design services (7% of furniture allowance)			\$23,000
Commissioning services (\$1/SF)			\$13,480
Data/Telephone allowance (2% of building construction cost)			\$95,000
Moving expenses allowance			\$20,000
Land acquisition		T	o be determined
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$1,147,480
Project Cost Subtotal			\$6,203,480
Recommended Project Budget Contingency (10%)			\$630,000

YEAR 1
YEAR 2
YEAR 2
YEAR 3
JAN FEB MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC
Design Phase
Construction Phase
14 MONTHS
14 MONTHS
15 MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC
16 MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC
Design Phase
17 MONTHS
18 MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC
DESIGN Phase
19 MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC
Design Phase
19 MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC
Design Phase
10 MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC
Design Phase
11 MONTHS

TOTAL

\$6,833,480

January 11, 2022

Fire Station 3

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	cost per	
6,882 GSF @	\$425	\$2,925,000
10,563 GSF @	\$275	\$2,905,000
0.75 ACRES	\$525,000	\$394,000
		\$6,224,000
17,445 GSF @	\$25	\$440,000
		\$40,000
		\$60,000
		\$63,000
		\$622,000
		\$30,000
		\$6,882
		\$59,000
		\$20,000
		not included
		\$1,340,882
		\$7,564,882
		\$760,000
		\$8,324,882
	10,563 GSF @ 0.75 ACRES	6,882 GSF @ \$425 10,563 GSF @ \$275 0.75 ACRES \$525,000

YEAR 1
YEAR 2
YEAR 3
JAN FEB MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC JAN FEB M

December 16, 2021

Fire Station 4

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CONSTRUCTION COSTS		cost per	
Addition	1,875 GSF @	\$425	\$797,000
Renovation	14,123 GSF @	\$275	\$3,883,825
Sitework	0.35 ACRES	\$700,000	\$245,000
Construction Cost Subtotal			\$4,925,825
OTHER COSTS			
Furniture allowance	15,998 GSF @	\$25	\$400,000
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$50,000
Arch/Eng design services (12% of construction cost)			\$591,000
Furniture design services (7% of furniture allowance)			\$28,000
Commissioning services (\$1/SF)			\$15,998
Data/Telephone allowance (2% of building construction cost)			\$94,000
Moving expenses allowance			\$10,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$1,238,998
Project Cost Subtotal			\$6,164,823
Recommended Project Budget Contingency (10%)			\$620,000



TOTAL

\$6,784,823

December 16, 2021

Fire Station 5

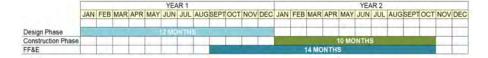
CONSTRUCTION COSTS		cost per	
Addition	4,964 GSF @	\$425	\$2,110,000
Renovation	6,614 GSF @	\$275	\$1,819,000
Sitework	0.75 ACRES	\$525,000	\$394,000
Construction Cost Subtotal			\$4,323,000
OTHER COSTS			
Furniture allowance	11,578 GSF @	\$25	\$290,000
Geotechnical study			\$60,000
Boundary and topographic Survey			\$80,000
Testing and inspections (1% of construction cost)			\$44,000
Arch/Eng design services (10% of construction cost)			\$432,000
Furniture design services (7% of furniture allowance)			\$20,000
Commissioning services (\$1/SF)			\$4,964
Data/Telephone allowance (2% of building construction cost)			\$43,000
Moving expenses allowance			\$20,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$993,964
Project Cost Subtotal			\$5,316,964
Recommended Project Budget Contingency (10%)			\$540,000
TOTAL			\$5,856,964

December 16, 2021

JCSA - Tewning Road Campus

This budget estimate is for August 2021 dollars and is intended for preliminary budgeting purposes only. Moseley Architects has no control over the cost of labor and materials or other construction market conditions and cannot guarantee the accuracy of this or any other construction cost estimate. Any additional project costs anticipated by the County should be added to the total amount indicated.

CONSTRUCTION COSTS		cost per	
Demolition	26,057 GSF @	\$20	\$522,000
Renovation (1994 Fleet Bldg + 1993 Warehouse Bldg)	21,245 GSF @	\$150	\$3,186,750
New Construction	22,320 GSF @	\$225	\$5,022,000
Sitework	1.75 ACRES	\$525,000	\$919,000
Construction Cost Subtotal			\$9,649,750
OTHER COSTS			
Furniture allowance	43,565 GSF @	\$25	\$1,090,000
Geotechnical study			\$40,000
Boundary and topographic Survey			\$60,000
Testing and inspections (1% of construction cost)			\$97,000
Arch/Eng design services (8% of construction cost)			\$771,000
Furniture design services (7% of furniture allowance)			\$76,000
Commissioning services (\$1/SF)			\$43,500
Data/Telephone allowance (2% of building construction cost)			\$101,000
Moving expenses allowance			\$30,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$2,308,500
Project Cost Subtotal			\$11,958,250
Recommended Project Budget Contingency (10%)			\$1,200,000
			4



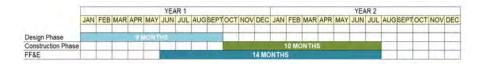
TOTAL

\$13,158,250

December 16, 2021

Colonial Community Corrections

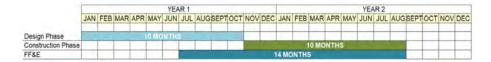
CONSTRUCTION COSTS		cost per	
Renovation	10,222 GSF @	\$250	\$2,556,000
Sitework	0.25 ACRES	\$700,000	\$175,000
Construction Cost Subtotal			\$2,731,000
OTHER COSTS			
Furniture allowance	10,222 GSF @	\$25	\$260,000
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$28,000
Arch/Eng design services (12% of construction cost)			\$327,000
Furniture design services (7% of furniture allowance)			\$18,000
Commissioning services (\$1/SF)			\$10,222
Data/Telephone allowance (2% of building construction cost)			\$52,000
Moving expenses allowance			not included
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$745,222
Project Cost Subtotal			\$3,476,222
Recommended Project Budget Contingency (10%)			\$350,000
TOTAL			\$3,826,222



December 16, 2021

Voter Registrar - 4095 Ironbound Road

CONSTRUCTION COSTS		cost per	
Renovation	15,300 GSF @	\$200	\$3,060,000
Sitework	0.25 ACRES	\$700,000	\$175,000
Construction Cost Subtotal			\$3,235,000
OTHER COSTS			
Furniture allowance	15,300 GSF @	\$25	\$390,000
Geotechnical study			not included
Boundary and topographic Survey			not included
Testing and inspections (1% of construction cost)			not included
Arch/Eng design services (12% of construction cost)			\$388,000
Furniture design services (7% of furniture allowance)			\$27,000
Commissioning services (\$1/SF)			not included
Data/Telephone allowance (2% of building construction cost)			\$62,000
Moving expenses allowance			not included
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$867,000
Project Cost Subtotal			\$4,102,000
Recommended Project Budget Contingency (10%)			\$420,000
TOTAL			\$4,522,000



December 16, 2021

Human Services Center

This budget estimate is for August 2021 dollars and is intended for preliminary budgeting purposes only. Moseley Architects has no control over the cost of labor and materials or other construction market conditions and cannot guarantee the accuracy of this or any other construction cost estimate. Any additional project costs anticipated by the County should be added to the total amount indicated.

CONSTRUCTION COSTS		cost per	
Addition	3,703 GSF @	\$400	\$1,482,000
Renovation	29,138 GSF @	\$225	\$6,557,000
Sitework	0.50 ACRES	\$525,000	\$263,000
Construction Cost Subtotal			\$8,302,000
OTHER COSTS			
Furniture allowance	32,841 GSF @	\$25	\$830,000
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$84,000
Arch/Eng design services (12% of construction cost)			\$996,000
Furniture design services (7% of furniture allowance)			\$58,000
Commissioning services (\$1/SF)			\$32,841
Data/Telephone allowance (2% of building construction cost)			\$161,000
Moving expenses allowance			\$15,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$2,226,841
Project Cost Subtotal			\$10,528,841
Recommended Project Budget Contingency (10%)			\$1,060,000

YEAR 1

YEAR 2

YEAR 2

YEAR 3

JAN FEB MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUGSEPT OCT NOV DEC

Design Phase

Construction Phase

12 MONTHS

14 MONTHS

14 MONTHS

TOTAL

\$11,588,841

December 16, 2021

Olde Towne Medical and Dental Center

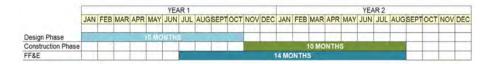
CONSTRUCTION COSTS		cost per	
Leased Space	11,150 NSF @	\$0	\$0
Olde Towne Medical Center will vacate the current location so that lease new space for the Olde Towne Medical Center in an alternative		•	
Construction Cost Subtotal			\$0
OTHER COSTS			
Furniture allowance	11,150 GSF @	\$0	\$0
Geotechnical study			\$0
Boundary and topographic Survey			\$0
Testing and inspections (1% of construction cost)			\$0
Arch/Eng design services (12% of construction cost)			\$0
Furniture design services (7% of furniture allowance)			\$0
Commissioning services (\$1/SF)			\$0
Data/Telephone allowance (2% of building construction cost)			\$0
Moving expenses allowance		r	not included
Land acquisition		r	not included
Archaeology		r	not included
Permitting and utility connection fee allowance		r	not included
Offsite VDOT road improvements allowance		r	not included
Offsite utility improvements		r	not included
Legal expenses		r	not included
Financing expenses		r	not included
Other Costs Subtotal			\$0
Project Cost Subtotal			\$0
Recommended Project Budget Contingency (10%)			\$0
TOTAL			TBD

December 16, 2021

JCC Recreation Center Flex Space Expansion

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CONSTRUCTION COSTS		cost per	
Addition	6,900 GSF @	\$375	\$2,588,000
Sitework	0.75 ACRES	\$525,000	\$394,000
Construction Cost Subtotal			\$2,982,000
OTHER COSTS			
Furniture allowance	6,900 GSF @	\$25	\$180,000
Geotechnical study			\$40,000
Boundary and topographic Survey			\$60,000
Testing and inspections (1% of construction cost)			\$30,000
Arch/Eng design services (10% of construction cost)			\$298,000
Furniture design services (7% of furniture allowance)			\$12,000
Commissioning services (\$1/SF)			\$6,900
Data/Telephone allowance (2% of building construction cost)			\$52,000
Moving expenses allowance			\$20,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$698,900
Project Cost Subtotal			\$3,680,900
Recommended Project Budget Contingency (10%)			\$370,000



TOTAL

\$4,050,900

December 16, 2021

General Services Solid Waste Facility - Jolly Pond Road

CONSTRUCTION COSTS		cost per	
Demolition	1,200 GSF @	\$20	\$24,000
New Construction	1,497 GSF @	\$400	\$599,000
Sitework	0.25 ACRES	\$700,000	\$175,000
Construction Cost Subtotal			\$798,000
OTHER COSTS			
Furniture allowance	1,497 GSF @	\$25	\$38,000
Geotechnical study			\$15,000
Boundary and topographic Survey			\$15,000
Testing and inspections (1% of construction cost)			\$8,000
Arch/Eng design services (15% of construction cost)			\$119,000
Furniture design services (10% of furniture allowance)			\$3,800
Commissioning services (\$1/SF)			\$1,497
Data/Telephone allowance (2% of building construction cost)			\$12,000
Moving expenses allowance			\$2,500
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$214,797
Project Cost Subtotal			\$1,012,797
Recommended Project Budget Contingency (10%)			\$110,000
TOTAL			\$1,122,797



December 16, 2021

Convenience Centers (Grove)

Distributed Throughout County - New Facility Planned for Grove

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CONSTRUCTION COSTS		cost per	
New Construction	80 GSF @	\$250	\$20,000
Sitework	0.25 ACRES	\$525,000	\$132,000
Construction Cost Subtotal			\$152,000

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Furniture allowance	80 GSF @	\$25	\$10,000
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$2,000
Arch/Eng design services (12% of construction cost)			\$18,000
Furniture design services (7% of furniture allowance)			\$0
Commissioning services (\$1/SF)			\$80
Data/Telephone allowance (2% of building construction cost)			\$4,000
Moving expenses allowance			\$2,500
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$86,580
Project Cost Subtotal			\$238,580
Recommended Project Budget Contingency (10%)			\$30,000

YEAR 1
YEAR 2
YEAR 3
JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC
Design Phase
12 MONTHS
18 MONTHS
18 MONTHS

TOTAL

\$268,580

December 16, 2021

WJCC School Administration Office - Warhill Tract Opportunity Way

CONSTRUCTION COSTS		cost per	
New Construction	59,429 GSF @	\$350	\$20,801,000
Sitework	5.00 ACRES	\$375,000	\$1,875,000
Construction Cost Subtotal			\$22,676,000
OTHER COSTS			
Furniture allowance	59,429 GSF @	\$25	\$1,490,000
Geotechnical study			\$60,000
Boundary and topographic Survey			\$80,000
Testing and inspections (1% of construction cost)			\$227,000
Arch/Eng design services (8% of construction cost)			\$1,814,000
Furniture design services (7% of furniture allowance)			\$104,000
Commissioning services (\$1/SF)			\$59,429
Data/Telephone allowance (2% of building construction cost)			\$417,000
Moving expenses allowance			\$40,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$4,291,429
Project Cost Subtotal			\$26,967,429
Recommended Project Budget Contingency (10%)			\$2,700,000
TOTAL			\$29,667,429



December 16, 2021

WJCC School Operations and Maintenance Building

CONSTRUCTION COSTS		cost per	
Addition	16,434 GSF @	\$250	\$4,109,000
Renovation	26,765 GSF @	\$150	\$4,015,000
New Construction - Storage Facility	4,000 GSF @	\$225	\$900,000
Sitework	3.00 ACRES	\$375,000	\$1,125,000
Construction Cost Subtotal			\$10,149,000
OTHER COSTS			
Furniture allowance	47,199 GSF @	\$25	\$1,180,000
Geotechnical study			\$60,000
Boundary and topographic Survey			\$80,000
Testing and inspections (1% of construction cost)			\$102,000
Arch/Eng design services (10% of construction cost)			\$1,014,000
Furniture design services (7% of furniture allowance)			\$82,000
Commissioning services (\$1/SF)			\$47,199
Data/Telephone allowance (2% of building construction cost)			\$181,000
Moving expenses allowance			\$30,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$2,776,199
Project Cost Subtotal			\$12,925,199
Recommended Project Budget Contingency (10%)			\$1,300,000
TOTAL			\$14,225,199



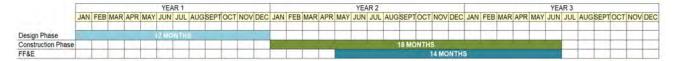
December 16, 2021

WJCC Courts

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CONSTRUCTION COSTS		cost per	
Addition	30,266 GSF @	\$475	\$14,377,000
Renovation	71,704 GSF @	\$250	\$17,926,000
Secure Parking	10,286 GSF @	\$175	\$1,801,000
Mechanical Yard	1,900 GSF @	\$125	\$238,000
Sitework	1.00 ACRES	\$525,000	\$525,000
Construction Cost Subtotal			\$34,867,000
OTHER COSTS			
Furniture allowance	101,970 GSF @	\$25	\$2,550,000
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$349,000
Arch/Eng design services (12% of construction cost)			\$4,184,000
Furniture design services (7% of furniture allowance)			\$178,000
Commissioning services (\$1/SF)			\$101,970
Data/Telephone allowance (2% of building construction cost)			\$698,000
Moving expenses allowance			\$30,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$8,140,970
Project Cost Subtotal			\$43,007,970
Recommended Project Budget Contingency (10%)			\$4,310,000

TOTAL \$47,317,970



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Appendix B: WJCC School Administration – Master Plan Component Summaries



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James City County

Facilities Master Plan-WJCC School Administration



January 17, 2022

Prepared by:

MOSELEYARCHITECTS

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Contents

3	Acknowledgements
5	Executive Summary
9	Purpose and Scope
11	Methodology
15	Master Plan Component Summaries – Narratives and Drawings

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Acknowledgements

Moseley Architects extends its appreciation to James City County for the opportunity to prepare this Facilities Master Plan for Williamsburg-James City County Public School Administration. The time and contributions of the County's clerks, constitutional officers, school administrators, and numerous management personnel and staff members are sincerely appreciated.

James City County General Services

Grace Boone Shawn Gordon

Williamsburg-James City County Public Schools

Olwen Herron, Ed.D. Marcellus Snipes

Moseley Architects

Tony Bell
Andrew McVeigh
Josh Bennett



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Executive Summary

During the Strategic Planning process, the James City County Board of Supervisors recognized the necessity to create this Facilities Master Plan. Under the guidance and leadership of the County Administrator, Scott Stevens, and the School Superintendent, Dr. Olwen Herron, this Plan will allow the administration to efficiently direct the necessary capital expenditures to best serve the students and staff of the Williamsburg-James City County (WJCC) Public School System.

The City of Williamsburg and James City County have experienced remarkable population growth over the past twenty years with an increase in the City and County population of over 58% between 2000 and 2020 and the population is expected to grow over 36% over the next twenty years to nearly 130,000 residents. This growth will necessitate staff increases and additional facility space for nearly all County government agencies, including School Administration, in order to keep pace with the growing student population and ensure the continued improvement of WJCC educational environments.

It is anticipated that more space for conducting school administration business will be required in Williamsburg and James City County as the population continues to increase. Growth has been heavily driven by the tourism industry and relocation of citizens settling in the area attracted by the favorable climate, relatively low cost of living, developed communities, neighboring university, and the level of services provided by the local governments. This will no doubt be a key factor in continued population growth.

The James City County Board of Supervisors and the WJCC School Superintendent authorized the preparation of this Facilities Master Plan as a roadmap which County administrators will use to plan, finance, and execute the necessary capital expenditures over the next twenty years. This plan is intended to be an overview of the anticipated WJCC School facility improvements which will be required in the near future and includes preliminary budget estimates. This plan does not include detailed estimates. To fully develop any one of these proposed improvements, including detailed design drawings and estimates, is beyond the purview of this study. The Plan will require modification as each component draws near to its implementation and will require periodic updating to adjust for shifting needs and growth.

This Plan includes the most critical facility needs identified by the WJCC School Administration staff. The companion document to this Plan is the 2020 Spaces Needs Analysis prepared by Moseley Architects. Combined, these two documents will allow WJCC School Administrators to strategize the allocation of capital, identify potential building sites, and develop request-for-proposals for design services.

For all plans included within this study, the design team worked with WJCC staff to determine the best option for the expansion of existing facilities or the construction of new facilities. The preferred concepts are drawn in blue and are referred to as the "Master Plan." Preliminary budget estimates are available for each Master Plan WJCC School Facility and included in Appendix A. This document also



includes some "Alternative Concepts" for various facilities. These alternatives were not the primary choice by WJCC School administrators and are drawn in red.

The author of this Plan is Moseley Architects, a full-service architectural firm based in Richmond, Virginia. Moseley Architects has years of experience serving public sector clients, and has specialized in space needs analyses, master planning, and facility designs for local governments since its inception in 1969, including administrative, judicial, and public safety projects. The civil engineering consultant for this Plan is Timmons Group of Richmond, Virginia.

The following page includes a summary of the preliminary budget estimates for all Master Plan facilities. These facilities are designed to meet the 2040 space needs of the respective department. The preliminary budget estimates are priced in 2021 dollars. Assuming monetary inflation averaging 3% per year, the estimate escalation is indicated in 2030 dollars and 2040 dollars. All dollar costs would satisfy the 2040 need; the 2030 budget does not satisfy the 2030 space need. Rather, it would be the cost to satisfy the 2040 space need if all construction contracts were paid for in the year 2030.



WJCC SCHOOL ADMINISTRATION - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

Assuming 3% escalation/year

Plan Component	Description	2021 Budget	2030 Budget	2040 Budget
WJCC School Administration Office - Warhill Tract	New construction administrative office building	\$29,667,429	\$38,709,266	\$52,022,016
Opportunity Way	59,429 Gross Square Feet (GSF)			
WJCC School Operations and Maintenance Building	Renovation and addition of maintenance facility	\$14,225,199	\$18,560,658	\$24,943,973
	47,199 Gross Square Feet (GSF)			
Total	106,628 Gross Square Feet (GSF)	\$43,893,000	\$57,271,000	\$76,968,000

Below is a summary of the space needs findings for all facilities within the Master Plan. This table compares the 2040 space needs to the existing space available in the building to determine the required scope of expansion. If the building does not yet exist, the existing space column is empty and the GSF provided figure will equal the 2040 need. Refer to the individual building narratives for additional information.

Facility Addition/New Construction Summary - WJCC School Administration

			Additional		
Building & Components	Existing Space	2040 GSF Need	Required (2040 - Existing)	Newly Built GSF Area	
WJCC School Administration Office - Warhill Tract Opportunity Way		59,429		59,429	
WJCC School Operations and Maintenance Building	26,765	43,199	16,434	16,434	
Total		102.628		75.863	

END OF EXECUTIVE SUMMARY



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Purpose and Scope

Purpose

This is a twenty-year Facilities Master Plan for Williamsburg James City County (WJCC) School Administration. This Plan identifies possible site locations and building layouts for the most critical needs identified by the County, based upon the information gathered in the 2020 Space Needs Analysis prepared by Moseley Architects. The scope of the facility improvements proposed within the Master Plan are derived from the estimated 2040 space needs.

The information presented herein will act as a roadmap with which County administrators may schedule, finance, and execute the necessary capital expenditures over the next twenty years.



<u>Scope</u>

The following government facilities are addressed by the Plan:

WJCC Schools

WJCC School Adı	ministration Office –	· Warhill Tract Opportunity	Way 17
WJCC School Ope	erations and Mainte	nance Building	23

For all facilities included within this study, the preferred design is referred to as the "Master Plan" and drawn in blue. For several facilities, alternative proposals for the site and/or building layout were considered, but were not preferred by the County. They are indicated as "Alternative Concept" and drawn in red.

Space Requirements

A space needs assessment for the various facilities is not included in this document; that information was presented in an earlier document prepared by Moseley Architects entitled James City County - Facilities Space Needs Analysis and dated August 17, 2020. The scope of the proposed facility improvements are based on the estimated 2040 space needs of the various departments. Figures taken from that referenced document will be reproduced in the narrative for each facility.

END OF SECTION



Methodology

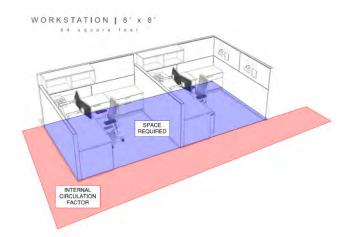


2040 Space Needs

The gross square footage (GSF) figures included within this document are derived from the *James City County – Facilities Space Needs Analysis* prepared by Moseley Architects and dated August 17, 2020. Below is an excerpt from the space needs assessment for WJCC School Administration.

PROGRAMMING FOR WJCC SCHOOL ADMIN FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURR			2025 NEEDS																																																																								030 EDS	2040 NEEDS				REMARKS
	SPACE	SQ FT																																																																																	
DESCRIPTION	CODE	EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT																																																																									
SUPPORT SPACE										-																																																																									
Conference Room	cnf16	300	1	300	1 . XX-	300	1	300	1	300	Seat 16. Doors (secured with card reader) into Superintendent office and from public corridor for shared use. Regular AV equipment include a multipurpose screen with HDMI and USB hookups, computerliaptop, mobile dais, microphones, camera, whiteboard and a conference bridge phone. In addition to these items, it is necessary to accommodate additional power and adaptor requirements for technology. It is important that the conference room table be equipped with power, USB and HDMI adaptors for presentations and electronic agenda review.																																																																								
Waiting Room	vis4	80		80	1	80		80	. 1	80	Seat 4. Separate from shared waiting area.																																																																								
File Room	lat	12	10	120	10	120	10	120	10	120	10 Lateral Files.																																																																								
Workroom	wrk9	81	1	81	1	81	1	81	1	81	1 Large Copier/ Supplies/ Work space																																																																								
Mailboxes		\neg									Refer to shared.																																																																								
Toilet		\neg									Refer to shared.																																																																								
Coffee Niche	kit1	60	1	60	1	60	1	60	1	60	Casework and counter, sink, small refrigerator, coffee maker, microwave.																																																																								
Kitchen/Break											Refer to shared.																																																																								
Closet	clos1	25	1	25	1	25	1	25	1	25																																																																									
TOTAL PERSONNEL			4		5		5		5																																																																										
SUBTOTAL SPACE REQUIRED		- 1	4	1,302	5	1,366	5	1,366		_ 1,366																																																																									
INTERNAL CIRCULATION FACTOR		35%		456		478		478		478																																																																									
INTERNAL CIRCULATION FACTOR		3376		436		4/6		4/6		4/6																																																																									
EXISTING OCCUPIED AREA TOTAL DIVISION SPACE REQ'D		1,972		1,758		1,844		1,844		1,844	SCHOOL ADMIN																																																																								



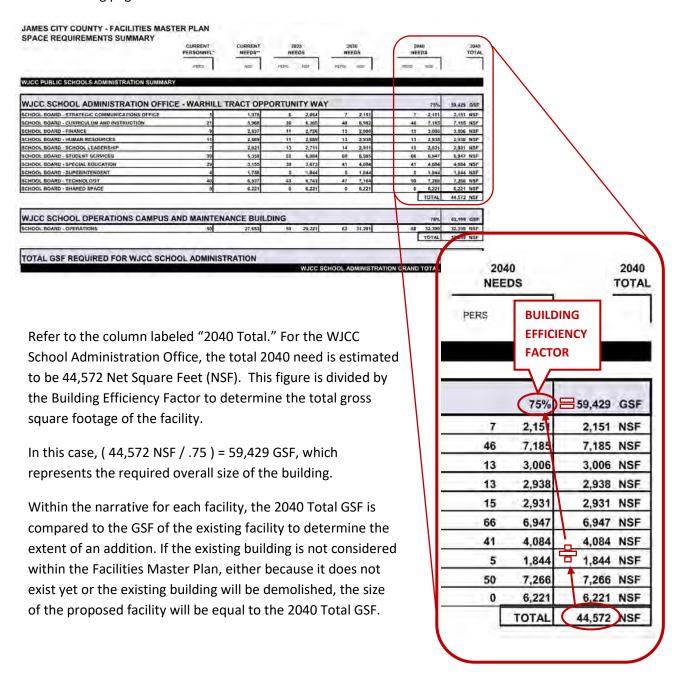
The column to the left indicates the spaces required and their estimated areas. For example, a lateral filing cabinet is anticipated to occupy approximately 10 sf. Within the "2040 Needs" column, the square footage required is determined by multiplying the quantity of that component by the square footage area of each. These areas are summed to find the "Subtotal Space Required." This subtotal is then multiplied by an Internal Circulation Factor. The internal circulation factor accounts for the circulation between the individual spaces

within a tenant space or room. For example, an office might have several cubicles required within an open work area. The cubicles would be included in the "Space Required" and the internal circulation factor would account for the walkways around the cubicles. The internal circulation space is added to the "Subtotal Space Required" to determine the total division space required.



To determine the overall size of a facility, the Total Division Space must be divided by a building efficiency factor. The building efficiency factor accounts for various areas not included within the divisions, such as stairs, elevators, electrical closets, mechanical chases, the thickness of exterior walls, restrooms shared by building tenants, etc. Building efficiency varies by the type of building. The average office building is expected to carry an efficiency factor around 75%. A high school will have a much lower efficiency factor, due to the large lobbies and wide corridors, which will account for a larger proportion of the total building area.

Below is another excerpt for the WJCC School Administration Office. The complete table is provided in the following pages.



The below is reproduced from the WJCC School Administration Office narrative:

WJCC Administration 2040 Need	59,429	GSF
Space Deficiency	59,429	GSF

The WJCC School Administration Office will be new construction, so the space deficiency is equal to the need:

59,429 GSF – 0,000 GSF Existing Space = 59,429 GSF Newly Constructed Facility.

JAMES CITY COUNTY - FACILITIES MASTER PLAN SPACE REQUIREMENTS SUMMARY

CURRENT	CURRENT		2025		2030		2040		2040			
PERSONNEL*	NEEDS**		NEEDS		NEEDS		NEEDS		TOTAL			
PERS	NSF	PERS	NSF]	PERS	NSF		PERS	NSF			

WJCC SCHOOL ADMINISTRATION OFFICE	- WARHIL	L TRACT OF	PORTUN	ITY W	AY			75%	59,429 GSF
SCHOOL BOARD - STRATEGIC COMMUNICATIONS OFFICE	5	1,978	6	2,064	7	2,151	7	2,151	2,151 NSF
SCHOOL BOARD - CURRICULUM AND INSTRUCTION	21	5,908	30	6,305	40	6,982	46	7,185	7,185 NSF
SCHOOL BOARD - FINANCE	9	2,537	11	2,726	13	2,990	13	3,006	3,006 NSF
SCHOOL BOARD - HUMAN RESOURCES	11	2,689	11	2,689	13	2,938	13	2,938	2,938 NSF
SCHOOL BOARD - SCHOOL LEADERSHIP	7	2,021	13	2,711	14	2,911	15	2,931	2,931 NSF
SCHOOL BOARD - STUDENT SERVICES	39	5,358	52	6,084	60	6,595	66	6,947	6,947 NSF
SCHOOL BOARD - SPECIAL EDUCATION	29	3,155	39	3,673	41	4,084	41	4,084	4,084 NSF
SCHOOL BOARD - SUPERINTENDENT	4	1,758	5	1,844	5	1,844	5	1,844	1,844 NSF
SCHOOL BOARD - TECHNOLOGY	40	6,537	43	6,743	47	7,164	50	7,266	7,266 NSF
SCHOOL BOARD - SHARED SPACE	0	6,221	0	6,221	0	6,221	0	6,221	6,221 NSF
								TOTAL	44.572 NSF

WJCC SCHOOL OPERATIONS CAMPUS AND MAINTENANCE BUILDING 75%								43,199 GS
SCHOOL BOARD - OPERATIONS	50	27,653	59	29,221	62	31,291	68 32,399	32,399 NS
							TOTAL	32 399 NS

TOTAL GSF REQUIRED FOR WJCC SCHOOL ADMINISTRATION		102,628 GSF
	WJCC SCHOOL ADMINISTRATION GRAND TOTAL	102.628 GSF

END OF SECTION



Master Plan Component Summaries – Narratives and Drawings

This section illustrates the potential improvements to satisfy the identified 2040 facility space needs, including building footprint layouts and site drawings.





WJCC School Administration Office – Warhill Tract Opportunity Way

The County has determined that this function should move to the Warhill Opportunity Way site. As such, the size of the existing facility was not considered in the above table.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

WJCC Administration 2040 Need	59,429	GSF
Space Deficiency	59,429	GSF

Master Plan

This will be a new construction, two-story administrative Class-A office building. The Warhill Opportunity Way site is partially undeveloped property. Site improvements will include extensive parking for visitors and staff, though some parking could be shared with the other County government buildings. The site is adjacent to wetlands, so stormwater management scope is likely to be more substantial. Three new curb cuts will be created along Stadium Road – two for personal vehicles, one for the Fire Department. The curb cut aligned with the existing intersection will likely require a new stop light, since that road provides access to the nearby schools, and traffic will increase substantially.

The architectural design will likely include a concrete masonry backup with brick veneer at exterior walls, aluminum storefront windows, and an exterior canopy designating the main entry, as well as permanent coverings at secondary staff entrances. Interior walls will be constructed of metal stud framing and finished with gypsum board. The first floor will likely be a concrete slab on grade. The second floor will likely be lightweight concrete on a metal deck. The roof might either be a low-slope membrane roof on a metal deck, or a sloped standing seam metal roof structured with cold formed steel trusses, depending upon County preference and local zoning requirements. Air handling units will likely be installed on the roof and screened from view.

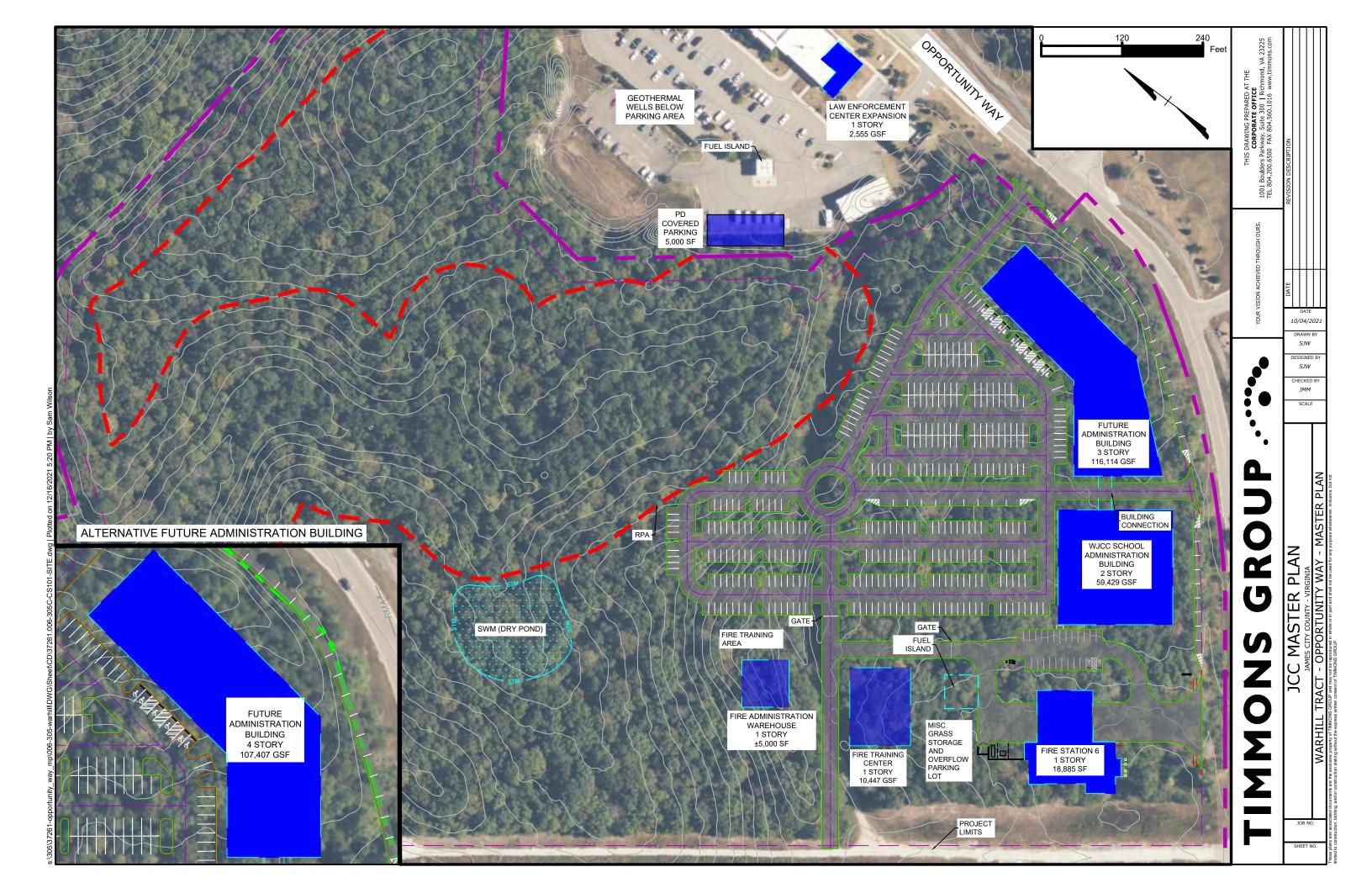
Alternative Concept

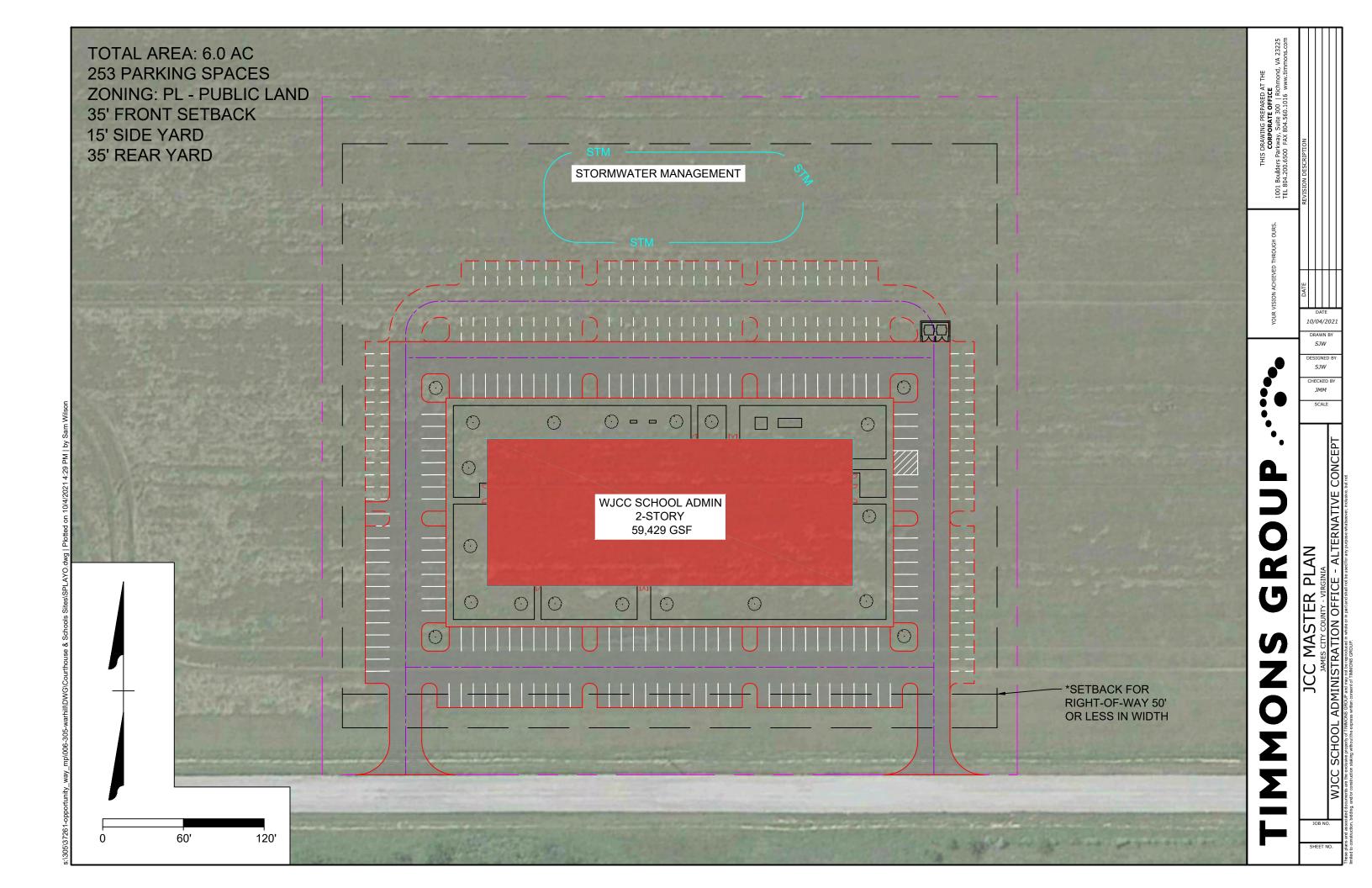
The alternative concept explored by the County and Moseley Architects would be a similar new construction facility as that described in the Master Plan. The alternative concept is a stand-alone facility constructed on its own plot, separate from the consolidated Warhill Opportunity Way campus. This could result in additional site development costs and redundant infrastructure.

WJCC School Administration needs the building to be centrally located to provide easy access for Williamsburg and James City County parents and students. It would also be centrally located relative to WJCC school locations so that staff have easy access to the central office functions. This will reduce the travel times and mileage of central administrators who must drive between schools, increasing effectiveness and productivity. Lastly, the site could be shared with a compatible function of the City of Williamsburg or James City County and share visitor parking areas for larger events such as staff training and WJCC School Board meetings. In the drawing, parking spaces which are dashed would not need to be built if the parking area was shared with another facility. If the building stands alone, it will require all parking stalls shown, both dashed and solid.









WJCC School Operations and Maintenance Building

The existing facility is located at 597 Jolly Pond Rd, Williamsburg, VA 23188.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

School Ops 2040 Need	43,199	GSF
Existing Facility	26,765	GSF
Total Deficiency	16,434	GSF
Interior Space Deficiency	12,434	GSF
WJCC Storage Deficiency	4,000	GSF
Custodial Storage	1,200	GSF
Maintenance Warehouse	2,000	GSF
80% Building Efficiency		GSF

Master Plan

As indicated in the table above, the existing space is insufficient to meet the estimated 2040 need. Therefore, an addition is proposed. The existing site must be redesigned to accommodate the addition and additional bus parking, including the relocation of a fueling station, which may require testing of underground storage tanks for leaks, additional DEQ reviews and approval, possible HAZMAT remediation, and the installation of new underground storage tanks. Potential reuse of existing underground tanks and other infrastructure will require additional study to determine feasibility, including analysis of the existing system configuration, quality, location in relation to drive aisles, and the system access requirements. Relocating the fuel island is recommended because it will allow for a single bus loop, which increases parking capacity and streamlines the flow of vehicles through the site. The existing curb cut will be reused, and an additional curb cut will be created. Architecturally, the addition will be utilitarian in nature, extending the materials and aesthetics of the existing structure. The roof will likely be standing seam or corrugated metal structured with cold formed steel trusses.

This facility will include a 4,000 GSF storage building for WJCC Schools, sized to accommodate the custodial storage and maintenance warehouse requirements identified in the 2020 Space Needs Analysis. This would likely be a one-story utilitarian building, composed of concrete masonry backup with a veneer at exterior walls. The veneer could be brick, decorative concrete masonry, or metal panel. The design would likely include a shed roof composed of standing seam or corrugated metal roof panels on sloped open web steel joists. The inclusion of mechanical systems would depend upon the type of material being stored and Owner preference. If stored materials are susceptible to heat and humidity, a small pad-mounted air conditioning system could be provided at the rear. The floor would likely be 6" concrete slab on grade, depending upon the weight of stored materials and if vehicles would be driven inside the building. The exterior would likely include coiling overhead doors, the width and height of which would be determined based on stored materials and vehicle access. If delivery of materials is via box truck or tractor trailer, additional site costs would be incurred to either cut the grade to provide a



loading dock or raise the finished floor elevation to the height of a loading dock. Heavy duty asphalt paving or concrete will be utilized at loading areas.

Alternative Concept

The alternative concept explored by the County and Moseley Architects would include an addition of equivalent size. The difference is the orientation of the addition in relation to the existing building. This "L" shape orientation necessitates more substantive changes to the existing site layout since the footprint intersects with the existing vehicular drive. Creating the new drive aisles might require site clearing and additional stormwater management implementations, since the amount of impermeable surface would increase beyond that proposed within the Master Plan.







Preliminary Budget Estimates

The preliminary budget estimates provide the projected cost, in 2021 dollars, for the various Master Plan components. Estimates are not included for the Alternative Concepts. The square foot costs, site development costs, and estimates were based on the consultant team's experience with similar projects and should be considered preliminary and subject to refinement and adjustment based on future detailed design and possible price escalation. Construction market costs may change in the future. The preliminary budget estimates account for the anticipated building and site construction costs as well as the other "soft costs" that the County is likely to encounter in the implementation of the master plan component. Line items for furniture, data and telephone equipment, and moving expenses are included. Line items for anticipated required services include geotechnical engineering study, boundary and topographic surveys, construction testing and code-required special inspection services, architectural and engineering services, furniture design services, and commissioning services. Lastly a 10% contingency is applied to the entire budget estimate to account for unforeseen issues or conditions that may occur during project development.

Provided on the following pages are preliminary budget estimates for the WJCC School Administration facilities, which are also summarized below:

WJCC SCHOOL ADMINISTRATION - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

Assuming 3% escalation/year 2021 Budget 2030 Budget 2040 Budget **Plan Component** Description WJCC School Administration Office - Warhill Tract \$29,667,429 \$38,709,266 \$52,022,016 New construction administrative office building Opportunity Way 59,429 Gross Square Feet (GSF) WJCC School Operations and Maintenance Building Renovation and addition of maintenance facility \$14,225,199 \$18,560,658 \$24,943,973 47,199 Gross Square Feet (GSF) Total 106,628 Gross Square Feet (GSF) \$43,893,000 \$57,271,000 \$76,968,000



JAMES CITY COUNTY, VA PRELIMINARY BUDGET ESTIMATE

December 16, 2021

WJCC School Administration Office - Warhill Tract Opportunity Way

This budget estimate is for August 2021 dollars and is intended for preliminary budgeting purposes only. Moseley Architects has no control over the cost of labor and materials or other construction market conditions and cannot guarantee the accuracy of this or any other construction cost estimate. Any additional project costs anticipated by the County should be added to the total amount indicated.

CONSTRUCTION COSTS		cost per	
New Construction	59,429 GSF @	\$350	\$20,801,000
Sitework	5.00 ACRES	\$375,000	\$1,875,000
Construction Cost Subtotal			\$22,676,000
OTHER COSTS			
Furniture allowance	59,429 GSF @	\$25	\$1,490,000
Geotechnical study			\$60,000
Boundary and topographic Survey			\$80,000
Testing and inspections (1% of construction cost)			\$227,000
Arch/Eng design services (8% of construction cost)			\$1,814,000
Furniture design services (7% of furniture allowance)			\$104,000
Commissioning services (\$1/SF)			\$59,429
Data/Telephone allowance (2% of building construction cost)			\$417,000
Moving expenses allowance			\$40,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$4,291,429
Project Cost Subtotal			\$26,967,429
Recommended Project Budget Contingency (10%)			\$2,700,000
TOTAL			\$29,667,429





JAMES CITY COUNTY, VA PRELIMINARY BUDGET ESTIMATE

December 16, 2021

WJCC School Operations and Maintenance Building

This budget estimate is for August 2021 dollars and is intended for preliminary budgeting purposes only. Moseley Architects has no control over the cost of labor and materials or other construction market conditions and cannot guarantee the accuracy of this or any other construction cost estimate. Any additional project costs anticipated by the County should be added to the total amount indicated.

CONSTRUCTION COSTS		cost per	
Addition	16,434 GSF @	\$250	\$4,109,000
Renovation	26,765 GSF @	\$150	\$4,015,000
New Construction - Storage Facility	4,000 GSF @	\$225	\$900,000
Sitework	3.00 ACRES	\$375,000	\$1,125,000
Construction Cost Subtotal			\$10,149,000
OTHER COSTS			
Furniture allowance	47,199 GSF @	\$25	\$1,180,000
Geotechnical study			\$60,000
Boundary and topographic Survey			\$80,000
Testing and inspections (1% of construction cost)			\$102,000
Arch/Eng design services (10% of construction cost)			\$1,014,000
Furniture design services (7% of furniture allowance)			\$82,000
Commissioning services (\$1/SF)			\$47,199
Data/Telephone allowance (2% of building construction cost)			\$181,000
Moving expenses allowance			\$30,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$2,776,199
Project Cost Subtotal			\$12,925,199
Recommended Project Budget Contingency (10%)			\$1,300,000
TOTAL			\$14,225,199



END OF FACILITIES MASTER PLAN



Appendix C: WJCC Courts – Master Plan Component Summaries





James City County

Facilities Master Plan-WJCC Courts



January 17, 2022

Prepared by:

MOSELEYARCHITECTS

Contents

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11	Methodology
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Acknowledgements

Moseley Architects extends its appreciation to James City County for the opportunity to prepare this Facilities Master Plan for Williamsburg-James City County Courts. The time and contributions of the County's clerks, constitutional officers, school administrators, and numerous management personnel and staff members are sincerely appreciated.

James City County General Services

Grace Boone Shawn Gordon

Williamsburg-James City County Courts

Judge Colleen K. Killilea Judge Holly B. Smith Karen D.K. Snyder Mona A. Foley Shea S. Bruno Nathan R. Green David J. Hardin

Moseley Architects

Tony Bell Andrew McVeigh Josh Bennett





Executive Summary

During the Strategic Planning process, the James City County Board of Supervisors recognized the necessity to create this Facilities Master Plan. Under the guidance and leadership of the County Administrator, Scott Stevens, this Plan will allow the County to direct the necessary capital expenditures to efficiently serve the citizens of James City County at the Williamsburg-James City County (WJCC) Courthouse.

James City County has experienced remarkable growth, with an increase in population over 65% between 2000 and 2020. Within the next twenty years, County population is expected to grow more than 39% to over 110,000 residents. This growth will necessitate staff increases in nearly all County government agencies including the Courthouse in order to keep pace with the caseloads and provide the current level of service to its citizens. The courthouse facilities are currently overcapacity, hindering the County from effectively satisfying the public needs.

County population growth has benefited from tourism, as well as an influx of residents attracted to the favorable climate, relatively low cost of living, established communities, neighboring university, and the quality of the local government. If the County wishes to continue this trend, the County will need to make the necessary capital investments.

The James City County Board of Supervisors authorized the preparation of this Facilities Master Plan as a roadmap which County administrators will use to plan, finance, and execute the necessary capital expenditures at Courts facilities over the next twenty years. This plan is intended to be an overview of the anticipated facility improvements which will be required in the near future and includes preliminary budget estimates. This plan does not include detailed estimates. To fully develop any one of these proposed improvements, including detailed design drawings and estimates, is beyond the purview of this study. The Plan will require modification as each component draws near to its implementation and will require periodic updating to adjust for shifting needs and growth.

This Plan includes the most critical facility needs identified by the County. The companion document to this Plan is the 2020 Spaces Needs Analysis prepared by Moseley Architects. To prepare that document, the team followed an inclusive process including numerous meetings with end users, Judges and Court staff, Court Clerks and staff, Court Services Unit, Commonwealth's Attorney and Victim-Witness assistance and staff, and the Sheriff's Office to determine the projected space needs. The primary factors driving the need for additional space in the Courthouse are the growth of the population served, the increasing court caseload, and the number of courtrooms needed to serve that caseload. The Facility Space Needs Analysis describes in detail the types and quantities of spaces needed today as well as those anticipated over the next twenty years. Combined, these two documents, the Space Needs Analysis and the Facilities Master Plan, will allow County administrators to strategize the allocation of capital and develop request-for-proposals for design services.



The author of this Plan is Moseley Architects, a full-service architectural firm based in Richmond, Virginia. Moseley Architects has years of experience serving public sector clients, and has specialized in space needs analyses, master planning, and facility designs for local governments since its inception in 1969, including administrative, judicial, and public safety projects. The civil engineering consultant for this Plan is Timmons Group of Richmond, Virginia.

The following page includes a summary of the preliminary budget estimates for all Master Plan facilities. These facilities are designed to meet the 2040 space needs of the respective department. The preliminary budget estimates are priced in 2021 dollars. Assuming monetary inflation averaging 3% per year, the estimate escalation is indicated in 2030 dollars and 2040 dollars. All dollar costs would satisfy the 2040 need; the 2030 budget does not satisfy the 2030 space need. Rather, it would be the cost to satisfy the 2040 space need if all construction contracts were paid for in the year 2030.



WJCC COURTS - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

 Plan Component
 Description
 2021 Budget
 2030 Budget
 2040 Budget

 WJCC Courts
 Courthouse addition and renovation
 \$47,317,970
 \$61,739,218
 \$82,972,347

 114,156
 Gross Square Feet (GSF)
 \$47,318,000
 \$61,740,000
 \$82,974,000

Below is a summary of the space needs findings for all facilities within the Master Plan. This table compares the 2040 space needs to the existing space available in the building to determine the required scope of expansion. If the building does not yet exist, the existing space column is empty and the GSF provided figure will equal the 2040 need. Refer to the individual building narratives for additional information.

Facility Addition/New Construction Summary - WJCC Courts

Building & Components	Existing Space	2040 GSF Need	Additional Required (2040 - Existing)	Newly Built GSF Area
WJCC Courts	71,704	101,970	30,266	
Parking		10,286		10,286
Mechanical Yard		1,900		1,900
Total		114,156		42,452

END OF EXECUTIVE SUMMARY





Purpose and Scope

<u>Purpose</u>

This is a twenty-year Facilities Master Plan for the WJCC Courthouse. The scope of the facility improvements proposed within the Master Plan are derived from the estimated 2040 space needs quantified in the 2020 Space Needs Analysis prepared by Moseley Architects.

The information presented herein will act as a roadmap with which County administrators may schedule, finance, and execute the necessary capital expenditures over the next twenty years.



Scope

The following government facilities are addressed by the Plan:

WJCC Courts

Space Requirements

The space needs assessment for this facility is not included in this document; that information was presented in an earlier document prepared by Moseley Architects entitled *James City County - Facilities Space Needs Analysis* and dated August 17, 2020. The scope of the proposed facility improvements are based on the estimated 2040 space needs. Figures taken from that referenced document will be reproduced in the narrative.

END OF SECTION

Methodology

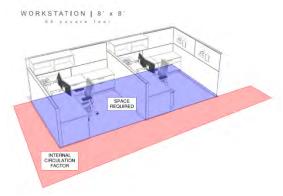


2040 Space Needs

The gross square footage (GSF) figures included within this document are derived from the *James City County – Facilities Space Needs Analysis* prepared by Moseley Architects and dated August 17, 2020. Below is an excerpt from the space needs assessment for the Circuit Court.

PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURF			025 EDS		030 EDS		2040 EEDS	REMARKS
	SPACE	SQ FT									
DESCRIPTION	CODE	EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
COURTS - CIRCUIT COURT											
PERSONNEL SPACE											
Judge	po8	288	2	576	2	576	2	576	2	576	Includes private toilet, closet and conference space in office
Paralegal	ws3	64	2	128	2	128	3	192	3	192	Shared enclosed office.
SUPPORT SPACE					1						
Courtroom waiting	vis40	800	2	1,600	\ _2	1,600	2	1,600	2	1,600	Seat 40.
Jury courtroom 1	crj75	2400	1	2,400	Z/_1	2,400	1	2,400	1	2,400	Seat 75. Used 3-4 times per week. Adequate
Jury courtroom 2	crj75	2400	1	2,400	1	2,400	1	2,400	1	2,400	Seat 75. Used 2-3 times per week. Adequate
Courtroom entry vestibule	crv	70	2	140	2	140	2	140	2	= (140	
Witness/attorney conference room	cnf5	120	4	480	4	480	4	480	4	480	Seat 6.
Law library/judge's conference room											Refer to shared.
Jury assembly room	tr6	900	1	900	1	900	1	900	1	900	Seat 50-80 people. AV equipment fo webinars, large conference calls. Presentation equipment comparable to court room.
Jury deliberation room	jur2	450	2	900	2	900	2	900	2	900	Staff Toilet Rooms connected.
Single Holding Cell		50	1	50	1	50	1	50	1	50	
Prisoner holding cell - vestibule	vest	120	2	240	2	240	2	240	2	240	
Prisoner holding cell	hc6	140	2	280	2	280	2	280	2	280	Seat 6.
Attorney - prisoner interview booth	int1	100	2	200	2	200	2	200	2	200	
Work Room	wrk2	80	1	80	1	80	1	80	1	80	
Jury Break	kit2	160	1	160	1	160	1	160	1	160	Locate off of Jury Deliberation Rooms.
Jury Toilet Room	tlt1	50	4	200	4	200	4	200	4	200	Locate off of Jury Deliberation Rooms.
TOTAL PERSONNEL			4		4		5		5		
SUBTOTAL SPACE REQUIRED				10,734		10,734		10,798		10,798	
INTERNAL CIRCULATION FACTOR		35%		3,757		3,757		3,779		3,779	
EXISTING OCCUPIED AREA		10,763									WJCC COURTHOUSE
TOTAL DEPARTMENT NET SPACE REQ'	D			14,491		14,491		14,577		14,577	



The column to the left indicates the spaces required, as determined by the respective department, in this case the Circuit Court. Each type of space is associated with an estimated area. For example, a Courtroom Entry Vestibule is anticipated to be about 70 sf in area. Within the "2040 Needs" column, the square footage required is determined by multiplying the quantity of that type of space by the square footage area of each space. These areas are summed to find the "Subtotal Space Required." This

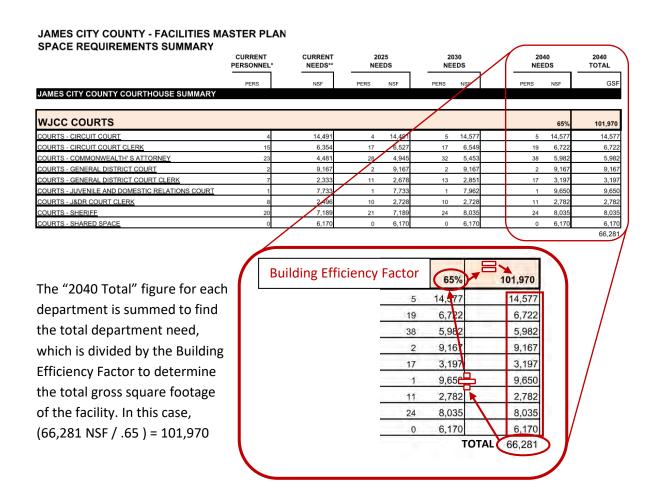
subtotal is then multiplied by an Internal Circulation Factor, in this case 35%. The internal circulation factor accounts for the circulation between the individual spaces within a tenant space. For example, an office might have several cubicles required within an open work area. The cubicles would be included in the "Space Required" and the internal circulation factor would account for the walkways around the



cubicles. The internal circulation space is added to the "Subtotal Space Required" to determine the total division space required.

To determine the overall size of a facility, the Total Division Space must be divided by a building efficiency factor. The building efficiency factor accounts for various areas not included within the divisions, such as stairs, elevators, electrical closets, mechanical chases, the thickness of exterior walls, restrooms shared by building tenants, etc. Building efficiency varies by the type of building. The average office building is expected to carry an efficiency factor around 75%. A courthouse will have a much lower efficiency factor, due to the large waiting areas and wide corridors. Additionally, courthouses have separate circulation paths for the public, judges, and detainees, so corridors will take up a larger proportion of the total building area.

Below is an excerpt from the Courts Building. The complete table is provided on the following page.



Within the narrative for each facility, the 2040 Total GSF is compared to the GSF of the existing facility to determine the extent of an addition. If the existing building is not considered within the Facilities Master Plan, either because it does not exist or the existing building will be demolished, the size of the proposed facility will be equal to the 2040 Total GSF.

The below is reproduced from the WJCC Courthouse narrative:

Courts 2040 Need	101,970	GSF
Existing Facility	71,704	GSF
Interior Space Deficiency	30,266	GSF
Secure Parking	10,286	GSF
Mechanical Yard	1,900	GSF

The Courthouse is lacking in sufficient parking and mechanical space. These are separate components from the interior areas considered within the Space Needs Assessment. Therefore, the 101,970 GSF need calculated in the previous paragraphs is added to the secure parking and mechanical yard to find a total 2040 Need of 114,156 GSF. The existing facility is subtracted from the 2040 need to determine the size of the addition.

101,970 GSF - 71,704 GSF = **30,266 GSF Addition**

71,704 Existing + 30,266 GSF Addition + 10,286 GSF Parking + 1,900 GSF Mech Yard = **114,156 GSF Total**.

JAMES CITY COUNTY - FACILITIES MASTER PLAN SPACE REQUIREMENTS SUMMARY

CURRENT	CURRENT * NEEDS**	2025	2030	2040	2040	
PERSONNEL		NEEDS	NEEDS	NEEDS	TOTAL	
PERS	NSF	PERS NSF	PERS NSF	PERS NSF		

JAMES CITY COUNTY COURTHOUSE SUMMARY									
WJCC COURTS								65%	101,970 GSF
COURTS - CIRCUIT COURT	4	14,491	4	14,491	5	14,577	5	14,577	14,577 NSF
COURTS - CIRCUIT COURT CLERK	15	6,354	17	6,527	17	6,549	19	6,722	6,722 NSF
COURTS - COMMONWEALTH' S ATTORNEY	23	4,481	28	4,945	32	5,453	38	5,982	5,982 NSF
COURTS - GENERAL DISTRICT COURT	2	9,167	2	9,167	2	9,167	2	9,167	9,167 NSF
COURTS - GENERAL DISTRICT COURT CLERK	7	2,333	11	2,678	13	2,851	17	3,197	3,197 NSF
COURTS - JUVENILE AND DOMESTIC RELATIONS COURT	1	7,733	1	7,733	1	7,962	1	9,650	9,650 NSF
COURTS - J&DR COURT CLERK	8	2,496	10	2,728	10	2,728	11	2,782	2,782 NSF
COURTS - SHERIFF	20	7,189	21	7,189	24	8,035	24	8,035	8,035 NSF
COURTS - SHARED SPACE	0	6,170	0	6,170	0	6,170	0_	6,170	6,170 NSF
					•			TOTAL	66,280 NSF

TOTAL GSF REQUIRED FOR WJCC COURTS	101,970	GSF
PARKING	10,286	GSF
MECHANICAL YARD	1,900	GSF
WJCC COURTS GRAND TOTAL	114,156	GSF

END OF SECTION



Master Plan Component Summaries – Narratives and Drawings

This section illustrates the potential improvements to satisfy the identified 2040 facility space needs, including building footprint layouts and site drawings.



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WJCC Courts - Master Plan

The existing facility is located at 5201 Monticello Ave, Williamsburg, VA 23188.

The facility space needs are estimated as follows (calculations are rounded; figures may not sum precisely):

Courts 2040 Need	101,970	GSF
Existing Facility	71,704	GSF
Interior Space Deficiency	30,266	GSF
Secure Parking	10,286	GSF
Mechanical Yard	1,900	GSF

As indicated in the table above, the existing space is insufficient to meet the estimated 2040 need. Therefore, an addition is proposed. The facility will be occupied throughout construction and the project will be phased. The Sheriff's Office will need to modify their standard operational and security procedures to account for areas affected by construction. Phasing the project will increase construction contract duration and cost. The County might consider relocating court activities to a temporary facility so that the Contractor would have total control over the existing building, resulting in reduced cost and construction duration.

The costs per square foot for this type of construction will be higher due to the demands of this building typology. Materials are expected to be more durable and better quality, furniture will be built to a higher standard, the audio-visual/IT/telecom infrastructure will be more extensive, and the building efficiency will be lower than average. Building efficiency is the ratio of usable/rentable space to total space. Courts have substantial waiting and corridor areas, so this ratio is low for this building type.

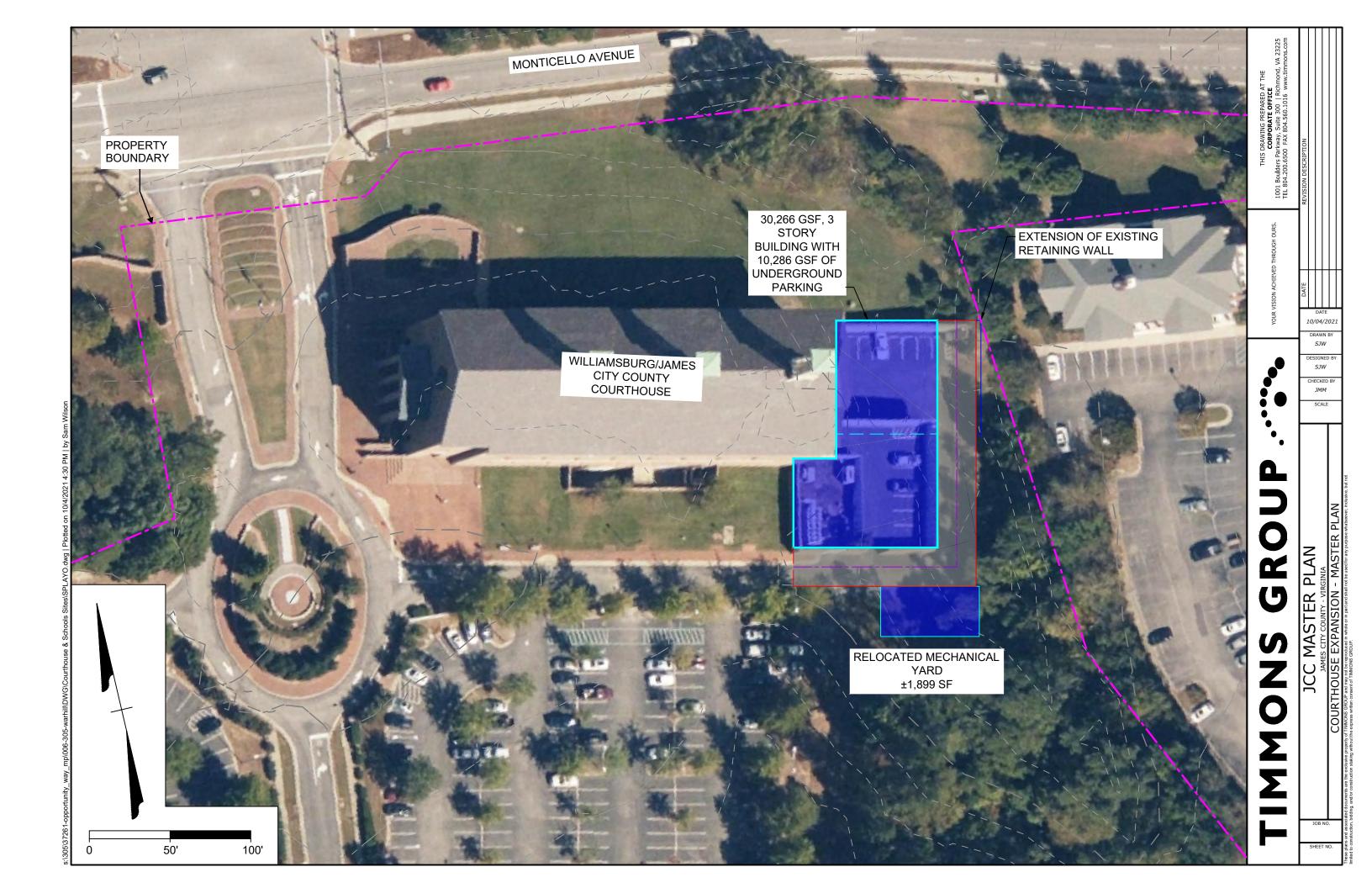
Architecturally, the addition will utilize similar materials in a similar style to extend the aesthetics of the existing building. The addition of building systems will include a new mechanical yard within the existing parking area, which will require some site redesign. The building structure will likely utilize concrete masonry shear walls at detainee areas and steel framing in public and staff areas. Interior walls will likely be metal stud framing and finished in a similar fashion as the existing courthouse.

The lowest level of the addition will be split between secure parking for judges and a separate interior drop-off for detainees. During construction of the lower level of the addition, the current entrance for staff, judges, and the Sheriff's Office will be unavailable. Staff and judges will probably utilize the public entry, while the Sheriff's Office might use the exterior stair to the south. Once the first-floor slab of the addition is complete, the existing entrances might become usable again. The relocation and expansion of court space will be phased and coordinated with operational activities. The Sheriff's Office and the Commonwealth's Attorney will benefit from a single relocation from their existing space within the courthouse to their new space within the addition. Courthouse departments which will occupy space in both the existing building and the addition will present a greater challenge. These departments include Juvenile and Domestic Relations, General District, and Circuit Court.



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Preliminary Budget Estimate:

The preliminary budget estimate provides the projected cost, in 2021 dollars, for this Master Plan component. The square foot costs, site development costs, and estimates were based on the consultant team's experience with similar projects and should be considered preliminary and subject to refinement and adjustment based on future detailed design and possible price escalation. Construction market costs may change in the future. The preliminary budget estimates account for the anticipated building and site construction costs as well as the other "soft costs" that the County is likely to encounter in the implementation of this master plan component. Line items for furniture, data and telephone equipment, and moving expenses are included. Line items for anticipated required services include geotechnical engineering study, boundary and topographic surveys, construction testing and coderequired special inspection services, architectural and engineering services, furniture design services, and commissioning services. Lastly a 10% contingency is applied to the entire budget estimate to account for unforeseen issues or conditions that may occur during project development.

Provided on the following page is preliminary budget estimate for the WJCC Courts building, and also summarized below:

WJCC COURTS - FACILITIES MASTER PLAN - PRELIMINARY BUDGET SUMMARY

		Assumi	ng 3% escalatio	n/year
Plan Component	Description	2021 Budget	2030 Budget	2040 Budget
WJCC Courts	Courthouse addition and renovation	\$47,317,970	\$61,739,218	\$82,972,347
	114,156 Gross Square Feet (GSF)			
Total	114,156 Gross Square Feet (GSF)	\$47,318,000	\$61,740,000	\$82,974,000



JAMES CITY COUNTY, VA PRELIMINARY BUDGET ESTIMATE

December 16, 2021

WJCC Courts

This budget estimate is for August 2021 dollars and is intended for preliminary budgeting purposes only. Moseley Architects has no control over the cost of labor and materials or other construction market conditions and cannot guarantee the accuracy of this or any other construction cost estimate. Any additional project costs anticipated by the County should be added to the total amount indicated.

CONSTRUCTION COSTS		cost per	
Addition	30,266 GSF @	\$475	\$14,377,000
Renovation	71,704 GSF @	\$250	\$17,926,000
Secure Parking	10,286 GSF @	\$175	\$1,801,000
Mechanical Yard	1,900 GSF @	\$125	\$238,000
Sitework	1.00 ACRES	\$525,000	\$525,000
Construction Cost Subtotal			\$34,867,000
OTHER COSTS			
Furniture allowance	101,970 GSF @	\$25	\$2,550,000
Geotechnical study			\$20,000
Boundary and topographic Survey			\$30,000
Testing and inspections (1% of construction cost)			\$349,000
Arch/Eng design services (12% of construction cost)			\$4,184,000
Furniture design services (7% of furniture allowance)			\$178,000
Commissioning services (\$1/SF)			\$101,970
Data/Telephone allowance (2% of building construction cost)			\$698,000
Moving expenses allowance			\$30,000
Land acquisition			not included
Archaeology			not included
Permitting and utility connection fee allowance			not included
Offsite VDOT road improvements allowance			not included
Offsite utility improvements			not included
Legal expenses			not included
Financing expenses			not included
Other Costs Subtotal			\$8,140,970
Project Cost Subtotal			\$43,007,970
Recommended Project Budget Contingency (10%)			\$4,310,000
TOTAL			\$47,317,970

YEAR 1

JAN FEB MAR APR MAY JUN JUL AUGSEPTOCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUGSEPTOCT NOV DEC

Design Phase

Construction Phase

18 MONTHS

14 MONTHS



END OF FACILITIES MASTER PLAN



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AGENDA ITEM NO. E.2.

ITEM SUMMARY

DATE: 1/25/2022

The Board of Supervisors TO:

FROM: Patrick O. Teague Director of Human Resources

Minimum wage increases review SUBJECT:

ATTACHMENTS:

Description Type

JCC Minimum Wage Impact Analysis Slideshow Presentation D

REVIEWERS:

Department	Reviewer	Action	Date
Human Resources	Teague, Patrick	Approved	12/29/2021 - 11:16 AM
Publication Management	Daniel, Martha	Approved	12/29/2021 - 11:45 AM
Legal Review	Kinsman, Adam	Approved	1/3/2022 - 9:20 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:21 AM
Board Secretary	Rinehimer, Bradley	Approved	1/18/2022 - 1:59 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 2:02 PM



Minimum Wage Impact Analysis

Board Work Session

Patrick O. Teague Director, Human Resources

Overview



- The Commonwealth of Virginia has approved legislation which will increase the minimum wage in two phases:
 - On January 1, 2022, the minimum wage in the Commonwealth of Virginia will increase from \$9.50 per hour to \$11.00 per hour
 - On January 1, 2023, the Commonwealth of Virginia minimum wage will increase again from \$11.00 to \$12.00
- The slides that follow sum marize the impacts of the minimum wage legislation on the James City County pay scale, as well as the estimated costs of implementing pay adjustments to the County compensation plan to comply with the upcoming legislation

Required Changes Pay Scale



- To comply with a \$12 per hourm in im um wage by January of 2023, em ployees will need to migrate from Grades 3, 4, and 5 to a higher grade
- Additionally, the grade 6
 m in im um will need to be
 increased by \$0.01 to \$12.00
 perhour
- The resulting modified pay scale with salary range 6 as the new minimum complies with the Commonwealth's minimum wage requirements

Salary Range	Minimum	Midpoint	Maximum	Minimum Hourly	Midpoint Hourly	Maximum Hourly
3	\$20,054	\$26,070	\$32,086	\$9.64	\$12.53	\$15.43
4	\$21,561	\$28,030	\$34,499	\$10.37	\$13.48	\$16.59
5	\$23,185	\$30,140	\$37,095	\$11.15	\$14.49	\$17.83
6	\$24,960	\$32,409	\$39,888	\$12.00	\$15.58	\$19.18
7	\$26,805	\$34,847	\$42,889	\$12.89	\$16.75	\$20.62
8	\$28,823	\$37,470	\$46,118	\$13.86	\$18.01	\$22.17
9	\$30,992	\$40,290	\$49,587	\$14.90	\$19.37	\$23.84
10	\$33,324	\$43,321	\$53,318	\$16.02	\$20.83	\$25.63
11	\$35,832	\$46,581	\$57,331	\$17.23	\$22.39	\$27.56
12	\$38,527	\$50,086	\$61,644	\$18.52	\$24.08	\$29.64
13	\$41,428	\$53,856	\$66,285	\$19.92	\$25.89	\$31.87
14	\$44,545	\$57,908	\$71,272	\$21.42	\$27.84	\$34.27
15	\$47,898	\$62,268	\$76,637	\$23.03	\$29.94	\$36.84
16	\$51,503	\$66,954	\$82,405	\$24.76	\$32.19	\$39.62
17	\$55,378	\$71,992	\$88,605	\$26.62	\$34.61	\$42.60
18	\$59,545	\$77,408	\$95,271	\$28.63	\$37.22	\$45.80
19	\$64,027	\$83,235	\$102,443	\$30.78	\$40.02	\$49.25
20	\$68,846	\$89,499	\$110,153	\$33.10	\$43.03	\$52.96
21	\$74,027	\$96,235	\$118,443	\$35.59	\$46.27	\$56.94
22	\$79,597	\$103,477	\$127,355	\$38.27	\$49.75	\$61.23
23	\$85,588	\$111,265	\$136,942	\$41.15	\$53.49	\$65.84
24	\$92,028	\$119,637	\$147,245	\$44.24	\$57.52	\$70.79
25	\$98,953	\$128,639	\$158,324	\$47.57	\$61.85	\$76.12

James City County Workforce

All Employees



- The Jam es City County work force consisted of approximately 1,100 employees as of 0 ctober 2021
- Approxim ately 75% (822) of Jam es City County em ployees are full-tim e em ployees.
- No full-time employees earn less than \$12 perhour as of 0 ctober 2021

Hourly Base Pay	Full-Time Employees	% of Full-Time Employees	Non-Full Time Employees*	% of Non-Full Time Employees
<\$11	0	0.0%	43	16.0%
\$11 to \$11.99	0	0.0%	34	12.7%
\$12+	822	100.0%	187	71.3%
Total	822	100.0%	264	100.0%

^{*} Non-Full Time Employees = Part-Time, On-Call, and Temporary Employees
Recreational Instructors (5 employees), and County Attorney employees (3 employees) are not shown in figure above

James City County Workforce

Non-Full-Time Employees



- Am ong the County's 264 non-full-time employees which include Part-Time, On-Call, and Temporary Employees 77 employees (292%) eam less than \$12 perhour as of October 2021
 - 43 em ployees (16.3%) earn less than \$11 perhour
 - 34 em ployees (12.9%) earn between \$11 and \$11.99 perhour

• C	Hourly Base Pay	Part-Time	On-Call	Temporary	# of Non-Full Time Employees	% of Non-Full- Time Employees
	<\$11	9	31	3	43	16.3%
	\$11 to \$11.99	16	17	1	34	12.9%
	\$12+	93	54	40	187	70.8%
	Total	118	102	44	264	100.0%

Compression Effects



- In addition to increasing the base pay of employees who eam less than the minimum wage threshold (\$11 perhour as of January 2022; \$12 perhour as of January 2023), additional pay adjustments are required to avoid "pay compression"
 - Pay com pression occurs when there are insufficient pay differentials between employees with varying tenure, skills, education/certification, and/or history of perform ance
- To maintain existing pay relationships and avoid pay compression, pay adjustments are required for some non-full-time employees with salaries above \$11 or \$12 per hour
- Sim ilarly, further adjustments are also required for some full-time employees to avoid pay compression between non-full-time and full-time employees
 - For example, part-time circulation services assistants at the William sourg Regional Library will be eligible for pay increases. To prevent pay compression, full-time circulation services assistants will receive a pay increase as well

Implementation Approach



- The following presents a two-phased approach that brings Jam es City County into compliance with the upcoming changes to the Commonwealth of Virginia's minimum wage:
 - Phase 1: The County's m in im um wage is raised to \$11 perhour on January 1, 2022.
 - <u>Phase 2</u>: The County's m in im um wage is further increased to \$12 perhour in February 2022 approx.one m onth later
- Consequently, Jam es City County will meet the full requirements of the Commonwealth's minimum wage statute nearly one year early
- Each phase includes additional compensation adjustments for affected non-full-time and full-time employees to mitigate pay compression
- The estim ated Fiscal Year 2022 cost for this approach is each option is approxim ately \$113,000 including benefits roll-up costs
- The annualized cost in Fiscal Year 2023 and beyond is approxim ately \$246,000

Pay Adjustment



- Phase 1: Effective January 1, 2022
 - Employees earning less than \$11.15 perhour (grade 5 m in im um) have pay increased to \$11.15 perhour
 - Employees earning between \$11.15 and \$15.99 perhour receive an approximately 2.5% wage increase up to \$16 perhour
 - Nowage adjustments for employees eaming more than \$16 perhour
- Phase 2: Effective February 2022
 - Employees earning less than \$12 have pay increased to \$12 perhour
 - Employees earning between \$12 and \$15.99 per hour receive an approximately 2.5% wage increase up to \$16 per hour
 - Nowage adjustments for employees earning more than \$16 perhour

Cost Summary



■ In FY 2022, the estimated total cost of the minimum wage adjustments is approximately \$113,000, rising to \$246,000 annually thereafter

	FY 2022 Estimated Cost*	Annualized Estimated Cost
Increase in Base Pay	\$98,069	\$213,736
FICA	\$7,502	\$16,351
Workers' Compensation	\$1,471	\$3,206
Retirement**	\$6,028	\$13,049
Increase in Fringe Costs	\$15,001	\$32,605
Total Estimated Costs	\$113,070	\$246,341

^{*} Assumes 6 months of costs (Jan through June 2022)

^{**} Retirement costs are assumed for full-time employees with compression adjustments up to \$16 per hour only



Q uestions?

AGENDA ITEM NO. E.3.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: Pre-Budget Business Meeting Discussion

ATTACHMENTS:

	Description	Type
	Presentation	Presentation
	General Fund Revenues	Exhibit
D	General Fund Expenditures	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	1/6/2022 - 3:58 PM
Publication Management	Pobiak, Amanda	Approved	1/6/2022 - 4:16 PM
Legal Review	Kinsman, Adam	Approved	1/7/2022 - 12:01 PM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:21 AM
Board Secretary	Purse, Jason	Approved	1/18/2022 - 1:26 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 1:30 PM



Financial Updates and Fiscal Years 2023–2024 Budget

Board of Supervisors Business Meeting: January 25, 2022



Agenda Topics

- Fiscal Year 2021 Final Year-end Results / Fund Balance
- Fiscal Year 2022 Results of Operations through 2nd Quarter
- COVID-19
- Fiscal Year 2023-2024 Budget Highlights



General Fund Results of Operations (FINAL) July 2020 – June 2021

FY2021 Results of Operations					
Revenue	\$	218,486,459			
Expenditures/Encumbrances		(191,983,628)			
Surplus	\$	26,502,831			
Reserves:					
Health & dental claims	\$	1,778,523			
School purposes		8,128,540			
CIP / Debt Service		5,579,649			
Addition to Unassigned Fund Balance		11,016,119			
	\$	26,502,831			

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Fund Balance

Why an Unassigned Fund Balance is Important



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



January 28, 2021

Comprehensive Financial Review



Fund Balance

Use of Fund Balance over the Policy Target



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



January 28, 2021.

Comprehensive Financial Review



General Fund Revenue July - December 2021 (FY2022)

	Preliminary ((<mark>Una</mark>	audited)			
	Budget		Actual	Prior Year Actual	(Cı	Difference urrent vs. Prior Year)
General Property Taxes	\$ 143,485,000	\$	70,080,199	\$ 69,416,085	\$	664,114
Other Local Taxes	26,700,000		14,506,271	9,786,154		4,720,117
Licenses, Permits, & Fees	8,667,000		1,346,506	924,164		422,342
Fines & Forfeitures	248,000		102,684	65,575		37,109
Use of Money & Property	205,000		214,543	91,793		122,750
State & Federal	15,683,384		7,415,641	12,370,863		(4,955,222)
Charges for Services	7,061,600		3,584,774	2,991,854		592,920
Miscellaneous & Transfers	192,000		98,055	179,108		(81,053)
Fund Balance	17,063,623		17,063,623	7,374,246		9,689,377
Total	\$ 219,305,607	\$	114,412,296	\$ 103,199,842	\$	11,212,454

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General Fund - Excise Taxes July - Dec. 2021

	Preliminary (Unaudited)							
		Budget		Actual		Prior Year Actual	(Difference Current vs. Prior Year)
Local Sales Tax	\$	10,750,000	\$	4,938,214	\$	3,706,249	\$	1,231,965
Historic Triangle 1% Sales Tax		4,100,000		2,090,985		1,649,142		441,843
Lodging Tax		2,200,000		1,701,249		870,392		830,857
Meals Tax		6,100,000		3,709,110		2,124,378		1,584,732
Total	\$	23,150,000	\$	12,439,558	\$	8,350,161	\$	4,089,397
	Percentage cha					from prior year		49.0%

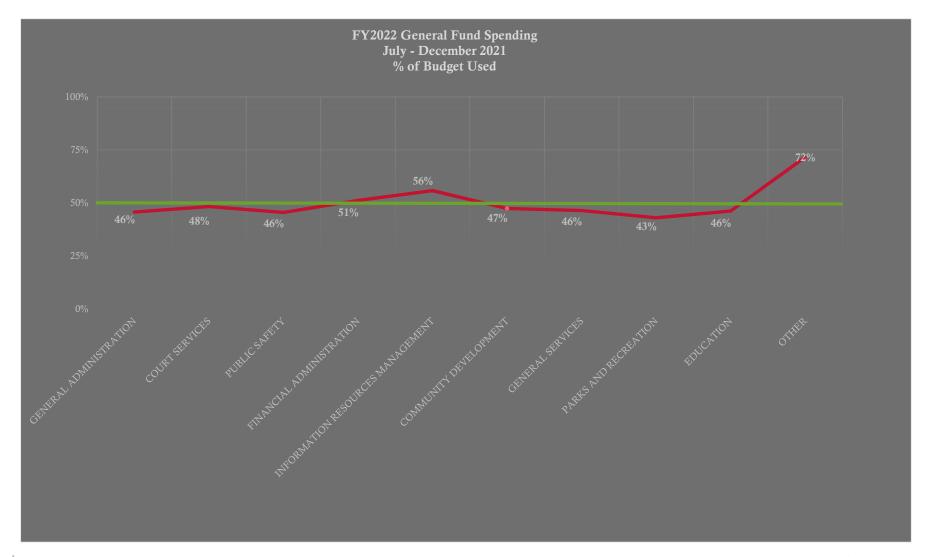
IN JAMES CITY COUNTY, VA jamescitycountyva.gov



General Fund Spending July - Dec. 2021

		Actual	\$ Over/(Under)	% of Budget	
Department	Budget	(Unaudited)	Budget	Used	
General Admin.	\$ 3,970,244	\$ 1,815,095	\$ (2,155,149)	46%	
Court Services	4,569,030	2,208,092	(2,360,938)	48%	
Public Safety	28,512,377	12,961,589	(15,550,788)	45%	
Financial Admin.	5,145,974	2,635,876	(2,510,098)	51%	
Information Technology	5,191,573	2,895,488	(2,296,085)	56%	
Community Development	3,514,042	1,664,620	(1,849,422)	47%	
General Services	15,192,694	7,042,088	(8,150,606)	46%	
Parks & Recreation	7,741,082	3,329,539	(4,411,543)	43%	
WJCC School Division	100,900,844	46,596,954	(54,303,890)	46%	
Contributions to Outside Entities					
and Transfers to Other Funds	44,567,747	31,912,253	(12,655,494)	72%	
Total	\$ 219,305,607	\$ 113,061,594	\$ (106,244,013)	52%	

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JAMES CITY COUNTY, VA



- Financial updates exclude COVID funding
- CARES \$13.4 million
- ARPA \$14.8 million
- Impacts on economy/uncertainty



FY2023-FY2024 Budget

- Two-year budget with 1st year appropriated and the 2nd year as a plan
 - o Real estate biennial reassessment in process; assessment notices to be mailed at the end of February
 - o Progress to date
- Five-year Capital Improvement Program
- Major considerations:
 - o School funding (new contract starts next year)
 - o CIP funding/future debt service capacity
 - o Employee compensation
 - o Inflation



FY2023-FY2024 Budget Timeline

Date	Item
January 11, 2022	Pre-budget Public Hearing
January 25, 2022	Budget Business Meeting
March 28, 2022	County Administrator's Proposed Budget released
April 5, 2022	Community Meeting
April 12, 2022	Public Hearing
April 26, 2022	Budget Business Meeting
May 10, 2022	Budget Adoption
May 17, 2022	Adopted budget document available on website

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Financial Updates and Fiscal Years 2023–2024 Budget

Board of Supervisors Business Meeting: January 25, 2022



James City County, VA GENERAL FUND FINANCIAL UPDATE JULY 1, 2021 - DECEMBER 31, 2021

01/24/2022 14:18:52

	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE	
General Property Taxes						
001-301-3110- Real Estate	-104,000,000.00	-51,459,917.50	.00	-51,459,917.50	-52,540,082.50	
001-301-3120- Personal Property	-26,000,000.00	-12,615,601.56	.00	-12,615,601.56	-13,384,398.44	
001-301-3122- Personal Property-Mobile Hom	-50,000.00	-22,206.62	.00	-22,206.62	-27,793.38	
001-301-3125- Personal Property-Machinery	-6,250,000.00	-3,029,252.87	.00	-3,029,252.87	-3,220,747.13	
001-301-3130- Public Service	-4,200,000.00	-1,811,730.81	.00	-1,811,730.81	-2,388,269.19	
001-301-3140- Delinquent Real Estate	-1,100,000.00	-295,455.02	.00	-295,455.02	-804,544.98	
001-301-3150- Delinquent Personal Property	-800,000.00	-480,100.76	.00	-480,100.76	-319,899.24	
001-301-3153- Delinquent Pp-Mobile Homes	-10,000.00	-4,090.81	.00	-4,090.81	-5,909.19	
001-301-3154- Delinquent Public Service	.00	-5.75	.00	-5.75	5.75	
001-301-3155- Penalties	-725,000.00	-260,190.05	.00	-260,190.05	-464,809.95	
001-301-3160- Interest-Delinquent Taxes	-350,000.00	-101,647.67	.00	-101,647.67	-248,352.33	
TOTAL General Property Taxes	-143,485,000.00	-70,080,199.42	.00	-70,080,199.42	-73,404,800.58	
Other Local Taxes						
001-302-3210- Local Sales Tax	-10,750,000.00	-4,938,213.68	.00	-4,938,213.68	-5,811,786.32	
001-302-3211- Historic Triangle 1% Sales T	-4,100,000.00	-2,090,985.49	.00	-2,090,985.49	-2,009,014.51	
001-302-3220- Transient Occupancy Tax	-2,200,000.00	-1,701,249.04	.00	-1,701,249.04	-498,750.96	
001-302-3221- Occupancy Tax Penalties	.00	-7,972.92	.00	-7,972.92	7,972.92	
001-302-3222- Occupancy Tax Interest	.00	-1,946.37	.00	-1,946.37	1,946.37	
001-302-3225- Meals Tax	-6,100,000.00	-3,709,109.55	.00	-3,709,109.55	-2,390,890.45	
001-302-3226- Meals Tax Penalties	.00	-9,915.35	.00	-9,915.35	9,915.35	



James City County, VA GENERAL FUND FINANCIAL UPDATE JULY 1, 2021 - DECEMBER 31, 2021

01/24/2022 14:18:52

	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
01-302-3227- Meals Tax Interest	.00	-2,709.25	.00	-2,709.25	2,709.25
01-302-3228- Cigarette Tax	-900,000.00	-347,700.00	.00	-347,700.00	-552,300.00
1-302-3240- Deeds Of Conveyance	-425,000.00	-383,772.68	.00	-383,772.68	-41,227.32
1-302-3260- Bank Franchise Tax	-725,000.00	.00	.00	.00	-725,000.00
-302-3280- Recordation Taxes	-1,500,000.00	-1,312,696.21	.00	-1,312,696.21	-187,303.79
L Other Local Taxes	-26,700,000.00	-14,506,270.54	.00	-14,506,270.54	-12,193,729.46
enses, Permits & Fees					
-303-3320- Business & Professional Lic	-6,400,000.00	-336,516.24	.00	-336,516.24	-6,063,483.76
-303-3321- Business License Penalty	-50,000.00	-4,820.50	.00	-4,820.50	-45,179.50
303-3322- Business License Interest	-30,000.00	-3,768.26	.00	-3,768.26	-26,231.74
-303-3323- Delinq Business & Prof Licen	-250,000.00	-32,769.05	.00	-32,769.05	-217,230.95
303-3330- Building Permits	-900,000.00	-485,171.01	.00	-485,171.01	-414,828.99
303-3335- Motor Vehicle Licenses	-200,000.00	-59,558.67	.00	-59,558.67	-140,441.33
303-3336- Utility Consumption Fee	-350,000.00	-128,552.78	.00	-128,552.78	-221,447.22
-303-3340- Planning & Zoning Fees	-75,000.00	-52,447.81	.00	-52,447.81	-22,552.19
303-3350- Dog Licenses	-12,000.00	-4,722.00	.00	-4,722.00	-7,278.00
303-3375- Erosion Control Fees	-80,000.00	-139,417.90	.00	-139,417.90	59,417.90
303-3376- Surety Evaluations & Renewal	-180,000.00	-40,600.00	.00	-40,600.00	-139,400.00
303-3380- Stormwater Inspection Fees	-20,000.00	-3,991.82	.00	-3,991.82	-16,008.18
-303-3385- VA Stormwater Mgmt Prgm Fees	-120,000.00	-53,570.45	.00	-53,570.45	-66,429.55



James City County, VA GENERAL FUND FINANCIAL UPDATE JULY 1, 2021 - DECEMBER 31, 2021 01/24/2022 14:18:52

	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
001-303-3390- Precious Metal Licenses	.00	-600.00	.00	-600.00	600.00
TOTAL Licenses, Permits & Fees	-8,667,000.00	-1,346,506.49	.00	-1,346,506.49	-7,320,493.51
Fines & Forfeitures					
001-304-3410- Fines & Jail Committals	-225,000.00	-95,311.46	.00	-95,311.46	-129,688.54
001-304-3411- E-Summons Fees	-20,000.00	-6,522.37	.00	-6,522.37	-13,477.63
001-304-3994- Parking Tickets	-3,000.00	-850.00	.00	-850.00	-2,150.00
TOTAL Fines & Forfeitures	-248,000.00	-102,683.83	.00	-102,683.83	-145,316.17
Use of Money & Property					
001-305-3530- Rent	-205,000.00	-214,543.18	.00	-214,543.18	9,543.18
TOTAL Use of Money & Property	-205,000.00	-214,543.18	.00	-214,543.18	9,543.18
State & Federal					
001-306-3605- HB 599 Payments	-1,468,500.00	-734,350.00	.00	-734,350.00	-734,150.00
001-306-3606- DMV Satellite Office	-90,000.00	-39,267.08	.00	-39,267.08	-50,732.92
001-306-3614- DMV Select-Mounts Bay	-55,000.00	-22,751.66	.00	-22,751.66	-32,248.34
001-306-3621- Car Rental Sales Tax	-50,000.00	-38,022.38	.00	-38,022.38	-11,977.62
001-306-3630- Mobile Home Tax Commissions	-40,000.00	-15,966.10	.00	-15,966.10	-24,033.90
001-306-3635- Rolling Stock Tax	-55,000.00	-43,231.72	.00	-43,231.72	-11,768.28



James City County, VA GENERAL FUND FINANCIAL UPDATE JULY 1, 2021 - DECEMBER 31, 2021

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	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE	
001-306-3650- PP Tax Relief From State	-9,770,000.00	-4,933,280.60	.00	-4,933,280.60	-4,836,719.40	
001-306-3660- Share Of Expenses-Treasurer	-230,000.00	-93,792.68	.00	-93,792.68	-136,207.32	
001-306-3661- Share Of Expenses-Comm Of Re	-203,000.00	-84,049.10	.00	-84,049.10	-118,950.90	
001-306-3662- Share Of Expenses-Gen Regist	-88,000.00	.00	.00	.00	-88,000.00	
001-306-3663- Share Of Expenses-Sheriff	-797,000.00	-370,822.15	.00	-370,822.15	-426,177.85	
001-306-3664- Share Of Expenses-Comm Atty	-635,000.00	-262,109.90	.00	-262,109.90	-372,890.10	
001-306-3665- Share Of Expenses-Clerk	-562,000.00	-227,025.67	.00	-227,025.67	-334,974.33	
001-306-3678- Communications Sales & Use T	-1,300,000.00	-415,403.26	.00	-415,403.26	-884,596.74	
001-306-3681- Wireless E-911	-245,000.00	-118,432.44	.00	-118,432.44	-126,567.56	
001-306-3695- Commission For The Arts	-4,500.00	.00	.00	.00	-4,500.00	
001-306-3772- Skill Games Tax	-40,000.00	-17,136.00	.00	-17,136.00	-22,864.00	
001-307-3710- Payments In Lieu Of Taxes	-8,400.00	.00	.00	.00	-8,400.00	
001-307-3797- ARPA Sheriff Bonus	-41,984.00	.00	.00	.00	-41,984.00	
TOTAL State & Federal	-15,683,384.00	-7,415,640.74	.00	-7,415,640.74	-8,267,743.26	
Charges for Services						
001-308-3749- Clerk-Secure Remote Access F	-48,000.00	.00	.00	.00	-48,000.00	
001-308-3750- Excess Fees - Clerk	-150,000.00	-92,788.52	.00	-92,788.52	-57,211.48	
001-308-3755- Comm Atty Fee-Circuit Court	-6,000.00	-2,805.17	.00	-2,805.17	-3,194.83	
001-308-3760- Sheriff, Deputies & Jail Fee	-130,000.00	-63,309.05	.00	-63,309.05	-66,690.95	
001-308-3762- Police Fees	-8,000.00	-2,270.00	.00	-2,270.00	-5,730.00	
001-308-3765- Land Transfer Fees	-3,000.00	-1,990.80	.00	-1,990.80	-1,009.20	
001-308-3770- Fees For Plats And Maps	-100.00	-137.50	.00	-137.50	37.50	



James City County, VA GENERAL FUND FINANCIAL UPDATE JULY 1, 2021 - DECEMBER 31, 2021

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	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
001-308-3775- Boarding Dogs	-500.00	.00	.00	.00	-500.00
001-308-3780- Administrative Fees	-100,000.00	-22,523.39	.00	-22,523.39	-77,476.61
001-308-3790- False Alarm Fees	-1,000.00	-2,800.00	.00	-2,800.00	1,800.00
001-308-3791- Bulk Ріскир Fee	-15,000.00	-11,850.00	.00	-11,850.00	-3,150.00
001-308-3793- Convenience Center Fees	-400,000.00	-251,225.66	.00	-251,225.66	-148,774.34
001-308-3794- ALS/BLS Fees	-2,000,000.00	-1,103,108.81	.00	-1,103,108.81	-896,891.19
001-308-3795- Recycling Fees	-925,000.00	-499,562.79	.00	-499,562.79	-425,437.21
001-308-3800- Rec Center Membership	-550,000.00	-293,233.00	.00	-293,233.00	-256,767.00
001-308-3801- Rec Center Single Fees	-300,000.00	-86,004.60	.00	-86,004.60	-213,995.40
001-308-3802- Park Revenues	-1,300,000.00	-644,631.84	.00	-644,631.84	-655,368.16
001-308-3803- Rec Center Vending Machines	-3,000.00	-1,076.72	.00	-1,076.72	-1,923.28
001-308-3804- Recreation Facility Rentals	-50,000.00	-24,045.50	.00	-24,045.50	-25,954.50
001-308-3805- Parks Advertising	.00	-1,000.00	.00	-1,000.00	1,000.00
001-308-3851- After School Fees	-700,000.00	-311,175.84	.00	-311,175.84	-388,824.16
001-308-3852- Special Program Fees	-80,000.00	-4,284.25	.00	-4,284.25	-75,715.75
001-308-3853- Trips & Special Events	-9,000.00	-7,978.23	.00	-7,978.23	-1,021.77
001-308-3854- Leagues Fees	-7,000.00	-1,896.00	.00	-1,896.00	-5,104.00
001-308-3856- Day Camp Fees	-235,000.00	-136,851.25	.00	-136,851.25	-98,148.75
001-308-3858- Class Fees	-35,000.00	-15,083.50	.00	-15,083.50	-19,916.50
001-308-3920- Street Lights And Signs	.00	-1,489.92	.00	-1,489.92	1,489.92
001-308-3930- Court Appointed Attorneys	-6,000.00	-1,651.84	.00	-1,651.84	-4,348.16
TOTAL Charges for Services	-7,061,600.00	-3,584,774.18	.00	-3,584,774.18	-3,476,825.82



	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
Miscellaneous & Transfers					
001-309-3810- Sale Of Vehicles	-75,000.00	-62,338.85	.00	-62,338.85	-12,661.15
001-309-3812- Sale Of Other Property	.00	-12,164.33	.00	-12,164.33	12,164.33
001-309-3915- Xerox Machines	.00	-6,006.36	.00	-6,006.36	6,006.36
001-309-3975- Misc Revenue And Refunds	-117,000.00	-18,233.91	.00	-18,233.91	-98,766.09
001-309-3989- County Depts-Cash Over/Shor	.00	594.21	.00	594.21	-594.21
001-309-3998- Treasurer-Cash Over/Short	.00	94.45	.00	94.45	-94.45
001-309-3999- EOC-Cash Over/Short	.00	.00	.00	.00	.00
TOTAL Miscellaneous & Transfers	-192,000.00	-98,054.79	.00	-98,054.79	-93,945.21
Fund Balance					
001-398-3705- Carryforward Encumbrances	-1,463,703.00	.00	.00	.00	-1,463,703.00
001-399-3100- Fund Balance	-15,599,920.00	.00	.00	.00	-15,599,920.00
TOTAL Fund Balance	-17,063,623.00	.00	.00	.00	-17,063,623.00
TOTAL GENERAL FUND REVENUES	-219,305,607.00	-97,348,673.17	.00	-97,348,673.17-	121,956,933.83

James City County, VA



GROUP CODE REPORT DEFININTION

CODE	REV00-SUMM	DESCRIPTION ENTITY	General 1	Fund Revenue Summ
FORMAT TITLE LINE 1 TITLE LINE 2	02 132: DESC=42, 6 COL N GENERAL FUND FINANCIAL N JULY 1, 2021 - DECEMBER	UPDATE		
	PRINTING FORM	MAT SELECTIONS		
REPORT DEF REVENUE SIGN DOUBLE SPACE UNDERLINE	Y ORG/OBJECT Y FULL ACCOUNT Y ACCOUNT DESC Y TOTALS ONLY	Y PAG L PAG	E NUMBER	Y Y Y
	ACCOUNT S	SELECTION		
FUND RANGE GROUP CODE ID	001 то 001	ACCOUNT STATU ACTIVE Y INACT N NEXT YEAR N CLOSED N	S	ACCOUNT TYPI BALANCE N EXPENSE N REVENUE Y
GROUP CATEG 1 1 FUND 2 116 REV CATE 3 0 4 0 5 0 6 0 7 0	R zz:		PRINT E AK CODE N N	XCL GROUP CODES FROM TO
	COLUMN DI	EFINITION		
FIRST CATEGOR	Y TOTAL DESC LINE 1 GENI LINE 2	ERAL FUND REVE	NUES	
1 010 CY RE 2 043 CY AC 3 030 CY EN 4 035 CY AC	IT DESCRIPTION VISED BUDGET (CURRENT) TUAL THRU PERIOD ?? ICUMBRANCES THRU PERIOD IT + CY ENC THRU PER ?? 'AIL BUD (BUD LESS ACTL	HEADING 1	HEADIN BUDGET ACTUAL ENCUMBRAN ENCUMBRAN AVAILABLE	CES CES
	REPORT O	PTIONS		
Include Budge Projection	t Request Detail and Tex Budget Level	t N		
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	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
General Administration					
Board Of Supervisors					
Personnel Non-Personnel	88,749.00 78,512.00	39,229.96 51,352.35	.00	39,229.96 51,352.35	49,519.04 27,159.65
TOTAL Board Of Supervisors	167,261.00	90,582.31	.00	90,582.31	76,678.69
County Administration					
Personnel Non-Personnel	1,103,794.00 85,768.00	555,939.02 17,915.35	.00 5,150.00	555,939.02 23,065.35	547,854.98 62,702.65
TOTAL County Administration	1,189,562.00	573,854.37	5,150.00	579,004.37	610,557.63
County Attorney					
Personnel Non-Personnel Capital	549,479.00 20,616.00 750.00	277,715.70 6,467.16 .00	.00 912.66 .00	277,715.70 7,379.82 .00	271,763.30 13,236.18 750.00
Credits	-56,000.00	-28,000.02	.00	-28,000.02	-27,999.98
TOTAL County Attorney	514,845.00	256,182.84	912.66	257,095.50	257,749.50
Legal Services					
Non-Personnel	62,500.00	5,801.37	6,312.58	12,113.95	50,386.05
TOTAL Legal Services	62,500.00	5,801.37	6,312.58	12,113.95	50,386.05
Human Resources					
Personnel Non-Personnel Capital Credits	725,217.00 210,948.00 6,482.00 -209,996.00	352,844.89 70,825.66 1,580.74 -107,154.48	.00 36,994.03 5,472.78 .00	352,844.89 107,819.69 7,053.52 -107,154.48	372,372.11 103,128.31 -571.52 -102,841.52
TOTAL Human Resources	732,651.00	318,096.81	42,466.81	360,563.62	372,087.38
Elections & Voter Registration					



	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE	
Personnel Non-Personnel Capital	366,690.00 462,058.00 45,750.00	185,873.59 150,343.29 .00	.00 3,646.12 .00	185,873.59 153,989.41 .00	180,816.41 308,068.59 45,750.00	
TOTAL Elections & Voter Registration	874,498.00	336,216.88	3,646.12	339,863.00	534,635.00	
Economic Development						
Personnel Non-Personnel Credits	408,979.00 90,448.00 -70,500.00	150,926.93 27,165.09 -4,070.13	.00 1,850.70 .00	150,926.93 29,015.79 -4,070.13	258,052.07 61,432.21 -66,429.87	
TOTAL Economic Development	428,927.00	174,021.89	1,850.70	175,872.59	253,054.41	
TOTAL General Administration	3,970,244.00	1,754,756.47	60,338.87	1,815,095.34	2,155,148.66	



9th Judicial District

	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
Court Services					
Clerk Of The Circuit Court					
Personnel Non-Personnel	892,358.00 36.200.00	462,968.47 12,775.63	.00 268.19	462,968.47 13,043.82	429,389.53 23,156.18
Capital Credits	.00 -25,159.00	.00 -16,506.77	.00	.00 -16,506.77	.00 -8,652.23
TOTAL Clerk Of The Circuit Court	903,399.00	459,237.33	268.19	459,505.52	443,893.48
Commonwealth's Attorney					
Personnel Non-Personnel Capital Credits	1,317,940.00 118,870.00 20,000.00 -125,534.00	640,599.09 55,164.01 .00 -60,292.35	.00 1,755.18 .00 .00	640,599.09 56,919.19 .00 -60,292.35	677,340.91 61,950.81 20,000.00 -65,241.65
TOTAL Commonwealth's Attorney Sheriff	1,331,276.00	635,470.75	1,755.18	637,225.93	694,050.07
Personnel Non-Personnel Capital Credits	1,461,179.00 145,053.00 9,600.00 -106,690.00	678,447.46 64,026.60 5,400.00 -34,072.44	.00 268.19 .00 .00	678,447.46 64,294.79 5,400.00 -34,072.44	782,731.54 80,758.21 4,200.00 -72,617.56
TOTAL Sheriff	1,509,142.00	713,801.62	268.19	714,069.81	795,072.19
Courthouse					
Personnel Non-Personnel Capital Credits	156,571.00 462,865.00 25,000.00 -106,927.00	79,650.41 164,922.98 820.25 -34,552.29	.00 59,665.98 .00 .00	79,650.41 224,588.96 820.25 -34,552.29	76,920.59 238,276.04 24,179.75 -72,374.71
TOTAL Courthouse	537,509.00	210,841.35	59,665.98	270,507.33	267,001.67



James City County, VA GENERAL FUND FINANCIAL UPDATE JULY 1, 2021 - DECEMBER 31, 2021

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TOTAL Court Services

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	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
Non-Personnel	70,021.00	16,495.20	.00	16,495.20	53,525.80
Capital Credits	600.00 -64,194.00	.00 -11,076.70	.00 .00	.00 -11,076.70	600.00 -53,117.30
TOTAL 9th Judicial District	6,427.00	5,418.50	.00	5,418.50	1,008.50
Juv & Domestic Rel Court					
Non-Personnel	21,732.00	12,454.32	2,664.11	15,118.43	6,613.57
Capital Credits	1,192.00 -3,843.00	.00 -1,954.01	.00	.00 -1,954.01	1,192.00 -1,888.99
TOTAL Juv & Domestic Rel Court	19,081.00	10,500.31	2,664.11	13,164.42	5,916.58
General District Court					
Non-Personnel	42,756.00	9,358.42	1,887.45	11,245.87	31,510.13
Capital Credits	4,600.00 -7,956.00	.00 -1,413.76	.00 .00	.00 -1,413.76	4,600.00 -6,542.24
TOTAL General District Court	39,400.00	7,944.66	1,887.45	9,832.11	29,567.89
Circuit Court					
Personnel Non-Personnel	162,812.00 27.435.00	91,674.69 3.548.40	.00 954.98	91,674.69 4,503.38	71,137.31 22.931.62
Capital	.00	.00	.00	.00	.00
Credits	-31,071.00	-13,117.17	.00	-13,117.17	-17,953.83
TOTAL Circuit Court	159,176.00	82,105.92	954.98	83,060.90	76,115.10
County Court Services Unit					
Non-Personnel Capital	126,641.00 600.00	29,046.48 .00	.00	29,046.48 .00	97,594.52 600.00
Credits	-63,621.00	-13,738.79	.00	-13,738.79	-49,882.21
TOTAL County Court Services Unit	63,620.00	15,307.69	.00	15,307.69	48,312.31

67,464.08 2,208,092.21 2,360,937.79

4,569,030.00 2,140,628.13



Animal Control

JULY 1, 2021 - DECEMBER 31, 2021						
	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE	
Public Safety						
Police						
Personnel Non-Personnel Capital Credits	10,304,053.00 1,048,058.00 524,156.00 -18,505.00	4,419,000.25 386,100.30 110,147.76 -8,408.07	.00 92,343.07 280,445.98 .00	4,419,000.25 478,443.37 390,593.74 -8,408.07	6,197,052.75 569,614.63 133,562.26 -10,096.93	
TOTAL Police	11,857,762.00	4,906,840.24	372,789.05	5,279,629.29	6,890,132.71	
Selective Enforcement Grant						
Personnel Credits	.00	71,757.00 -91,075.00	.00	71,757.00 -91,075.00	-71,757.00 91,075.00	
TOTAL Selective Enforcement Grant	.00	-19,318.00	.00	-19,318.00	19,318.00	
Police Special Projects						
Personnel Credits	.00	131,743.00 -158,777.50	.00	131,743.00 -158,777.50	-131,743.00 158,777.50	
TOTAL Police Special Projects	.00	-27,034.50	.00	-27,034.50	27,034.50	
Fire/EMS						
Personnel Non-Personnel Capital Credits	11,767,835.00 711,194.00 257,826.00 -50,000.00	5,406,876.53 368,543.24 100,100.97 -11,655.00	.00 17,760.59 41,848.20 .00	5,406,876.53 386,303.83 141,949.17 -11,655.00	6,784,958.47 324,890.17 115,876.83 -38,345.00	
TOTAL Fire/EMS	12,686,855.00	5,863,865.74	59,608.79	5,923,474.53	7,187,380.47	
Emergency Management						
Personnel Non-Personnel Capital	194,975.00 93,925.00 1,000.00	94,660.97 50,928.51 35.90	.00 1,796.25 .00	94,660.97 52,724.76 35.90	100,314.03 41,200.24 964.10	
TOTAL Emergency Management	289,900.00	145,625.38	1,796.25	147,421.63	142,478.37	



	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
Personnel Non-Personnel Capital Credits	217,242.00 15,486.00 75,633.00 -18,900.00	111,688.31 6,012.42 .00 -9,450.00	.00 .00 70,105.36 .00	111,688.31 6,012.42 70,105.36 -9,450.00	105,553.69 9,473.58 5,527.64 -9,450.00
TOTAL Animal Control	289,461.00	108,250.73	70,105.36	178,356.09	111,104.91
Emergency Communications					
Personnel Non-Personnel Capital Credits	2,213,119.00 1,778,875.00 2,700.00 -606,295.00	833,198.60 938,807.52 685.98 -294,792.00	.00 1,159.74 .00 .00	833,198.60 939,967.26 685.98 -294,792.00	1,443,920.40 838,907.74 2,014.02 -311,503.00
TOTAL Emergency Communications	3,388,399.00	1,477,900.10	1,159.74	1,479,059.84	1,973,339.16
TOTAL Public Safety	28,512,377.00	12,456,129.69	505,459.19	12,961,588.88	16,350,788.12



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James City County, VA

GENERAL FUND FINANCIAL UPDATE

JULY 1 2021 - DECEMBER 31 2021

Personnel

JULY 1, 2021 - DECEMBER 31, 2021						
	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE	
Financial Administration						
Commissioner Of The Revenue						
Personnel Non-Personnel Capital	930,730.00 52,850.00 2,000.00	430,002.08 12,982.05 .00	.00 .00 .00	430,002.08 12,982.05 .00	500,727.92 39,867.95 2,000.00	
TOTAL Commissioner Of The Revenue	985,580.00	442,984.13	.00	442,984.13	542,595.87	
Real Estate						
Personnel Non-Personnel Capital	703,730.00 33,251.00 30,486.00	335,356.98 9,449.22 26,858.57	.00 209.83 .00	335,356.98 9,659.05 26,858.57	368,373.02 23,591.95 3,627.43	
TOTAL Real Estate	767,467.00	371,664.77	209.83	371,874.60	395,592.40	
Purchasing						
Personnel Non-Personnel Capital	508,294.00 14,731.00 .00	258,235.41 2,319.09 .00	.00 .00 .00	258,235.41 2,319.09 .00	250,058.59 12,411.91 .00	
Credits	-186,886.00	-120,943.02	.00	-120,943.02	-65,942.98	
TOTAL Purchasing	336,139.00	139,611.48	.00	139,611.48	196,527.52	
Financial & Mgmt Services						
Personnel Non-Personnel Capital Credits	740,743.00 775,285.00 860.00 -173,930.00	376,166.39 624,511.14 857.00 -85,777.94	.00 25,805.54 .00 .00	376,166.39 650,316.68 857.00 -85,777.94	364,576.61 124,968.32 3.00 -88,152.06	
TOTAL Financial & Mgmt Services	1,342,958.00	915,756.59	25,805.54	941,562.13	401,395.87	
Treasurer						

439,721.79

948,055.00

.00

439,721.79

508,333.21



	,		, -		
	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
Non-Personnel Capital Credits	269,195.00 6,997.00 -25,209.00	100,929.17 2,296.00 -13,069.19	.00 .00 .00	100,929.17 2,296.00 -13,069.19	168,265.83 4,701.00 -12,139.81
TOTAL Treasurer	1,199,038.00	529,877.77	.00	529,877.77	669,160.23
Accounting					
Personnel Non-Personnel Capital Credits	578,068.00 19,021.00 .00 -307,002.00	284,860.09 4,183.49 .00 -152,998.04	.00 .00 .00	284,860.09 4,183.49 .00 -152,998.04	293,207.91 14,837.51 .00 -154,003.96
TOTAL Accounting	290,087.00	136,045.54	.00	136,045.54	154,041.46
Satellite Office					
Personnel Non-Personnel Capital	213,157.00 11,048.00 500.00	69,343.59 3,934.56 .00	.00 642.39 .00	69,343.59 4,576.95 .00	143,813.41 6,471.05 500.00
TOTAL Satellite Office	224,705.00	73,278.15	642.39	73,920.54	150,784.46
TOTAL Financial Administration	5,145,974.00	2,609,218.43	26,657.76	2,635,876.19	2,510,097.81



				ACTUAL PLUS			
	BUDGET	ACTUAL	ENCUMBRANCES	ENCUMBRANCES	AVAILABLE		
Information Resources Manageme <mark>nt</mark>							
IT Infrastructure							
Personnel Non-Personnel Capital Credits	1,082,660.00 954,141.00 302,038.00 -12,670.00	544,276.43 454,479.13 73,612.86 .00	.00 35,691.20 40,589.74 .00	544,276.43 490,170.33 114,202.60 .00	538,383.57 463,970.67 187,835.40 -12,670.00		
TOTAL IT Infrastructure	2,326,169.00	1,072,368.42	76,280.94	1,148,649.36	1,177,519.64		
IT Core Application Support							
Personnel Non-Personnel Capital Credits	715,199.00 883,224.00 .00 .00	363,144.62 749,695.67 .00 .00	.00 18,769.34 .00 .00	363,144.62 768,465.01 .00 .00	352,054.38 114,758.99 .00 .00		
TOTAL IT Core Application Support	1,598,423.00	1,112,840.29	18,769.34	1,131,609.63	466,813.37		
Information Resources Mgmt							
Personnel Non-Personnel Capital Credits	1,182,102.00 293,066.00 62,293.00 -270,480.00	582,467.78 116,350.62 14,576.73 -125,730.60	.00 27,564.10 .00 .00	582,467.78 143,914.72 14,576.73 -125,730.60	599,634.22 149,151.28 47,716.27 -144,749.40		
TOTAL Information Resources Mgmt	1,266,981.00	587,664.53	27,564.10	615,228.63	651,752.37		
TOTAL Information Resources Management	5,191,573.00	2,772,873.24	122,614.38	2,895,487.62	2,296,085.38		



TOTAL Community Development

JULY 1, 2021 - DECEMBER 31, 2021						
	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE	
Community Development						
Planning Division						
Personnel Non-Personnel Capital	868,640.00 270,044.00 750.00	361,494.24 46,791.74 .00	.00 101,711.20 .00	361,494.24 148,502.94 .00	507,145.76 121,541.06 750.00	
TOTAL Planning Division	1,139,434.00	408,285.98	101,711.20	509,997.18	629,436.82	
Development Management						
Personnel Non-Personnel Capital	468,073.00 13,162.00 1,100.00	249,328.08 3,435.54 .00	.00 1,233.05 .00	249,328.08 4,668.59 .00	218,744.92 8,493.41 1,100.00	
TOTAL Development Management	482,335.00	252,763.62	1,233.05	253,996.67	228,338.33	
Building & Safety Permits						
Personnel Non-Personnel Capital	1,403,773.00 105,721.00 1,000.00	657,508.04 36,275.63 950.75	.00 20,635.02 .00	657,508.04 56,910.65 950.75	746,264.96 48,810.35 49.25	
TOTAL Building & Safety Permits	1,510,494.00	694,734.42	20,635.02	715,369.44	795,124.56	
Zoning Enforcement						
Personnel Non-Personnel Capital	359,062.00 20,917.00 1,800.00	172,505.91 12,750.48 .00	.00 .00 .00	172,505.91 12,750.48 .00	186,556.09 8,166.52 1,800.00	
TOTAL Zoning Enforcement	381,779.00	185,256.39	.00	185,256.39	196,522.61	

123,579.27 1,664,619.68 1,849,422.32

3,514,042.00 1,541,040.41



	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
General Services					
Solid Waste Management					
Personnel Non-Personnel	550,171.00 1,698,464.00	222,130.93 699,838.78	.00 87,009.31	222,130.93 786,848.09	328,040.07 911,615.91
Capital Credits	.00 -3,600.00	.00 -2,404.08	.00	.00 -2,404.08	.00 -1,195.92
TOTAL Solid Waste Management	2,245,035.00	919,565.63	87,009.31	1,006,574.94	1,238,460.06
Stormwater					
Personnel Non-Personnel Capital	1,790,837.00 697,917.00 37,310.00	807,312.34 112,177.71 24,723.40	.00 155,336.73 2,275.99	807,312.34 267,514.44 26,999.39	983,524.66 430,402.56 10,310.61
TOTAL Stormwater	2,526,064.00	944,213.45	157,612.72	1,101,826.17	1,424,237.83
General & Capital Services					
Personnel Non-Personnel Capital	1,322,212.00 1,057,754.00 47,700.00	605,611.11 374,177.62 3,412.40	.00 38,749.06 459.02	605,611.11 412,926.68 3,871.42	716,600.89 644,737.32 43,828.58
TOTAL General & Capital Services	2,427,666.00	983,201.13	39,208.08	1,022,409.21	1,405,166.79
Facilities Maintenance					
Personnel Non-Personnel Capital Credits	1,473,086.00 2,182,139.00 16,009.00 -194,265.00	639,374.31 813,786.53 8,389.52 -97,130.94	.00 296,812.55 .00 .00	639,374.31 1,110,599.08 8,389.52 -97,130.94	833,711.69 1,071,539.92 7,619.48 -97,134.06
TOTAL Facilities Maintenance	3,476,969.00	1,364,419.42	296,812.55	1,661,231.97	1,815,737.03
Grounds Maintenance					
Personnel	1,742,721.00	718,808.40	.00	718,808.40	848,712.60



	,		, -		
	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
Non-Personnel Capital Credits	1,001,239.00 665,101.00 -252,410.00	390,646.49 32,704.37 -116,328.34	136,826.98 265,162.81 .00	527,473.47 297,867.18 -116,328.34	368,555.53 -152,266.18 -136,081.66
TOTAL Grounds Maintenance	3,156,651.00	1,025,830.92	401,989.79	1,427,820.71	928,920.29
School Grounds Maintenance					
Personnel Non-Personnel Capital	21,388.00 172,950.00 76,500.00	6,045.55 99,439.17 6,200.00	.00 5,890.00 12,600.00	6,045.55 105,329.17 18,800.00	15,342.45 67,620.83 57,700.00
TOTAL School Grounds Maintenance	270,838.00	111,684.72	18,490.00	130,174.72	140,663.28
Fleet Maintenance					
Personnel Non-Personnel Capital Credits	732,140.00 141,367.00 1,100.00 214,864.00	356,909.11 34,774.64 1,134.20 231,586.17	.00 2,152.00 .00 65,493.91	356,909.11 36,926.64 1,134.20 297,080.08	375,230.89 104,440.36 -34.20 -82,216.08
TOTAL Fleet Maintenance	1,089,471.00	624,404.12	67,645.91	692,050.03	397,420.97
TOTAL General Services	15,192,694.00	5,973,319.39	1,068,768.36	7,042,087.75	7,350,606.25



	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
	- 505021			2110011510111025	
Parks & Recreation					
Parks & Recreation Payroll					
Personnel	6,136,421.00	2,544,340.15	.00	2,544,340.15	3,592,080.85
TOTAL Parks & Recreation Payroll	6,136,421.00	2,544,340.15	.00	2,544,340.15	3,592,080.85
Community Centers					
Non-Personnel Capital	276,386.00 134,209.00	65,865.70 35,274.95	7,336.10 55,424.25	73,201.80 90,699.20	203,184.20 43,509.80
TOTAL Community Centers	410,595.00	101,140.65	62,760.35	163,901.00	246,694.00
Parks					
Non-Personnel Capital	418,300.00 275,451.00	196,634.05 71,118.85	49,854.87 81,330.50	246,488.92 152,449.35	171,811.08 123,001.65
TOTAL Parks	693,751.00	267,752.90	131,185.37	398,938.27	294,812.73
Recreation Administration					
Non-Personnel Capital	110,634.00	23,795.55	26,156.32 .00	49,951.87 .00	60,682.13
TOTAL Recreation Administration	110,634.00	23,795.55	26,156.32	49,951.87	60,682.13
Recreation Services					
Non-Personnel Capital	375,516.00 14,165.00	138,097.92 12,780.19	9,264.67 12,265.00	147,362.59 25,045.19	228,153.41 -10,880.19
TOTAL Recreation Services	389,681.00	150,878.11	21,529.67	172,407.78	217,273.22
TOTAL Parks & Recreation	7,741,082.00	3,087,907.36	241,631.71	3,329,539.07	4,411,542.93



James City County, VA GENERAL FUND FINANCIAL UPDATE JULY 1, 2021 - DECEMBER 31, 2021

01/24/2022 14:29:03

	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE
Transfers, Contributions, & Nondept					
Contrib to Outside Agencies					
Non-Personnel	1,046,424.00	725,998.71	.00	725,998.71	320,425.29
TOTAL Contrib to Outside Agencies	1,046,424.00	725,998.71	.00	725,998.71	320,425.29
Library/Arts Center					
Personnel Credits	5,480,281.00 -285,627.00	2,614,168.99 .00	.00	2,614,168.99 .00	2,866,112.01 -285,627.00
TOTAL Library/Arts Center	5,194,654.00	2,614,168.99	.00	2,614,168.99	2,580,485.01
Payroll Clearing Accounts					
Personnel Non-Personnel	.00 8,192.00	-2,435,230.21 684,677.27	.00 73,725.07	-2,435,230.21 758,402.34	2,435,230.21 -750,210.34
TOTAL Payroll Clearing Accounts	8,192.00	-1,750,552.94	73,725.07	-1,676,827.87	1,685,019.87
Public Health					
Non-Personnel	2,696,580.00	1,370,362.50	.00	1,370,362.50	1,326,217.50
TOTAL Public Health	2,696,580.00	1,370,362.50	.00	1,370,362.50	1,326,217.50
Nondepartmental					
Non-Personnel	279,077.00	23,101.72	25,000.00	48,101.72	230,975.28
TOTAL Nondepartmental	279,077.00	23,101.72	25,000.00	48,101.72	230,975.28
Contrib To Regional Entities					
Non-Personnel	3,472,900.00	2,033,724.80	.00	2,033,724.80	1,439,175.20
TOTAL Contrib To Regional Entities	3,472,900.00	2,033,724.80	.00	2,033,724.80	1,439,175.20
TOTAL Transfers, Contributions, & Nondept	12,697,827.00	5,016,803.78	98,725.07	5,115,528.85	7,582,298.15



	BUDGET	ACTUAL	ENCUMBRANCES	ACTUAL PLUS ENCUMBRANCES	AVAILABLE	
Education						
Contribution To Schools						
Education Personnel	86,049,786.00 51,058.00	43,024,893.00 20,843.87	.00	43,024,893.00 20,843.87		
TOTAL Contribution To Schools	86,100,844.00	43,045,736.87	.00	43,045,736.87	43,055,107.13	
Other Funds						
Education Non-Personnel		3,551,217.47 26,796,724.35		3,551,217.47 26,796,724.35		
TOTAL Other Funds	46,669,920.00	30,347,941.82	.00	30,347,941.82	16,321,978.18	
TOTAL Education	132,770,764.00	73,393,678.69	.00	73,393,678.69	59,377,085.31	
TOTAL GENERAL FUND EXPENDITURES	219,305,607.00	110,746,355.59	2,315,238.69	113,061,594.28	106,244,012.72	

James City County, VA



GROUP CODE REPORT DEFININTION

CODE	EXP00-SUMM	DESCRIPTION ENTITY	General 1	Fund	Summary		
FORMAT TITLE LINE 1 TITLE LINE 2	02 132: DESC=42, 6 COL N GENERAL FUND FINANCIAL N JULY 1, 2021 - DECEMBER	JPDATE					
	PRINTING FOR	MAT SELECTIONS					
REPORT DEF REVENUE SIGN DOUBLE SPACE UNDERLINE	Y ORG/OBJECT N FULL ACCOUNT N ACCOUNT DESC Y TOTALS ONLY	N PAG PAG	E NUMBER	Y Y Y	1		
	ACCOUNT S	SELECTION					
FUND RANGE GROUP CODE ID	001 то 001	ACCOUNT STATU ACTIVE Y INACT N NEXT YEAR N CLOSED N	S		ACCOUNT TYPE BALANCE N EXPENSE Y REVENUE N		
GROUP CATEGORY 1 1 FUND 2 101 SUMMARY 3 2 DIVISION 4 115 EXP CATEGORIES 5 0 6 0 7 0							
COLUMN DEFINITION							
FIRST CATEGORY TOTAL DESC LINE 1 GENERAL FUND EXPENDITURES LINE 2							
1 010 CY RE 2 043 CY AC 3 030 CY EN 4 035 CY AC	T DESCRIPTION VISED BUDGET (CURRENT) TUAL THRU PERIOD ?? CUMBRANCES THRU PERIOD T + CY ENC THRU PER ?? AIL BUD (BUD LESS ACTL	ACTUAL PLUS	HEADIN BUDGET ACTUAL ENCUMBRAN ENCUMBRAN AVAILABLE	ICES ICES	HEADING 3		
REPORT OPTIONS							
Include Budge Projection	t Request Detail and Tex Budget Level	t N					

^{**} END OF REPORT - Generated by Cheryl Cochet **

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AGENDA ITEM NO. E.4.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Latara Rouse, Communications Manager

SUBJECT: Annual Report Presentation

ATTACHMENTS:

Description Type

Presentation Presentation

REVIEWERS:

Department Reviewer Action Date

Board Secretary Saeed, Teresa Approved 1/18/2022 - 11:18 AM



Covid-19 response

- Greater Williamsburg Vaccination Clinic administered 22,840 doses of the Moderna vaccine
- County departments provided remote services or experienced increased demand for services
- CARES Act and ARPA funding supported the modification of County facilities
- General Services implemented disinfection processes and upgraded HVAC and air filtration



County administration

- Second Assistant County Administrator position approved
- Diversity, equity and inclusion team established
- New employee newsletter launched



Community development

- Second year of Engage 2045
- Progress on transportation projects:
 - Centerville Road/News Road intersection
 - Longhill Road widening and corridor improvements
 - Skiffes Creek Connector project
- Conservation easements on Meadows Farm





Economic development

- James River Commerce Center contract
- Ball Metal and Anheuser-Bush announced facility enhancements
- Groundbreaking for The Maine of Williamsburg
- More than 125 small businesses assisted through Virginia 30 Day Fund



Financial & management services

- Launched new financial software system, Munis
- Managed over \$30M in CARES Act and ARPA funding
- Completed office renovations for social distancing
- Instituted stricter internal controls for monitoring pandemic impacts on County finances

Fire department

- Coordinated the Greater Williamsburg COVID Vaccination Clinic
- Upgraded Emergency Communications Center
- Improved response capability



General services

- Upgraded by National Flood Insurance
 Program Community Rating System
- Incorporated alternative fuel equipment into fleet
- Commissioned Space Needs Study



Human resources

- Changed to virtual format for Benefits Open Enrollment and New Employee Orientation
- Emerging Leaders Academy inaugural class graduated
- Developed COVID-19 Preparedness and Response Plan





Information resources management

 Completed upgrade of County's financial system

 Oversaw extension of broadband service to students

 Provided telework solutions for County employees



Parks & recreation

- Partnered with community organizations to enhance equitable access to recreation services
- Completed Chickahominy Riverfront Park Shoreline Stabilization Project
- Launched PerfectMind



Police department

- Received Board of Supervisors 2020 Chairman's Award
- Developed election date operational plan
- Honored with 2020 Police Chief's Award, along with Colonial Community Corrections





Social services

- Eligibility phone line received over 12,000 calls
- Participation in benefit programs increased significantly
- Permanency was achieved for 10 children in Foster Care



Williamsburg regional library

- Opened Kiwanis Kids Idea Studio
- Partnered with William & Mary for One Book, One Community reading project
- Debuted state-of-the-art Bookmobile





Connect with us

- 757-253-6728
- jamescitycountyva.gov
- JCCTV (Cox Cable channels 48 and 1048 or jamescitycountyva.gov/tv)
- JCCAlert.org
- facebook.com/jamescitycounty
- twitter.com/jamescitycounty
- youtube.com/jamescitycounty

AGENDA ITEM NO. E.5.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Update on the Natural and Cultural Assets Plan Effort

ATTACHMENTS:

	Description	Type
۵	Memorandum	Cover Memo
۵	1. Public Engagement Plan	Exhibit
D	2. Presentation	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	1/11/2022 - 7:56 AM
Publication Management	Pobiak, Amanda	Approved	1/11/2022 - 8:53 AM
Legal Review	Kinsman, Adam	Approved	1/11/2022 - 9:14 AM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:22 AM
Board Secretary	Purse, Jason	Approved	1/18/2022 - 1:26 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 1:30 PM

MEMORANDUM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Update on the Natural and Cultural Assets Plan Effort

Over the past several months, staff, the Natural and Cultural Assets Mapping Committee, and the Technical Advisory Committee have worked with our consultant team on the first steps of developing the Natural and Cultural Assets Plan. This work has included the following steps:

1. **Setting Goals:** These have been formed using the goals, strategies, and actions adopted in the 2045 Comprehensive Plan.

- 2. **Reviewing Data:** With input from staff and the committees, the consultant team has collected data and created some new data with newly released information.
- 3. **Mapping Assets:** Based on the goals and data, the consultant team has produced draft maps of James City County's ecological and cultural assets, including a base map of habitat cores and several themed maps.

In addition to the steps noted above, staff, the consultant team, and the committees have also worked to engage the public by developing a project website, dedicating time for public comment at the Natural and Cultural Asset Mapping Committee meetings, and creating a public engagement plan (attached). After receiving any guidance from the Board of Supervisors, the consultant team, staff, and the committees will work to refine the maps and more formally engage the public before proceeding through the remaining steps of the process.

Ms. Karen Firehock, Executive Director of the Green Infrastructure Center, will make a brief presentation to the Board on progress to date and next steps. Staff looks forward to any questions and input from the Board to incorporate into the process.

TMR/md NatCultAsstsUpd-mem

Attachments:

- 1. Draft Public Engagement Plan
- 2. Presentation



Natural & Cultural Assets Plan for James City County Public Engagement Plan

This plan is a dynamic strategy to engage the community in creating a natural and cultural assets plan. It will be updated continually as new ideas for engagement are generated.

James City County is working with the nonprofit firm, the Green Infrastructure Center, to help the County identify, evaluate and prioritize the County's highest value natural and cultural resources and identify opportunities to protect and restore them through a strategic plan. The project began in August 2021 and will take approximately one year to complete. Following are the ways in which the public – the broader community – of James City County will be engaged in shaping the plan. Perspectives from the recently concluded Comprehensive Plan update such as ideas and goals already generated concerning parks, open spaces, conservation or community character will be utilized to inform priorities. For a more complete overview of the project please see https://jamescitycountyva.gov/3856/Natural-Cultural-Assets-Plan

Natural Assets refers to all the natural elements that support the County including trees and forests, waterways, wetlands, agricultural soils and natural areas, such as parks and trails or areas of cultural significance to residents, such as scenic or historic areas. A natural asset network includes large blocks of intact habitats connected by corridors. The more connected the landscape, the more resilient it is and the more pathways there are for people, pollinators or plants! Cultural assets such as plantations, battlefields, cemeteries or other historic sites also add value to and are supported by the surrounding landscape.

There are multiple ways the public can engage in this project which is being undertaken to benefit all the citizens and businesses within the county as well as the wildlife, pollinators, fish and other aquatic life that depend on good land stewardship for their survival. See the process below.

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
2021 – 2022													
Task 1: Assessment,	GIC												
Work Plan,													
Orientation													
Task2: Establish Data		GIC	GIC										
Needs and Obtain		&											
Information		TAC											
Task 3: Identify			GIC	TAC	MC								
Current Natural													
Assets = Base Map													
Create a cultural													
Assets Overlay													
Task 4: Identify						TAC	MC	TAC,	MC				
Threats to and								Public					
Opportunities for							BOS	Survey					
Natural Assets													
Task 5: Strategies and										TAC	MC	Publ	Wrap
Plan from Modeling												ic	up
and Prioritization												Mtg	BOS

Engagement Process

Objectives: The following public engagement objectives will guide outreach efforts.

- Public input will build from input gathered during the 2045 Engage process.
- Public engagement efforts will inform and educate the community about the project.
- We will engage key stakeholders in natural and cultural assets and a diversity of residents.
- All input will be respected, well documented and used to help inform the project.

Natural and Cultural Assets Mapping Committee: (October 2021 – May 2022)

This group is appointed by the Board of Supervisors and is intended to represent the diverse interests and geographies that make up the county. The committee meets 4-6 times during the project. Their role is advisory only. The public can share perspectives with the members and also can attend the committee's meetings and offer comments during the public comment portions of the meeting. These meetings are noticed on the county's calendar. The committee will also recommend additional ways to engage with and understand community perspectives and will help publicize opportunities. Summaries of all committee meetings will be posted to the project website following the meeting. To be notified of upcoming meetings, contact the Assistant Director of Community Development Tammy Rosario tammy.rosario@jamescitycountyva.gov. All materials can be found at https://jamescitycountyva.gov/3856/Natural-Cultural-Assets-Plan

Surveys: (First - February 2022, Second – TBD if needed)

The project will launch at least one on-line survey for public comment concerning the maps and special natural or cultural assets to consider for inclusion in the plan. Members of the public can also view and comment on the maps and potential strategies during the survey(s). The first survey will be launched on the county's website in February 2021. This will be a self-reporting survey, meaning that it will not be a random sampling of residents views; it will be open to any county resident or business to complete. A second survey, if needed and desired, may offer an opportunity to follow up on ideas gathered during the first survey.

Public Meetings: (June – July 2022)

There will be one workshop towards the end of the project (likely in June 2022) where the public will be invited to attend and comment on the final maps and associated strategies. These comments will be utilized to finalize the maps and plan for consideration by the Board of Supervisors. The public may also comment during the public comment periods at the Board of Supervisors meetings to review the draft and final products.

Briefings of other boards/commissions or stakeholders: (ongoing, at milestones)

County staff will also periodically brief other appointed bodies of the county, such as but not limited to, the Parks and Recreation Advisory Commission or the Historical Commission. In addition, large landholders or those whose land is identified as a significant resource may also be contacted during the process for their input.

Website/Sending comments: (September 2021 – July 2022)

The public is invited to send comments at any time during the process. Follow the website for the latest maps and overview of where the project is currently and next steps. Comments should be sent directly to Tammy Rosario (see email above) and she will share them with county consultants. Note that all comments sent for this project become a matter of public record. All perspectives will be noted.

Natural and Cultural Assets Plan for James City County

In Progress Update

By Karen Firehock, Project Consultant for James City County Board of Supervisors Tuesday, January 25, 2022

All images are taken in James City County by GIC



Agenda

I. Reminder: Project
Origin

II. Progress to Date and Draft Maps

III. Next Steps, Expanded Engagement



Great Blue Heron at York River State Park

I. Reminder: Impetus for the project





This plan is an operational initiative in the 2035 Strategic Plan and an outgrowth of affirmed community priorities established during the recent update of the county's comprehensive plan. Prioritizing the protection of natural lands and open spaces was the most highly ranked and supported objective across all three rounds of community engagement. This process will create a Natural and Cultural Assets Plan to meet this comprehensive plan action:

ENV Goal - Continue to improve the high level of environmental quality in James City County and protect rural and sensitive lands and waterways that support the resiliency of our natural systems for the benefit of current and future generations.

Strategy ENV 3 - Protect and conserve environmentally sensitive areas, and work to maintain or promote the ecosystem services provided by all natural areas.

Action ENV 3.1 - Maintain and promote biological and habitat diversity, ecosystem services, and habitat connectivity by protecting wildlife and riparian corridors between watersheds, sub-watersheds, catchments, and tidal and nontidal wetlands, and by developing and implementing a green infrastructure plan.

Recap: What are Natural Assets? Why do we need to evaluate them?



Planning to conserve natural landscapes helps support recreation, cultural and heritage values. It also protects drinking water and makes a community more resilient to changing climates. These natural resources are assets for our county!





Benefits of Conserving Natural Assets

- □ Preserving biodiversity and wildlife habitat.
- Conserving working lands such as farms and forests, that contribute to the economy.
- Protecting and preserving water quality and supply.
- □ Providing cost-effective stormwater management and hazard mitigation.
- ☐ Improving public health, quality of life and recreation networks.



This barred owl is a local resident of James City County

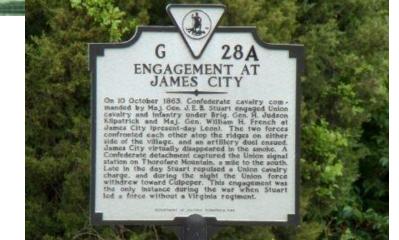
Natural Assets also support Cultural Assets







Many of our heritage and recreational resources are defined by their natural settings. To protect these uses and their interpretation and enjoyment, we should also pay attention to their landscape setting.

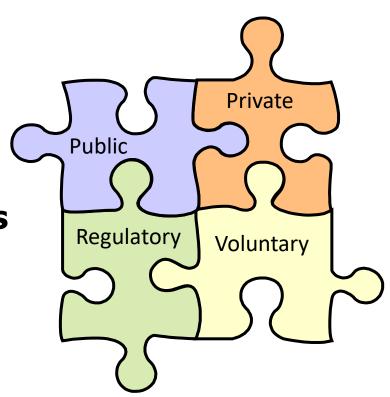




Native American artifacts found on the landscape may also represent places of archaeological and cultural importance.

Natural and Cultural Assets Planning Applications

- ✓ Transportation plans: roads/trails
- ✓ Comp Plans and zoning
- ✓ Easements
- ✓ Park and open space planning
- **✓ ID lands for PDR programs**
- ✓ Heritage tourism and viewsheds
- ✓ Ag and Forestal Districts
- **✓ Land management**



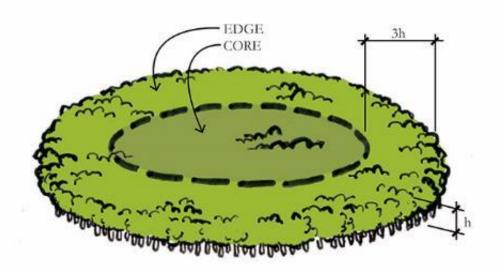
We have mapped the largest, most intact landscapes in James City County with "interior habitats."

They may be wetlands, large forests or lakes.



Certain species, such as the cerulean warbler, depend on and can only thrive in interior forests.



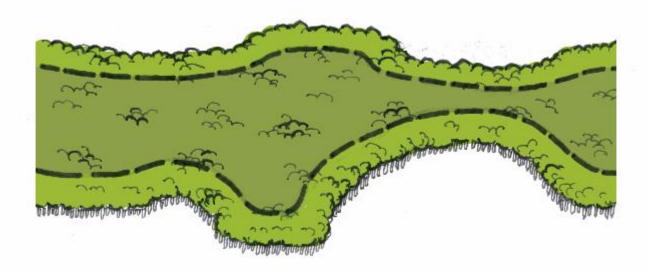


Corridors Connect Cores

The ideal is 100 meters of safe space in the middle and 100 meters of edge.

minimum width = 300 meters wide

Now that we have mapped the important places we will look for opportunities to connect them.



Six Steps for Natural Asset Planning





- 2) **Review Data** What do we know or need to know, to map identified values?
- 3) Map Your Community's Ecological and Cultural Assets Based on the goals established in Step One and data from Step Two. We are in this stage now.
- 4) Risk Assessment What assets are most at risk and what could be lost if no action is taken?
- 5) Rank Your Assets and Determine Opportunities Based on those assets and risks you have identified, which ones should be restored or improved?
- 6) Implement Opportunities Include natural asset maps in both daily and long-range planning (park planning, comp plans, zoning, tourism and economic development, seeking easements etc)

II. Progress to Date and Draft Maps

Tasks 2021 – 2022	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Task 1: Assessment, Work Plan and Team Orientation	GIC												
Task2: Establish Data Needs and Obtain or Create Relevant		GIC &	GIC										
Information		JCC											
Task 3: Identify Current Natural Assets = Base Map			GIC	TAC	SC								
Create a cultural Assets Overlay													
Task 4: Identify Threats to and Opportunities for Green						TAC	SC	TAC	SC				
Infrastructure Assets							BOS						
Task 5: Implementation Strategies and Plan from GI										TAC	SC	Public	Wrap
Modeling and Prioritization												Mtg.	ир
													BOS

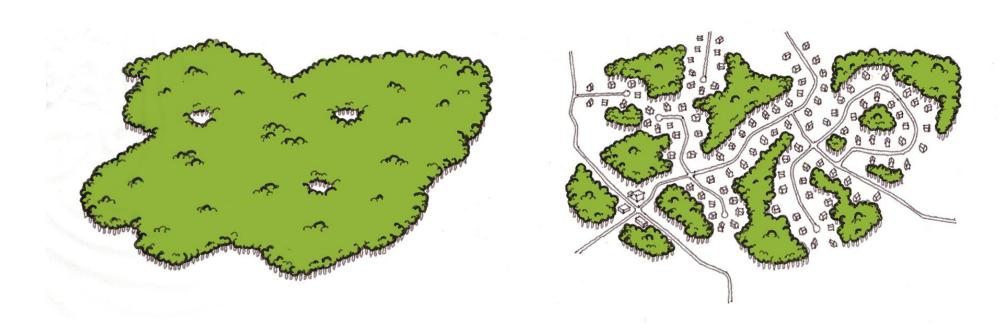
TAC = Technical Advisory Committee of County staff – advice, review, tech support

SC-NCAMP = Natural and Cultural Assets Mapping Committee appointed by the BOS – community priorities, engaged with future implementation, testing ideas

BOS = Board of Supervisors – review and critique, future adoption of the plan

- We have held two TAC meetings in October and December.
- We have held two NCAMP meetings in November and January.
- We are currently incorporating their comments into the maps and using their additional suggestions for how to conduct outreach.

Some cores had to be updated



If a core is developed, the fragmented landscape may no longer constitute a core.

James City County Habitat Cores

Draft Map #1 – Intact Habitats (cores)

These are the natural areas that are the most intact and highest quality – but they are not yet ranked for importance. It excludes some areas that have been recently or soon will be developed. Next, we will show you themed overlay maps.

James City County Agriculture DRAFT JAMES

Draft Map #2 – Agriculture

These are the areas with the highest value agricultural soils – best for crops.

It also includes AFD (Ag Forestal Districts) and we will be adding any farmers markets and "pick your own" farms and farm stands etc.

James City County Forestry DRAFT JAMES

Draft Map #3 – Forestry

These are the areas with forested tracts that are large enough (30+ acres) to be suitable for forestry. It also includes AFDs (Ag Forestal Districts).

James City County Water DRAFT JAMES

Draft Map #4 – Water

These are streams, wetlands, reservoirs and floodplains.

Rivers can serve as connectors between landscapes for wildlife.

James City County Recreation DRAFT JAMES

Draft Map #5 – Recreation

These are outdoor recreation areas – the

intact landscape supports those activities such as hunting, fishing, boating or hiking.



Draft Map #6 – Heritage and Culture

These are historic landscapes, heritage areas, community character areas, known archeological sites, and other places of value for James City County that are landscape dependent.

This map needs the greatest input as it depends on community values. The committee has already suggested additions such as unmapped African American communities, other non-designated places that are old enough to be historic etc.

III. Next Steps and Expanded Public Engagement

Near Term:

January Refine themed maps

February Launch online survey and maps for comment

Planned Public Engagement:

- In February, launch of **on-line survey** and **maps for comment**. People can comment on sites and their importance, add their concerns or correct errors.
- One or more in-person comment stations to capture walk-bys and those less likely to do a computer survey will be established (e.g., at the library).
- Staff will conduct outreach to **County committees**. We are also identifying groups for additional outreach (large organized groups).

Once we complete community engagement to include important cultural sites or uses for all of these places, we will be able to rank them. The Natural and Cultural Assets Committee will assess rankings at their March meeting using public input. Then we will add in possible corridors to connect the landscape.

III. Next Steps and Expanded Public Engagement

Longer Term:

January Refine themed maps

February Launch online survey and maps for comment

March Rank cores using public input

Add in possible corridors to connect the landscape

April/May Assess risks and opportunities

June Engage public, possible workshop

Summer Return to Board of Supervisors



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AGENDA ITEM NO. F.1.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

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

SUBJECT: James City County Parks Master Plan Update

ATTACHMENTS:

	Description	Type
D	Memorandum	Cover Memo
D	Resolution	Resolution
D	Adopted 2016 warhill sports complex	Exhibit
ם	JCC Recreation center	Exhibit
ם	Upper County	Exhibit
D	Warhill Sports Complex	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Fauntleroy, Arlana	Approved	1/6/2022 - 5:11 PM
Publication Management	Daniel, Martha	Approved	1/7/2022 - 8:02 AM
Legal Review	Kinsman, Adam	Approved	1/7/2022 - 12:01 PM
Board Secretary	Saeed, Teresa	Approved	1/13/2022 - 9:21 AM
Board Secretary	Purse, Jason	Approved	1/18/2022 - 3:01 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:02 PM

MEMORANDUM

DATE: January 25, 2022

TO: The Board of Supervisors

FROM: Alister Perkinson, Parks Administrator

SUBJECT: James City County Parks Master Plan Update

On April 9, 2021, the James City County Board of Supervisors endorsed updating the master plans of three parks in the County. The three parks that have been identified for review in Fiscal Year 2021 (FY21) are Upper County Park (UCP), James City County Recreation Center Park (JCCRC), and the Warhill Sports Complex (WSC). Following the process created during the Shaping Our Shores Master Plan update, an interdepartmental team was formed to review these plans. Employees were selected based on their area of expertise to ensure the final product would be inclusive of amenities that were important to the many different stakeholders within the County as well as the citizens they serve. The team, led by the Department of Parks & Recreation, included members from Planning, Parks & Recreation, and General Services.

The three parks being reviewed share some similarities, but are largely unique in amenities and past planning. For example, UCP and JCCRC do not have a formal, adopted master plan while the WSC plan has been updated on several occasions. Most of the park areas are largely developed, with the exception of a parcel adjacent to the JCCRC that was the former site of a James City County Service Authority (JCSA) water tower. With these differences in mind, the team took a slightly different approach for each park but adhered to the following goals for all three:

- Evaluate and confirm where existing park amenities are successfully meeting community needs.
- Identify unmet needs as illustrated in the 2017 Parks & Recreation Master Plan.
- Evaluate maintenance/conditions and longevity of park features.
- Learn from the community if facilities in the plan are no longer needed, feasible, or should be built in other parks.
- Create an updated master plan to guide development for the next decade and beyond.

The team began by conducting a site visit to each park. After those tours, the team agreed there were some modifications and changes needed to the master plans for the future at all three park locations. After visiting the three parks, the team met for several months to update the maps of the three parks. Each park was reviewed separately, taking into account water restrictions, equitable access, environmental concerns, resource protection areas issues, zoning, building codes, new trends, and patron requests.

Two public meetings were advertised and held, and the citizens participated in an online survey. The public feedback was collected and incorporated into the updated plans.

1. Upper County Park (UCP)

Opened in 1984, UCP is one of the oldest County parks. A draft master plan was created for the park in the early 1990s, but there is no current approved master plan for the site. The team used the existing, established park amenities as a starting point, and incorporated citizen feedback and data from the 2017 Parks & Recreation Master Plan as a guide to potential future amenities. The Parks and Recreation Master Plan classifies UCP as a community park, primarily serving residents at the upper end of the County. The Parks & Recreation Master Plan identified a lack of several park amenities in this region, notably hard surface trails, gymnasiums, recreation centers, and indoor pools. Current park amenities include a 25-meter outdoor

James City County Parks Master Plan Update January 25, 2022 Page 2

pool, toddler pool, basketball and sand volleyball courts, picnic shelters, a playground, multiuse/mountain biking trails, a primitive camping area, restrooms, and seasonal store/concessions.

The team is recommending the following additional amenities:

- Replacement of the toddler pool with a splash pad/sprayground feature
- 0.5-mile paved multiuse trail
- Community gymnasium with two full-sized indoor courts and fitness area
- Pickleball/tennis court
- Off-leash dog area
- Archery range
- Park maintenance/storage area; and
- Increased parking to support new amenities
- 2. James City County Recreation Center Park (JCCRC)

The James City County Recreation Center Park includes the recreation center and surrounding park amenities. Similar to UCP, this park does not have an existing master plan but is largely developed with existing amenities. An adjacent parcel is included in this draft plan, which was the former site of a JCSA water tower. Current park amenities include the recreation center, a skate park, two lighted softball and two lighted rectangular fields, a 2.1-mile multiuse paved trail, and an ADA accessible playground.

The team is recommending the following additional amenities:

- Future expansion of the James City County Recreation Center
- Expansion of the skate park
- Picnic shelter
- Off-leash dog area
- Restrooms and parking facility for the skate park, off-leash area, and picnic shelter; and
- Restroom/concession building near the athletic fields
- 3. Warhill Sports Complex (WSC)

The Warhill Sports Complex Master Plan was last updated in 2016. Since that time, new features such as a private indoor pool facility and community garden have been added to the park. Additionally, some amenities originally featured on the park master plan have been represented at other park locations, such as the potential running center at Jamestown Beach Event Park. Since the sports complex is used by a large variety of groups, staff held a meeting with all 22-community partner organizations in order to solicit feedback and determine needs for the park's future development. Participants expressed the need for more lighted rectangular fields, more full-sized baseball fields, and softball fields to support the growing participation in senior softball.

The team is recommending the following additional amenities to the 2016 Master Plan:

- Synthetic turf field complex featuring two lighted softball/multiuse fields, two lighted large baseball/multiuse fields
- Restrooms/concession (B)
- Stadium complex featuring one baseball and one softball field (D2)
- Re-designed connector road between the Longhill Road and Opportunity Way sides (E)
- Adding the existing private indoor pool facility (G2)
- Lighted pickleball/tennis courts (H)

James City County Parks Master Plan Update January 25, 2022 Page 3

- Adding the existing community garden (I)
- Adding the existing General Services grounds maintenance facility (O); and
- Parking to support additional amenities

The team is recommending eliminating the following amenities from the 2016 Master Plan:

- One large field from the baseball complex to expand parking (A)
- Seven multipurpose rectangle fields (E, F)
- The proposed indoor sports facility
- BMX park; and
- Running center

The maps were brought before the James City County Parks & Recreation Advisory Committee for consideration on July 21, 2021. The Committee voted 5-0 in support of these master plan updates.

This item was placed on the July 21, 2021, Development Review Committee (DRC) agenda as a discussion item. All three parks were discussed individually with the DRC asking questions and providing feedback for staff.

On October 6, the Planning Commission voted 6-0 to recommend approval of these master plan updates by the James City County Board of Supervisors.

Once the master plans are approved by the BOS, a prioritized action plan will be developed that sets forth goals and recommendations to implement and guide the Capital Improvements Program. It will also provide the community with a strategic long-range vision for the future of these County parks, and provide a foundation for further support of future budget funding. Before any improvements are made, the Special Use Permits for each park would need to be amended to include the changes described above.

AP/ap JCCParksMPlnUpd-mem

Attachments:

- 1. Proposed Master Plan Upper County Park
- 2. Proposed Master Plan for James City County Recreation Center Park
- 3. Adopted 2016 Master Plan for Warhill Sports Complex
- 4. Proposed Master Plan for Warhill Sports Complex

RESOLUTION

JAMES CITY COUNTY PARKS MASTER PLAN UPDATE

WHEREAS, on December 13, 2016, the James City County Board of Supervisors adopted updates to the Warhill Master Plan to guide future development of the park; and WHEREAS, further updates to the 2016 Master Plan are needed due to the additional park amenities at the Warhill Sports Complex; and WHEREAS, the James City County Recreation Center Park and Upper County Park do not have an adopted master plan guiding future development; and WHEREAS, the Park Master Plan is a planning document that is intended to guide and assist citizens, staff, commissions, and the Board of Supervisors in making future land use, planning, funding, maintenance, management, and administrative decisions about the site; and WHEREAS, the Parks and Recreation Advisory Commission of James City County reviewed and are supportive of the updates to the three Park Master Plans; and WHEREAS, the Planning Commission of James City County endorsed the updates to the three Park Master Plans. NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia hereby adopts the Master Plan updates for the Warhill Sports Complex, James City County Recreations Center Park, and Upper County Park John J. McGlennon Chairman, Board of Supervisors ATTEST: VOTES AYE ABSTAIN ABSENT NAY **ICENHOUR HIPPLE** Teresa J. Saeed LARSON Deputy Clerk to the Board **SADLER MCGLENNON**

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

JCCParksMPlnUpd-res

January, 2022.



2016 Warhill Sports Complex Master Plan





- A- Baseball Complex
- _5 Baseball Fields, lighted
- _1 Multiuse Field for T-ball
- _Parking- 260-400 Spaces
- _Concession/Rest Room Building
- B- Softball Complex
- _4 Large Softball/Baseball Fields _Parking- 260-400 Spaces
- _Concession/Rest Room Building
- C- Soccer Complex _8 Soccer Fields, adjustable orientation
- _6 Multiuse Fields with Synthetic Turf_Parking- 440 Spaces
- _Concession/Rest Room Building
- D- Stadium Complex
- _Football, Soccer, Track and Field, lighted _600-1000 Stadium parking, some shared, some available in the utility corridor (N1)

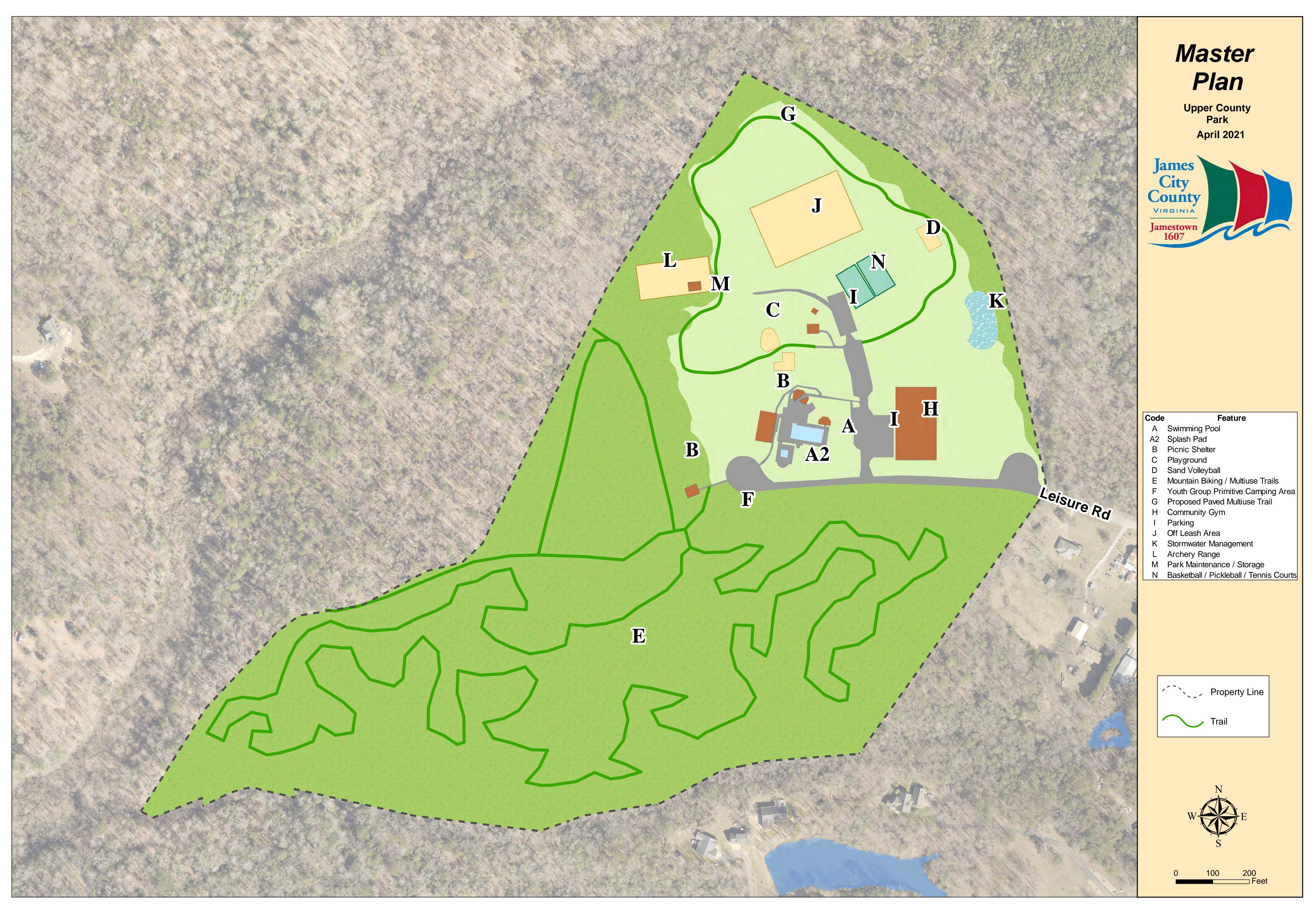
1 inch = 972 feet

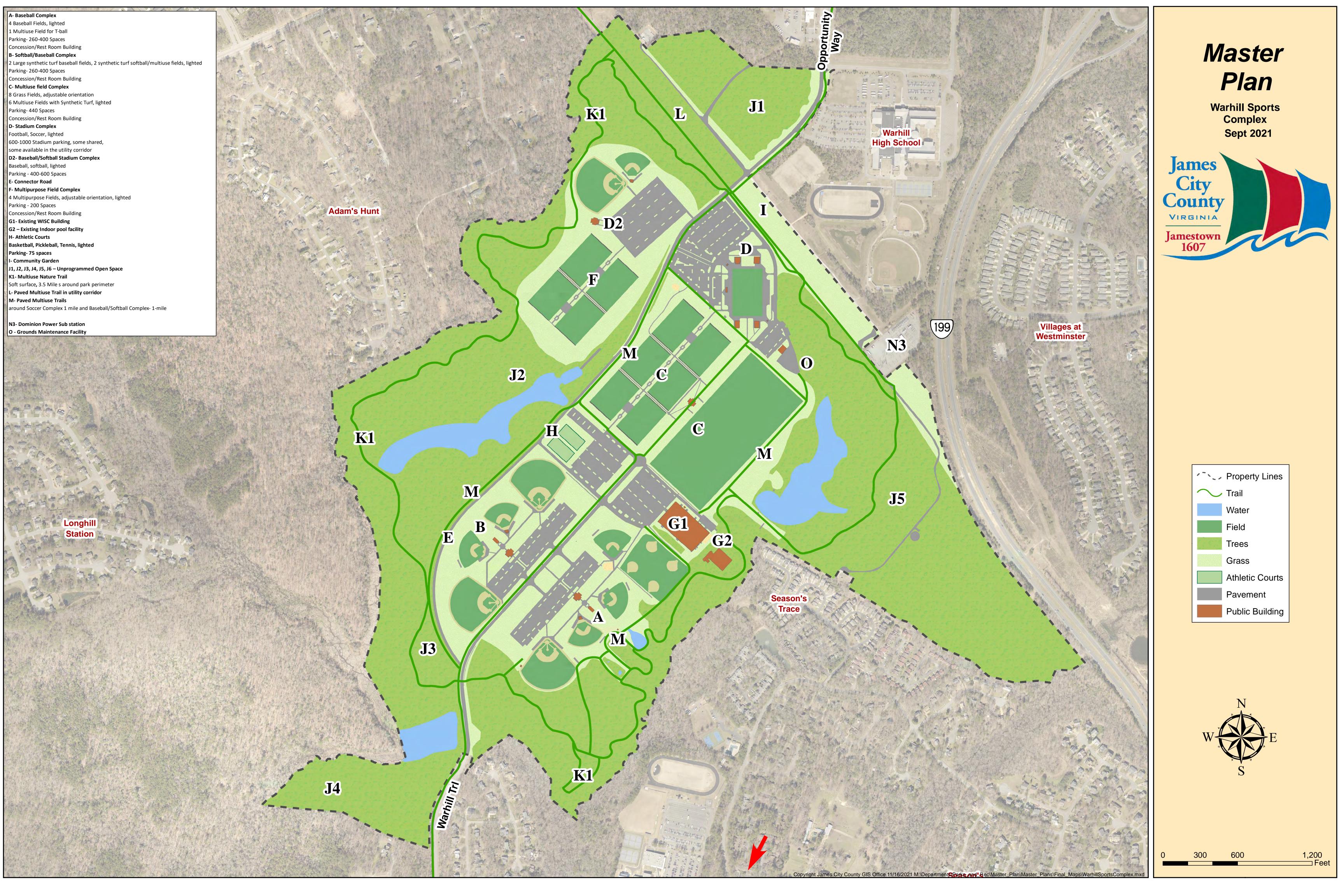
- E- Sports Field Complex
- _2 Multi-purpose Practice Fields
- _1 Lighted Competition Field _Bleachers for 500
- _Concession/Rest Room Building
- Parking 160 Spaces
- F- Multi-purpose Field Complex _8 Multi-purpose Fields,
- adjustable orientation, lighted
- _Parking 400 Spaces _Concession/Rest Room Building
- G1- Existing WISC Building
- G2- Proposed Indoor Sports Facility_
- J1, J2, J3, J4, J5, J6 Unprogrammed Open Space

- K1- Multiuse Nature Trail, soft surface, 3.5 Miles around park perimeter with connections to $_$ Lafayette High School, Seasons Trace, and other neighborhoods
- L- Paved Multiuse Trail in utility corridor
- M- Paved Multiuse Trails around Soccer Complex- 1 mile _and Baseball/Softball Complex- 1-mile
- N2- Unprogrammed Open Space capable of supporting additional stadium parking.
- N3- Dominion Power Substation
- Q- BMX Park
- $\ensuremath{\mathsf{AA}}$ Running Center, multi-purpose room, office space, restrooms, multiuse filed area
- BB Williambsburg Area Transport

9/19/2016







AGENDA ITEM NO. I.1.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Tammy Rosario, Assistant Director of Community Development

Discussion or consideration of the acquisition of real property for a public purpose,

where discussion in an open meeting would adversely affect the bargaining position or

SUBJECT: negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3) of the

Code of Virginia and pertaining to 6616 Cranston Mill Pond Road as well as property along the Brick Bat Road Corridor, Jamestown Road Corridor, and the Forge Road

Corridor

REVIEWERS:

Department Reviewer Action Date

Board Secretary Saeed, Teresa Approved 1/18/2022 - 11:44 AM

AGENDA ITEM NO. I.2.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, 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 and

pertaining to the Planning Commission

ATTACHMENTS:

Description Type

REVIEWERS:

Department Reviewer Action Date

Board Secretary Saeed, Teresa Approved 1/18/2022 - 1:25 PM

AGENDA ITEM NO. I.3.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Consultation with legal counsel employed or retained by a public body regarding

specific legal matters requiring the provision of legal advice by such counsel, pursuant to

Section 2.2-3711 (A)(8) of the Code of Virginia

REVIEWERS:

Department Reviewer Action Date

Board Secretary Saeed, Teresa Approved 1/18/2022 - 11:54 AM

AGENDA ITEM NO. I.4.

ITEM SUMMARY

DATE: 1/25/2022

SUBJECT:

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney & Scott A. Stevens, County Administrator

Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such

contract, where discussion in an open session would adversely affect the bargaining

position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)

(29) of the Code of Virginia

REVIEWERS:

Department Reviewer Action Date

Board Secretary Saeed, Teresa Approved 1/18/2022 - 11:55 AM

AGENDA ITEM NO. J.1.

ITEM SUMMARY

DATE: 1/25/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Adjourn until 8 a.m. on February 3, 2022 for Local Government Day at the Capitol

REVIEWERS:

Department Reviewer Action Date

Board Secretary Saeed, Teresa Approved 1/18/2022 - 11:44 AM