

**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**  
**April 26, 2022**  
**1:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATION**

1. Proclaiming May 1-7, 2022 as Public Service Recognition Week in James City County
2. Proclaiming May 1-7, 2022 as Resilience Week in James City County
3. VDOT Project Pipeline

**D. CONSENT CALENDAR**

1. Contract Award - \$833,480 - Replacement Fire Pumper
2. Minutes Adoption

**E. BOARD DISCUSSIONS**

1. Hampton Roads Alliance Update
2. Business investment Grant Program
3. Fiscal Year 2023-2024 Budget Business Meeting

**F. BOARD CONSIDERATIONS**

**G. BOARD REQUESTS AND DIRECTIVES**

**H. REPORTS OF THE COUNTY ADMINISTRATOR**

**I. CLOSED SESSION**

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

**J. ADJOURNMENT**

1. Adjourn until 5 pm on May 10, 2022 for the Regular Meeting

**ITEM SUMMARY**

DATE: 4/26/2022

TO: The Board of Supervisors

FROM: Latara Rouse, Communications Manager

SUBJECT: Proclaiming May 1-7, 2022 as Public Service Recognition Week in James City County

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**ATTACHMENTS:**

	Description	Type
	Proclamation	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 5:26 PM

**PROCLAMATION**

**PUBLIC SERVICE RECOGNITION WEEK, MAY 1-7, 2022**

***WHEREAS**, celebrated annually during the first week of May since 1985, Public Service Recognition Week is time set aside to honor employees of the federal government, state and local governments and members of the uniformed services; and*

***WHEREAS**, the citizens of James City County are served every day by public servants who provide a range of diverse services with integrity and efficiency; and*

***WHEREAS**, County employees, as public servants, have worked hard to help James City County overcome the challenges from the COVID-19 pandemic by allowing essential services to continue and have played a critical role in protecting public health and safety; and*

***WHEREAS**, County employees serve the public in Community Development, General Services, Social Services, Economic Development, Human Resources, Fire, Police, Parks and Recreation, Financial and Management Services, Information Resources Management, County Administration, and more; and*

***WHEREAS**, James City County recognizes the generous contributions of time and talent by public employees and community volunteers, and the importance of the services they render; and*

***WHEREAS**, without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials.*

***NOW, THEREFORE, BE IT RESOLVED**, that I, Chairman of the Board of Supervisors of James City County, do hereby proclaim **May 1-7, 2022** as **PUBLIC SERVICE RECOGNITION WEEK** in **JAMES CITY COUNTY**, and encourage the community to honor and recognize the accomplishments and contributions of the men and women who power our local government.*

***IN WITNESS, WHEREOF**, I hereunto set my hand and caused the seal of the County of James City, Virginia, to be affixed this 26th day of April, 2022.*

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John J. McGlennon  
Chairman, Board of Supervisors

**ITEM SUMMARY**

DATE: 4/26/2022

TO: Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Proclaiming May 1-7, 2022 as Resilience Week in James City County

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**ATTACHMENTS:**

	Description	Type
☐	Proclaiming May 1-7, 2022 as Resilience Week in James City County	Cover Memo
☐	Proclamation	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	4/14/2022 - 3:20 PM
Publication Management	Daniel, Martha	Approved	4/14/2022 - 3:22 PM
Legal Review	Parman, Liz	Approved	4/15/2022 - 8:19 AM
Board Secretary	Saeed, Teresa	Approved	4/15/2022 - 12:44 PM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2022 - 2:20 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 10:40 AM

## MEMORANDUM

DATE: April 26, 2022

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Proclaiming May 1-7, 2022, as Resilience Week in James City County

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The Greater Williamsburg Trauma Informed Network (GW-TICN) is comprised of representatives from public and private community organizations who work together to promote and support a trauma-aware, resilient, and compassionate community. The GW-TICN serves individuals and families throughout James City County, York County, and the Cities of Williamsburg and Poquoson.

The first week of May has been designated in Virginia as Resilience Week in order to bring awareness to this important initiative.

Research shows that adverse childhood experiences (ACEs) is defined as potentially traumatic events that occur in childhood, such as experiencing violence, abuse, or neglect, which have a tremendous impact on the health and well-being across the lifespan of an individual. Building resilience to buffer against potential ACEs is a community responsibility that affects the current and future quality of life in the community.

During Resilience Week, both virtual and in-person activities are planned for professionals and community members around the theme of “Resilience Rocks”. James City County specific activities will be planned, to include the unveiling of a “Resilient Rock Garden” at Freedom Park.

Staff respectfully requests that the Board officially proclaim May 1-7, 2022, as Resilience Week in James City County.

RV/md  
ResilienceWk22-mem

**PROCLAMATION**

**RESILIENCE WEEK, MAY 1-7, 2022**

**WHEREAS**, *community members are vital to our locality's success, prosperity, and quality of life, and their experiences and relationships are vital to forming a strong foundation for healthy development; and*

**WHEREAS**, *families need safe, stable, nurturing communities and positive connections with caring individuals to foster healthy development; and*

**WHEREAS**, *adverse childhood experiences (ACEs) are defined as potentially traumatic events that occur in childhood, such as experiencing violence, abuse, or neglect, which have a tremendous impact across the lifespan of an individual; and*

**WHEREAS**, *building resilience to buffer against potential ACEs is a community responsibility that affects the current and future quality of life in the community; and*

**WHEREAS**, *investing in programs, strategies, and policies that support children and adults can help to ensure that communities develop resilience; and*

**WHEREAS**, *James City County recognizes and acknowledges the work of the Greater Williamsburg Trauma Informed Community Network in encouraging all individuals, families, groups, and organizations to work together in efforts to promote and foster resilience, thereby ensuring positive childhood experiences and strengthening our communities.*

**NOW, THEREFORE, BE IT RESOLVED**, *that I, Chairman of the Board of Supervisors of James City County, do hereby proclaim **May 1-7, 2022** as **RESILIENCE WEEK** in **JAMES CITY COUNTY**, and I call this observance to the attention of all our citizens.*

**IN WITNESS, WHEREOF**, *I hereunto set my hand and caused the seal of the County of James City, Virginia, to be affixed this 26th day of April, 2022.*

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John J. McGlennon  
Chairman, Board of Supervisors

**ITEM SUMMARY**

DATE: 4/26/2022

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: VDOT Project Pipeline

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Mr. Jerry M. Pauley, Senior Planning Specialist with VDOT's Hampton Roads District and Mr. Chad Tucker, Program Manager with Virginia's Office of Intermodal Planning and Investment will brief the Board of Supervisors on VDOT's Project Pipeline and efforts to reduce traffic congestion on Route 199.

**REVIEWERS:**

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	4/12/2022 - 10:40 AM
Publication Management	Daniel, Martha	Approved	4/12/2022 - 10:42 AM
Legal Review	Kinsman, Adam	Approved	4/12/2022 - 2:12 PM
Board Secretary	Saeed, Teresa	Approved	4/14/2022 - 10:45 AM
Board Secretary	Purse, Jason	Approved	4/19/2022 - 2:05 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 2:05 PM

**ITEM SUMMARY**

DATE: 4/26/2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - \$833,480 - Replacement Fire Pumper

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Fire	Ashe, Ryan	Approved	4/8/2022 - 12:03 AM
Publication Management	Pobiak, Amanda	Approved	4/8/2022 - 8:07 AM
Legal Review	Parman, Liz	Approved	4/8/2022 - 11:37 AM
Board Secretary	Saeed, Teresa	Approved	4/14/2022 - 10:43 AM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2022 - 2:13 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 10:40 AM



## MEMORANDUM

DATE: April 26, 2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - \$833,480 - Replacement Fire Pumper and Fiscal Year 2022 Budget Appropriation

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The proposed Fiscal Year (FY) 2023 Capital Improvements Program budget includes funds for the purchase of one replacement fire pumper. The manufacturer has announced a 7% price increase effective May 1, 2022, therefore, the Fire Department is requesting to authorize the contract prior to the increase.

The Fire Department, Fleet, and Purchasing staff examined different options and determined the most efficient procurement method for this purchase is to use a cooperative purchasing contract issued by the Houston-Galveston Area Council (H-GAC) to Atlantic Emergency Solutions. The H-GAC contract contains wording allowing other localities to purchase from the contract. By participating in the cooperative procurement action, staff believes the County will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process.

The H-GAC Fire Service Apparatus cooperative contracts offer 20-plus vendors for various rescue and fire apparatus. Base bid items are listed on the specific product pages. Almost all contracts include a wide array of additional configurations, optional equipment, and accessories that are available to allow localities to configure equipment/services to suit their unique requirements. These items were included with the contractor's bid/proposal response and are part of the recommended contract.

Fire Department technical staff researched the design, construction, and field performance of the Pierce Enforcer PUC Pumper, worked closely with Atlantic Emergency Solutions to design a vehicle that will meet the Department's needs, and negotiated a price of \$866,954 for a replacement fire pumper. The vendor offers a pre-payment discount of \$33,474, reducing the total purchase price to \$833,480.

The replacement pumper is intended for Fire Station 1 and is consistent with the newer model pumpers already in service. The Fire Department will take the oldest reserve pumper out of service and shift the oldest non-reserve pumper to reserve status. The former pumpers may be sold or used elsewhere by the County in a non-emergency capacity.

Staff recommends adoption of the attached resolution authorizing an amendment to the County FY2022 budget and a contract award to Atlantic Emergency Solutions in the amount of \$833,480 for a Pierce Enforcer PUC Pumper.

RTA/ap  
CA-FY22BA-FirePmp-mem

Attachment

## **RESOLUTION**

### **CONTRACT AWARD - \$833,480 - REPLACEMENT FIRE PUMPER**

### **AND FISCAL YEAR 2022 BUDGET APPROPRIATION**

WHEREAS, funds are requested in the Fiscal Year (FY) 2023 Capital Improvements Program (CIP) budget for the purchase of a replacement pumper; 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 Houston-Galveston Area Council issued a cooperative purchasing contract to Atlantic Emergency Solutions as a result of a competitive sealed Invitation for Bid; and

WHEREAS, Fire Department, Fleet, and Purchasing staff determined the contract specifications meet the County's performance requirements for a pumper and negotiated a price of \$866,954 with Atlantic Emergency Solutions for a Pierce Enforcer PUC Pumper, and a pre-payment discount of \$33,474 is offered; and

WHEREAS, the Board of Supervisors desires to allocate and appropriate \$833,480 of the County's Fund Balance to purchase this fire pumper.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute a contract with Atlantic Emergency Solutions for a Pierce Enforcer PUC Pumper in the amount of \$833,480 and authorizes the appropriations as shown below.

**General Fund - Funding Source:**

Fund Balance	<u>\$833,480</u>
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**General Fund - Funding Use:**

Transfer to Capital Projects Fund	<u>\$833,480</u>
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**Capital Projects Fund - Funding Source:**

Transfer from the General Fund	<u>\$833,480</u>
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**Capital Projects Fund - Expenditure:**

Replacement Fire Pumper	<u>\$833,480</u>
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John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

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Teresa J. Saeed  
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of April, 2022.

CA-FY22BA-FirePmp-res

**ITEM SUMMARY**

DATE: 4/26/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
📎	March 8, 2022 Regular Meeting Minutes	Minutes
📎	March 11, 2022 Joint Meeting Minutes	Minutes
📎	March 12, 2022 Retreat Meeting Minutes	Minutes
📎	March 22, 2022 Business Meeting Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/15/2022 - 12:43 PM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**March 8, 2022**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Pledge Leader - Giavanna "Gigi" Gravgaard, a 5th grade student at Matthew Whaley Elementary School, led the Board and citizens in the Pledge of Allegiance

**E. PUBLIC COMMENT**

None.

**F. CONSENT CALENDAR**

None.

**G. PUBLIC HEARING(S)**

1. Ordinance to Amend County Code Ch. 2, Article II. Magisterial District, Election Districts and Election Precincts

A motion to Approve the Ordinance 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 informed the Board that Ms. Liz Parman, Deputy County Attorney, would be

addressing the Board with the staff presentation. Mr. McGlennon stated as of March 1, 2022, Ms. Parman had become the Deputy County Attorney, adding she was the fourth individual to hold this position, in addition to being the first woman appointed as Deputy Attorney.

The Board and audience members applauded.

Ms. Parman thanked Mr. McGlennon. Ms. Parman recognized Ms. Kim Hazelwood, GIS Supervisor, for the maps she created as it was a pertinent part of the redistricting process. In addition, Ms. Parman recognized Mr. Jason Purse, Assistant County Administrator, who was also very helpful during this process. Ms. Parman stated the County was required to redistrict every 10 years following the release of the decennial census population data. Ms. Parman indicated the Board endorsed a new district level map for the County on its September 28, 2021, meeting. Ms. Parman stated the Virginia Supreme Court established voting districts for the Virginia General Assembly and U.S. Congress on December 28, 2021, which allowed staff to establish proposed precincts in the previously endorsed district level maps, adding this was displayed on the PowerPoint presentation. Ms. Parman stated before the Board was a final Ordinance and map for the Board's approval. Ms. Parman indicated in this map the County retains its five election districts, adding there was an uneven increase in population across the County, which required staff to move approximately 3,400 individuals across districts. Ms. Parman remarked that was approximately 4% of the population. Ms. Parman referred to 2011 redistricting for comparison purposes, adding over 20,000 individuals were moved across districts, which was approximately 33% of the population. Ms. Parman mentioned the new proposed Ordinance would eliminate one precinct in the Roberts District to include 875 voters, which would establish a total of 18 precincts in the County. Ms. Parman stated Berkley, Powhatan, and Roberts Districts would be amended to account for new voters, Roberts A District would remain unchanged, precincts in the Stonehouse District were amended to account for a larger than permitted precinct in Stonehouse B District, adding where voters were shifted to accommodate, two precincts in the Jamestown District were amended to put voters closer to a new polling place, adding Jamestown C and D to remain unchanged. Ms. Parman stated per Virginia State Code required no split precincts or precincts with over 5,000 registered voters, adding the requirement was met. Ms. Parman advised the Ordinance would establish a new satellite office for early voting located at 4095 Courthouse Green, adding it would also be the new location for the Office of Elections. Ms. Parman recognized Ms. Dianna Moorman, Director of Elections present in the boardroom. Ms. Parman indicated 4095 Courthouse Green would also be a polling place on Election Day. Ms. Parman noted staff recommended the Board of Supervisors adopt the new map and Ordinance, and once adopted it would then be sent to the Attorney General's Office for certification. Ms. Parman welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Parman for the presentation.

Mr. Icenhour commended staff for the hard work conducted.

Ms. Parman replied thank you.

Mr. McGlennon stated that the Roberts District would be losing one precinct through the combination of what is currently Roberts Districts B and C, adding those districts would currently utilize the polling location initially used for Robert District C. Mr. McGlennon stated the polling location that was in place for Roberts District B and the new precinct which would include the combination Roberts Districts B and C are equidistant. Mr. McGlennon commented this should not cause inconvenience, adding it would allow for a more efficient utilization of staff resources and the volunteers who assist on Election Day.

Ms. Larson requested to ensure once the certification was completed by the Attorney General's Office that notification to voters was conducted. Ms. Larson was aware voters

would receive a voter's card. Ms. Larson asked if there was a number of voters in the Berkeley District who would be required to move precincts.

Ms. Parman confirmed yes, some voters would be shifted to another polling location.

Ms. Larson recommended Ms. Moorman address the Board to confirm the type of notification voters would receive. Ms. Larson asked Ms. Parman if that would be possible.

Ms. Parman replied yes certainly.

Ms. Moorman addressed the Board to confirm voter cards would be sent out as the form of notification, adding the first mailer would be done in conjunction with other localities across the state, which had also been changed with Congressional District. Ms. Moorman indicated the County had changed from two Congressional Districts to one. Ms. Moorman advised voter cards would be sent out to all County voters due to the number of shifts made, adding the voter cards would go out in the form of a postcard opposed to the long voter's strip envelope used in the past. Ms. Moorman stated once the initial mailing was conducted, the long voter's strip envelope would be utilized again. Ms. Moorman stated that a significant media campaign would be conducted for changing the Vote Center, General Registrar's Office, and the precincts. Ms. Moorman remarked the goal was to run a multifaceted campaign.

Ms. Larson indicated Fire Administration Building had opened when Congressional District 2 was added.

Ms. Moorman replied yes, in 2016.

Ms. Larson asked if that Congressional District would be no longer.

Ms. Moorman stated correct, adding the County only had one Congressional District.

Ms. Larson replied ok.

Ms. Moorman stated it would help eliminate a lot of confusion, adding the Fire Administration Building would remain a polling place, which was one of the precincts not affected by any changes. Ms. Moorman indicated Berkeley D would be the smallest precinct in the County now that Roberts District B and C had merged.

Ms. Larson replied alright, thank you.

Ms. Moorman commented since the County now had the Vote Center, the turnout was not significant for the polling place on Election Days now.

Mr. McGlennon asked if the early voting location was available to any voter in the County. Ms. Moorman replied yes, correct.

Ms. Moorman stated No-excuse early voting, if there was a primary, which currently was unknown; however, that information would be obtained in April. Ms. Moorman added if there were a primary, voting would begin May 6, for that primary of June 21. Ms. Moorman indicated Williamsburg-James City County Schools would be closed that day if a primary was determined. Ms. Moorman reported a new change in which primaries would be moved to the third Tuesday in June, adding then the County would begin voting again in September for the November General.

Ms. Sadler stated to her knowledge her district would no longer be at Stonehouse, it moved to Hickory Neck, adding her understanding was that precinct moved to Toano Middle School.

Ms. Sadler asked Ms. Moorman if that information was correct.

Ms. Moorman confirmed yes, that was correct. Ms. Moorman explained Hickory Neck was great in the past; however, the population was growing and no longer had the parking facility, adding it was not inside the precinct lines.

Ms. Sadler requested some signage at Hickory Neck to notify voters of the change in polling location.

Ms. Moorman replied yes, signage would be implemented.

Ms. Sadler stated thank you.

Ms. Moorman replied this was her second redistricting she had gone through. Adding that each of the polling places, in addition to the areas that would no longer have an election would have signage posted. Ms. Moorman explained signage would notify voters of the new precinct based on street which residence resides.

Ms. Sadler asked if the signage would be out near the road visible for individuals to avoid turning into the premises.

Ms. Moorman confirmed yes, adding it would be an A-frame sign in addition to multiple stake signs.

Ms. Sadler replied good, thank you.

Mr. McGlennon thanked Ms. Moorman.

Mr. McGlennon opened the Public Hearing.

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

## 2. Ordinance to Amend Transient Lodging Tax

A motion to Approve 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. McGlennon welcomed Mr. Bradshaw.

Mr. Richard Bradshaw, Commissioner of the Revenue, addressed the Board advising an Ordinance change was initiated due to state changes. Mr. Bradshaw explained the state had mandated online booking agencies would be responsible for collecting and remitting local transient occupancy taxes, adding this was not the case prior to the state legislation. Mr. Bradshaw stated previously it was the responsibility of each individual business to remit its own local transient occupancy tax. Mr. Bradshaw indicated the County would be required to manage registration and audit the returns from the online booking agencies. Mr. Bradshaw advised Airbnb was excluded from this requirement. Mr. Bradshaw mentioned the Ordinance before the Board was to reflect the changes which were made at the state level.

Ms. Sadler asked if this was considered a housekeeping item.

Mr. Bradshaw replied in a manner of speaking yes.



Ms. Sadler replied thank you.

Mr. Hipple asked instead of the businessowners collecting and forwarding the local transient occupancy taxes it would now require the online booking agencies to do so, correct. Mr. Bradshaw responded basically; however, the businessowners would still be required to file as not all reservations would come through the online booking agencies. Mr. Hipple expressed this may be more beneficial, for instance, some businessowners may not be aware of the local tax requirements and were not forwarding payment; however, if this was to go through a third party, it would allow payment which was not received prior.

Mr. Bradshaw mentioned to his knowledge there was an amendment which was implemented this year in relation to the state Ordinance, which would require the online booking agencies to inform of the particular locality the local transient occupancy tax was being collected which Mr. Bradshaw expressed the beneficial aspect as it would be easier regarding enforcement at the local level. Mr. Bradshaw reiterated Airbnb was excluded.

Mr. Hipple stated he has an Airbnb, adding at the end of the year he received a statement of total earnings for the Airbnb. Mr. Hipple noted he followed all County guidelines, adding he received a booklet from the County. Mr. Hipple expressed it was easy to fill out and complete.

Mr. Bradshaw stated the County tried to do that across the board, adding new Airbnb participants still received a year's worth of vouchers; however, it was not in the booklet form.

Mr. Hipple replied right, adding he received the vouchers; however, the booklet impressed him. Mr. Hipple stated good job on the booklets. Mr. Hipple reiterated the concerns of some potential businessowners who may be unaware of the taxes required to be collected and forwarded.

Mr. Bradshaw reiterated the online booking agencies would be collecting the local transient lodging tax for the businessowner, but it would provide information as to where the local tax was allocated. Mr. Bradshaw explained business license was involved in addition to zoning regulation requirements.

Mr. Hipple replied thank you.

Ms. Larson asked if for instance, if an individual makes a reservation on booking.com, the local tax was then collected, adding booking.com was required to forward the local transient occupancy taxes to the County, correct.

Mr. Bradshaw confirmed yes; however, the businessowner of the property would still be required to ensure the local transient occupancy tax was paid.

Ms. Larson asked how that would work.

Ms. Sadler commented the County would audit it.

Mr. Bradshaw stated the County requested on state level that the online booking agencies provide information as to which locality the local tax would be collected for, adding the original state legislation which passed a year and a half ago did not include that provision. Mr. Bradshaw commented this would allow the County to locate the local transient occupancy tax funds.

Ms. Larson expressed her concern of relying on the third party online booking agent to forward the local transient occupancy tax.

Mr. Bradshaw reiterated in addition to the online booking agent collecting the tax the businessowner of the property would still be required to file and provide documentation that the online booking agent collected and remitted for the confirmed nights reserved. Mr. Bradshaw stated there may be rooms which were not covered under the online booking agent format.

Ms. Larson asked if an individual paid for one night, the rest of the stay would be the businessowner's responsibility to collect the local transient occupancy tax.

Mr. Bradshaw stated he was unsure of each individual format.

Ms. Larson replied very interesting.

Mr. Hipple mentioned the concern previously was while one businessowner may be following the County guidelines, there may be another businessowner who was not. Mr. Hipple advised this would allow the County to detect the confirmed reservation in addition to the taxes collected.

Ms. Larson expressed her disbelief that this process would work, adding she referenced the inability to collect and remit online local taxes.

Ms. Sadler mentioned it was a zip code dilemma.

Mr. Hipple stated this was a start.

Mr. Bradshaw reported Amazon was not required to report the locations where deliveries were being made; however, in this case the online booking agents would be required to report to the County the third party for which was collection and remittance was done. Mr. Bradshaw added the County would then be able to track and ensure a local license had been secured.

Ms. Larson replied alright, thank you.

Mr. McGlennon opened the Public Hearing.

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

3. Z-21-0012 and MP-21-0003. Proffer and Master Plan Amendment for the Continuing Care Retirement Facility at Ford's Colony (Ford's Village)

A motion to Defer the consideration of this case until April 12, 2022, 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 stated there would not be an applicant or staff presentation on the item this evening, adding the applicant had requested a deferral until April 12, 2022.

4. SUP-21-0026. Living Word Church of God

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

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

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

Mr. McGlennon recognized Mr. John Risinger, Planner.

Mr. Risinger addressed the Board noting the specifics of the application. Mr. Risinger mentioned a previous site plan was approved for the church in 1996 and an amendment to the site plan was approved in 2000. Mr. Risinger stated the initial construction included the church building currently on-site; however, the associated permits expired prior to completion of the interior renovations and other site improvements. Mr. Risinger advised a new site plan and building permit were required to complete the necessary improvements, adding in 2017 the A-1 Zoning District was amended to require a Special Use Permit (SUP) for places of assembly. Mr. Risinger stated the rehabilitation to the existing church would be completed prior to occupancy, adding the church would seat up to 150 people. Mr. Risinger noted site improvements would include 30 parking spaces. Mr. Risinger stated at the Planning Commission's February 2, 2022, Regular meeting, the Planning Commission voted 5-0 to recommend approval of this SUP to the Board of Supervisors, subject to the proposed conditions. Mr. Risinger remarked staff found the SUP to be compatible with surrounding development, consistent with the 2045 Comprehensive Plan, and Zoning Ordinance. Mr. Risinger welcomed any questions the Board might have, adding the applicant was present as well.

Mr. McGlennon recognized Mr. Tim O'Connor, Chair of the Planning Commission.

Mr. O'Connor addressed the Board noting the members of the Planning Commission were in favor of the application as the rehabilitation would increase the aesthetics of the property, adding stormwater improvements were also included in the proposal, which was a positive component. Mr. O'Connor stated he was happy to answer any questions the Board might have.

Mr. McGlennon thanked Mr. O'Connor.

Mr. McGlennon opened the Public Hearing.

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

Mr. McGlennon noted Items Nos. 5 and 6 would be subject to a combined presentation.

5. AFD-21-0003. 360 Racefield Drive Barnes Swamp Withdrawal

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

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

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

Mr. McGlennon recognized Mr. Tom Leininger, Principal Planner.

Mr. Leininger addressed the Board noting Mr. Brendan Grajowski, Hexagon Energy, LLC, had applied for an SUP to construct a solar farm in addition to an Agricultural and Forest District (AFD) Withdrawal request to remove 26 acres from the 65.26-acre parcel located in the Barnes Swamp AFD. Mr. Leininger stated the proposed solar farm would consist of ground-mounted arrays on a single-axis solar tracker in addition to a 50-foot vegetated buffer closest to Racefield Drive. Mr. Leininger stated the 2045 Comprehensive Plan designated the property as Rural Lands, adding the 2045 Comprehensive Plan did not specifically identify solar power or utilities in Rural Lands. Mr. Leininger discussed specifics which were not compatible with the 2045 Comprehensive Plan. Mr. Leininger advised the Planning

Commission voted 4-1 to find this proposal consistent with the 2045 Comprehensive Plan, adding the AFD Withdrawal request was reviewed by staff which resulted in only met one of the four criteria listed in the Board adopted policy governing the withdrawals of property from AFDs. Mr. Leininger cited the four criteria. Mr. Leininger stated at the AFD Advisory Committee meeting on January 27, 2022, where the Committee voted 5-0 with one member abstaining to recommend denial of the withdrawal request to the Planning Commission and the Board of Supervisors, adding on February 2, 2022, the Planning Commission voted 3-2 to recommend denial of the withdrawal request to the Board of Supervisors. Mr. Leininger mentioned based on the evaluation of criteria in the Board adopted policy governing the withdrawals of property in the AFDs, staff recommended denial of the AFD Withdrawal request to the Board of Supervisors. Mr. Leininger stated at the February 2, 2022, Planning Commission meeting, the Planning Commission voted 4-1 to recommend approval of the SUP to the Board of Supervisors. Mr. Leininger noted staff finds this proposal inconsistent with the 2045 Comprehensive Plan and recommended denial to the Board of Supervisors, adding if the Board chose to approve the SUP there were proposed conditions to mitigate potential impacts of the development. Mr. Leininger advised if the Board denied the AFD Withdrawal request, but approved the SUP request the included resolution specifies that no site plan would be approved until the area was withdrawn from the Barnes Swamp AFD. Mr. Leininger informed the Board the landowner could remove the property later this year during the renewal period for the District. Mr. Leininger welcomed any questions the Board might have, adding the applicant was also present.

Mr. Hipple asked when the renewal period was.

Mr. Leininger stated he believed it was sometime in September.

Ms. Sadler commented it would be up for renewal anyway.

Mr. Leininger confirmed yes.

Mr. Hipple mentioned there were a couple of Board statements to include reasons for withdrawal which included: 1) could the landowner anticipate utilizing the land for solar farm purposes to allow revenue to the landowner in addition to the County; and 2) it would not cause damage or disrupt the existing District. Mr. Hipple stated from what he heard it would not disrupt the district.

Mr. Leininger stated correct.

Mr. Hipple expressed his perspective might be different if the renewal period was not coming up soon; however, he felt there was no significant impact.

Mr. Icenhour asked if there was a withdrawal prior to termination was the landowner required to pay the back taxes from the last approval in 2018.

Mr. Leininger deferred the question to Mr. Bradshaw.

Mr. Bradshaw stated AFDs and land use while similar were two different entities. Mr. Bradshaw indicated a change in land use would require a rollback of the land use evaluations for the current year and preceding five years, adding the rollback would bring the taxes paid on the property that had the change in land use up to market value for those periods in addition to simple interest at a 10% annual rate calculated on a monthly basis.

Mr. Icenhour asked Mr. Bradshaw if he knew the calculation on that.

Mr. Bradshaw replied no.

Mr. McGlennon asked Mr. O'Connor to the podium.

Mr. O'Connor expressed vast majority of the Planning Commission members did not feel this application was of significance to withdrawal from the Barnes Swamp AFD early and for future considerations of withdrawals from the AFDs. Mr. O'Connor stated it was an interesting discussion as staff felt the solar farm was in accordance with the 2045 Comprehensive Plan as it was a way to use the rural lands without developing it for residential lots in addition the applicant addressed the traffic flow concerns on Racefield Drive. Mr. O'Connor stated four of the Planning Commission members agreed this was a good use of the land as solar farms typically had a 20–25-year lifespan, so it was not permanent like other types of development. Mr. O'Connor welcomed any questions the Board might have.

Mr. McGlennon thanked Mr. O'Connor.

Mr. McGlennon opened the Public Hearing.

1. Mr. Brendan Grajowski, Development Manager of Hexagon Energy, LLC, addressed the Board to discuss the proposed Racefield Solar Project. Mr. Grajowski recognized his colleague Mr. Scott Foster with Gentry Locke law firm. Mr. Grajowski presented a PowerPoint presentation to the Board and provided an overview of topics to be discussed. Mr. Grajowski briefly touched on the project specifics. Mr. Grajowski displayed the most recent submitted master plan on the PowerPoint presentation. Mr. Grajowski briefly touched on the comprehensive plan conformance, adding while the Planning Commission determined the project was not consistent with the County's 2045 Comprehensive Plan; however, it was pertinent to note that within one of the covenants of the AFD itself this pursuant use was in accordance with the Comprehensive Plan. Mr. Grajowski expressed his belief that solar was an anticipated use in the rural lands, adding Mr. Foster would discuss that further.

2. Mr. Scott Foster, Associate Attorney at Gentry Locke, highlighted specifics in the 2045 Comprehensive Plan for compliance and intent purposes on the PowerPoint presentation.

Mr. Grajowski discussed the small-scale benefits of the project. Mr. Grajowski received a request from Ms. Sadler to look into the traffic impacts during the construction period. Mr. Grajowski confirmed the construction phase of approximately three to four months after, adding he would circle back to this topic momentarily. Mr. Grajowski discussed the community engagement approaches conducted for the project. Mr. Grajowski listed the Project Improvements on the PowerPoint presentation. Mr. Grajowski touched on the traffic impact concerns, reiterating the construction phase of three to four months indicating there would be a ramp-up and down period during the middle of the construction of approximately a month each. Mr. Grajowski stated construction peak periods would equate to approximately one delivery per day for the equipment. Mr. Grajowski stated the worker vehicles would be regular pedestrian vehicles, adding on-site parking would be conducted. Mr. Grajowski advised a permit bond was in place for any potential traffic related impact damage concerns. Mr. Grajowski remarked Ms. Sadler had requested paneling to be sourced domestically, which would be accommodated. Mr. Grajowski discussed and displayed the vegetative screening on the PowerPoint presentation, which would screen all sides of the property. Mr. Grajowski spoke about the cons of the east side of Racefield Drive, adding the road was very windy and narrow. Mr. Grajowski displayed a proposed mitigation route, adding Condition Nos. 8 and 9 would still need Virginia Department of Transportation (VDOT) and County approval in addition to the permit bond to confirm this route would be the finalized route. Mr. Grajowski stated Kimley-Horn and Associates Inc., traffic consultant, confirmed this proposed mitigation route was route-appropriate, adding the intersections and roads could handle the level of traffic. Mr. Grajowski advised in the event of the project being approved there would be two additional traffic studies conducted for final validation purposes. Mr.

Grajowski highlighted various factors of the AFD Withdrawal on the PowerPoint presentation. Mr. Grajowski displayed the anticipated project timeline if the Board of Supervisors were to approve the application. Mr. Grajowski stated the property would remain farmed beyond the AFD term expiration, adding the SUP process was just the beginning of obtaining full County approval. Mr. Grajowski welcomed any questions the Board might have.

Mr. McGlennon thanked Mr. Grajowski for presenting under the time constraints.

Ms. Sadler asked if the farming would continue until all aspects of the application were approved.

Mr. Grajowski confirmed yes.

Ms. Larson stated she had visited the property. Ms. Larson expressed her concern with the type of vegetation, specifically a deer resistant vegetation. Ms. Larson stated the displayed visuals on the PowerPoint presentation looked good, however, the vegetation could be compromised.

Mr. Grajowski replied absolutely, adding a Landscape Management Plan (LMP) would be implemented with County approval.

Ms. Larson reiterated the concerns.

Mr. Grajowski stated it would be addressed to determine if it could be accommodated in the LMP.

Ms. Larson responded thank you.

Mr. McGlennon asked if there were any additional questions for staff.

Ms. Larson requested if an approval was made on this application, she would request staff provide a follow-up on the vegetation screenage concern.

Mr. McGlennon closed the Public Hearing as there were no additional speakers.

Mr. Icenhour stated he visited the property as well. Mr. Icenhour commended the applicant and staff for the thorough work conducted on this. Mr. Icenhour stated he understood the hesitancy aspect to both the AFD Committee and the Planning Commission as there were certain guidelines which had to be thoroughly evaluated. Mr. Icenhour addressed the AFD withdrawal aspect of the application advising if it was removed from the AFD to commence construction, the property would continue to be farmed through the expiration of the AFD in addition construction would not occur until after the expiration of the AFD, adding this would allow for the planning aspect of the project to be completed. Mr. Icenhour stated this was considered 35-year conservation easement, adding it would not be divided into residential lots. Mr. Icenhour added at the end of the period there was a concise plan and bond on how the land would be restored. Mr. Icenhour remarked he felt this was a good alternative use to generate revenue for individuals who own rural lands. Mr. Icenhour expressed he was in favor of both the AFD early withdrawal and the project.

Mr. Hipple expressed his support for the solar farm project, adding it was a good alternative to preserve the rural lands. Mr. Hipple stated he and Ms. Sadler visited the property, adding the discussion to support materials sourced domestically. Mr. Hipple commended the applicant for accommodating the request to source domestically in addition to the community outreach for input on the project.

Ms. Sadler remarked in terms of removal from the AFD the property would be removed anyhow for specific reasons. Ms. Sadler expressed she felt this use of the property would protect the property from being developed, adding which was the County's goal to preserve the rural lands. Ms. Sadler noted positive feedback from local residents of the Racefield Drive area for the County guidelines in place. Ms. Sadler commended staff for all projects which come before the Board, adding the County guidelines were there to protect everyone. Ms. Sadler expressed she felt this project was low impact to the surrounding area. Ms. Sadler thanked Mr. Grajowski addressing the traffic related concerns, the community outreach, and for meeting with the Board. Ms. Sadler stated she did not see an issue removing the property out of the AFD early since it would be used for a specific purpose, adding this would allow the applicant to begin the planning process for the project. Ms. Sadler remarked for those reasons she was in support of the AFD withdrawal and the project.

Mr. McGlennon stated he visited the property with the applicant to better understand the circumstances. Mr. McGlennon stated it was important to acknowledge staff performed their duty very well in accordance with the County's AFD Withdrawal policies; however, it was up to the Board to contemplate the decision based on other considerations. Mr. McGlennon remarked the significant aspect in this case was the project would be utilized and not for intensive development. Mr. McGlennon added the beneficial aspect to property owners of rural lands. Mr. McGlennon expressed he felt this type of project would not be replicated in other parts of the County or region. Mr. McGlennon stated he was in favor of supporting the AFD early withdrawal in addition to the SUP.

6. SUP-21-0022. 360 Racefield Drive Solar Farm

A motion to Approve 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

**H. BOARD CONSIDERATION(S)**

1. S-21-0069. 2188 Lake Powell Road, Perkinson Family Subdivision

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

Mr. McGlennon recognized Mr. Paul Holt, Director of Community Development.

Mr. Holt addressed the Board advising Mr. Alister Perkinson had submitted a Family subdivision application on behalf of his father, Mr. Roderick Perkinson, to create a 3.8-acre lot within an existing parcel located at 2188 Lake Powell Road. Mr. Holt stated the property was approximately 28 acres, zoned R-8, Rural Residential, and located within the Gospel Spreading Church AFD. Mr. Holt cited the Gospel Spreading Church AFD Ordinance. Mr. Holt indicated if approved the new 3.8-acre parcel lot would remain within the Gospel Spreading Church AFD, adding staff found no proposed changes to the AFD nor any anticipated negative impacts on surrounding property. Mr. Holt noted staff recommends the Board authorize one single-family residential parcel of approximately 3.8 acres in size for a Family subdivision within the Gospel Spreading Church AFD. Mr. Holt further noted this application was not required to be reviewed by the Planning Commission. Mr. Holt stated at the January 27, 2022, AFD Advisory Committee meeting, the AFD Advisory Committee recommended approval of this request by a vote of 6-0. Mr. Holt welcomed any questions the Board might have, adding the Perkinson family was present as well.

Mr. McGlennon thanked Mr. Holt.

2. Initiation of Consideration of Amendments to the Zoning Ordinance and Subdivision Ordinance to Establish Lot Sizes in the R-8 and A-1 Zoning Districts that are Consistent with the Stated Rural Lands Designation Description and Development Standards of the 2045 Comprehensive Plan

A motion to Approve 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. McGlennon recognized Mr. Holt.

Mr. Holt addressed the Board noting in accordance with prior discussions staff had prepared an Initiating Resolution which was provided in the Board's Agenda Packet to consider potential amendments to the Zoning Ordinance and Subdivision Ordinance to revise the R-8 and A-1 Zoning Districts, adding this would set lot sizes to be consistent with the Rural Lands designation description and development standards. Mr. Holt stated the purpose of such amendments would be to implement Goal, Strategy, and Action Land Use Nos. 6.2 and 6.2.1 to allow for consistency with the stated descriptions. Mr. Holt mentioned staff recommends approval, adding he welcomed any questions the Board might have.

Mr. McGlennon thanked Mr. Holt.

3. 2022 Motor Vehicle Assessment

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

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

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

Mr. McGlennon recognized Mr. Bradshaw.

Mr. Bradshaw addressed the Board thanking the Board for adding this item to the Board's Agenda this evening as it was imperative to act on this matter. Mr. Bradshaw stated since 1995 the County had used average loan value according to the NADA pricing guide as the general assessment method for motor vehicles within the County, adding this method did not cover all motor vehicles as there were other methods utilized as well; however, this was the primary method. Mr. Bradshaw discussed individual motor vehicle values, adding as the motor vehicle ages a decline in value of 7%-10% annually. Mr. Bradshaw reported 2022 motor vehicle guides indicated an increase in value of between 10%-55% on virtually all motor vehicles newer than 2003. Mr. Bradshaw explained generally there was typically two or three models of motor vehicles which would increase in value during a course of a year; however, this was not the case. Mr. Bradshaw indicated a resolution was provided in the Board's Agenda Packet which would allow an assessment ratio of 75% of the NADA pricing guide values to alleviate the impact of these unprecedented increases. Mr. Bradshaw explained the resolution would be effective for calendar year 2022 only, adding if the values do not reset by 2023, another resolution would need to come before the Board. Mr. Bradshaw welcomed any questions the Board might have.

Mr. Icenhour asked if by using the 75% assessment ratio on NADA values, would the County's net value remain relatively close.



Mr. Bradshaw confirmed yes.

Mr. Icenhour asked if this figure would keep the County in the normal net value range.

Mr. Bradshaw replied it would neutralize the increase in the personal property book value.

Mr. Icenhour asked if these were specific motor vehicles which increased drastically.

Mr. Bradshaw responded no; it was all motor vehicles across the board. Mr. Bradshaw stated his Ford Focus increased by 48%, adding even with the 75% assessment ratio on NADA values he would have an increase of 10% or more on his personal property taxes in aspect to the motor vehicle.

Mr. Icenhour discussed the math aspect of the increased percentages in assessed values for motor vehicles. Mr. Icenhour stated approximately around the 35% range would be the breakeven area, adding individuals who had a higher percentage in assessed value would pay more and vice versa.

Mr. Bradshaw remarked essentially, adding the 75% assessment ratio was found to neutralize the increase in the personal property book value aspect.

Mr. Icenhour expressed he felt it was necessary to do for County citizens.

Mr. Hipple wanted to ensure the public was understanding of the circumstances, as there was no intent to increase County personal property taxes on motor vehicles due to the supply and demand issue with motor vehicles in addition to the unprecedented increase in values. Mr. Hipple explained this 75% assessment ratio would keep personal property taxes at a normal range opposed to drastically fluctuating annual taxes.

Mr. Bradshaw reiterated it would neutralize the increase in the personal property book value. Mr. Bradshaw explained in this case the purpose was to reduce the assessed values, so County citizens would pay less tax opposed to if the assessment method was not modified.

Mr. Hipple replied correct, adding the taxes may increase slightly; however, not to the extent it had in the past.

Discussion ensued.

Mr. McGlennon expressed caution as a certain percentage would be covered through state funding.

Mr. Bradshaw explained the state gives the County a fixed dollar amount.

Mr. McGlennon replied right, adding that becomes a smaller percentage of the total.

Mr. Bradshaw replied correct, adding last year's percentage was 39% on personal use motor vehicles advising state money funded that; however, if the adjustment was not implemented, the County would most likely be down to 20%. Mr. Bradshaw explained with the adjustment made, the state percentage should stay between 35%-39% range.

Mr. McGlennon expressed the flexibility benefit within this particular tax as it was not anticipated for this increased cost to continue.

Mr. Bradshaw remarked he personally felt the values would drastically decrease at some

point. Mr. Bradshaw stated whether it was to happen in the fall of this year or the spring of next year, adding if it happened in the spring of next year this process would reoccur for the calendar year 2023, but if it happened within the fall of this year business would resume as normal.

Mr. McGlennon asked for public notification purposes this would affect next year's personal property tax.

Mr. Bradshaw stated no, this would affect personal property tax for 2022, specifically the one due in June and December of this year.

Mr. McGlennon replied ok.

Mr. Bradshaw reiterated personal property taxes on a calendar year, specifically for calendar year 2022.

Mr. McGlennon asked if County citizens would notice the adjustment in the June 2022 statement.

Mr. Bradshaw confirmed yes. Mr. Bradshaw welcomed any individuals who were interested in what the taxes would reflect without the recent adjustment made could come by his office.

## **I. BOARD REQUESTS AND DIRECTIVES**

A motion to Direct Staff to Expedite the Impervious Cover and Hydrology Updates on the Powhatan Creek and Gordon Creek Watershed Management Plans and Provide This Information to the Board as Soon as Possible 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 he had a few items he had been collaborating with staff to address which would require motions. Mr. Icenhour stated the County's watershed management plans were the tools the County used to manage growth, so that the County could maintain the health and viability of the County's streams, adding the watershed health is the direct function of impervious cover. Mr. Icenhour remarked according to the County's watershed management plans streams begin degrading at 10% impervious cover and once 25% impervious cover is exceeded the streams become essentially stormwater conduits that could no longer support a diverse stream community. Mr. Icenhour mentioned Powhatan Creek watershed, adding it was the first watershed to execute a watershed management plan. Mr. Icenhour added the watershed covered the majority of his District. Mr. Icenhour stated an update was completed in 2008 which indicated challenges of streams being severely impacted, adding there had not been an update since. Mr. Icenhour advised the two sub watersheds which were projected to exceed 25% impervious cover were located in his District predominantly. Mr. Icenhour expressed concern of the ability to properly assess land use evaluations coming before the Board if updated data was not available in the watershed management plans. Mr. Icenhour requested a motion for record purposes, adding staff had advised this was in progress in relation to the Powhatan Creek watershed. Mr. Icenhour requested this matter be expedited if possible, adding if additional resources needed to be implemented, he felt that should be accommodated.

Mr. Hipple asked about the timeframe on this matter.

Mr. Holt replied at this time he did not have an answer to share with the Board, adding he would need to circle back around with the Stormwater Resource Protection staff. Mr. Holt mentioned as the Board was aware those items were significant cost items which were accounted for in the budget and was mostly consultant driven. Mr. Holt noted various components which could impact the timeframe.

Mr. Icenhour requested an update at his earliest convenience.

Mr. Holt replied sure.

Mr. Icenhour requested a candid assessment to determine what was needed to proceed. Mr. Icenhour expressed urgency on this matter.

Mr. McGlennon commented on the alert aspect of the information presented in addition to further consideration for potential future cases which may come before the Board in relation to the watersheds.

Mr. Hipple asked Mr. McGlennon if postponement of potential future cases which pertained to the mentioned watersheds would be a considered until a study was completed.

Mr. McGlennon stated it was a good point to consider; however, he felt not all future cases would be affected by the watershed concerns. Mr. McGlennon remarked it was one alternative for the Board to take into account.

Ms. Larson presumed there were some filed cases in process. Ms. Larson asked confirmation from Mr. Holt.

Mr. Holt replied correct.

Mr. McGlennon remarked if the case was already filed, he did not believe there was a way to abort the process.

Mr. Icenhour remarked to his knowledge in prior years filed cases must proceed; however, the acceptance of new cases was postponed.

Ms. Larson stated she would like a timeline prior to deciding.

Mr. Hipple agreed. Mr. Hipple expressed concerns of development impacts to County watersheds, adding reoccurring rehabilitation to the watersheds was conducted at substantial costs.

Mr. Kinsman stated there were restrictions in the Virginia Code as to the timeline for the Board to consider an application which had been filed. Mr. Kinsman recommended to ascertain the timeline first.

Mr. Hipple agreed.

Mr. Kinsman explained the way the Board calendar's items did not necessarily require a resolution. Mr. Kinsman indicated the County Administrator and the Board Chair calendar the Board's items, adding once timeline was determined it could be addressed as to how those items were calendared.

Mr. Hipple requested the Board to receive the pertinent information needed in addition to notification to future applicants of the circumstances prior to committing funds.

Mr. McGlennon recommended notification to future applicants for cases specifically impacting the addressed watersheds.

A motion to Direct Staff to Prepare an Initiating Resolution to Amend the Zoning Ordinance in a Manner that Eliminates Credit for Any Portion of the Undevelopable Part of a Parcel in Calculating Residential Density and to Require Such Density Calculation to be Based Only on the Developable Portion of the Parcel 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 he had a few additional items he wanted to discuss. Mr. Icenhour spoke about Land Use Density, adding approximately 35% of the County's land was undevelopable due to wetlands, steep slopes, and Resource Protection Area buffers. Mr. Icenhour explained as the County gets closer to buildout the increased percentage of parcels would include undevelopable land. Mr. Icenhour advised the County's current Subdivision Ordinance allowed a developer to use a portion of a parcels undevelopable land in calculating density. Mr. Icenhour referred to two instances of impacts on behalf of this policy. Mr. Icenhour expressed the County should be limiting the development in environmentally sensitive areas; however, the Subdivision Ordinance does the exact opposite by incentivizing higher density in such areas.

Ms. Larson asked if this was the only opportunity for discussion on the matter.

Mr. Icenhour stated this was simply to request an Initiating Resolution, adding there would be further discussion at a future Board session.

Ms. Larson replied ok.

Mr. Icenhour remarked this was to initiate the process.

Mr. Hipple reiterated his concern of notification to future applicants who might be impacted by the circumstances prior to committing funds in addition to a potential postponement on future applications until the revisions were completed.

Mr. Icenhour mentioned he had two remaining items to discuss briefly. Mr. Icenhour stated March 29 is National Vietnam War Veteran's Day and a celebration would take place at Veteran's Park at 1 p.m. on Tuesday, March 29. Mr. Icenhour welcomed the public to attend. Mr. Icenhour advised the ceremony is cosponsored by the Vietnam Veteran's of America Chapter 957, the County, and the Virginia Department of Veteran Services. Mr. Icenhour recognized Mr. Stevens and County staff for their efforts. Mr. Icenhour indicated the guest speaker for the event was a Ford's Colony resident Lieutenant General Paul Van Riper of the U.S. Marine Corps. Mr. Icenhour explained the event honors all veterans who served on active duty in Armed Forces from November 1, 1955-May 15, 1975. Mr. Icenhour advised public notice would be given. Mr. Icenhour requested veterans who wanted a certificate from the Honorable Congressman Rob Wittman's Office to sign-up in advance; however, it was not mandated. Mr. Icenhour indicated lapel pins would be distributed to those who served. Mr. Icenhour moved on to discuss the last item advising he received an email from the New Town Residential Association (NTRA) Board of Directors about traffic related concerns on Casey Boulevard, adding he wanted to thank NTRA Board for addressing the concerns. Mr. Icenhour mentioned the traffic related concerns included safety concerns at school bus stops, parking, obstructed sight lines, and speeding. Mr. Icenhour stated the VDOT was currently conducting a traffic study on the road and once completed some follow-up work would occur.

Mr. Hipple mentioned the County roadways appeared much cleaner with efforts of hiring the

extra help. Mr. Hipple asked the public to please not litter, adding he felt it was important to keep the community appealing and clean.

Ms. Larson agreed, adding she appreciated the efforts as well. Ms. Larson remarked she received communication from tourists visiting the County who complained of the trash concerns. Ms. Larson stated the School Liaison meeting was not held last week, so it had been rescheduled to March 23 at 8 a.m. Ms. Larson mentioned the Board of Supervisors Joint Meeting with Williamsburg-James City County Schools, which would be held on Friday, March 11, in addition to the Board of Supervisors Retreat on Saturday, March 12. Ms. Larson stated the Tourism Council Meeting was being held on Tuesday, March 22, 1 p.m. at The Maine of Williamsburg, adding it was an open meeting and welcomed the public to participate. Ms. Larson noted she attended the Iwo Jima event at the Carrot Tree. Ms. Larson recognized today was International Women's Day, adding she requested refrainment of any derogatory verbiage.

Ms. Sadler stated she attended the James City Clean County Commission presentation with Ms. Peg Boarman, Chair of the Clean County Commission, at the Homestead Garden Center.

Mr. McGlennon stated he attended the Iwo Jima event at the Carrot Tree as well, adding it was very informative. Mr. McGlennon noted he received an email from Dominion Energy to remind individuals of Consumer Fraud Awareness Week. Mr. McGlennon stated he wanted to take a moment to reflect on the democratic freedom available to U.S. citizens as the circumstances unfold in Ukraine.

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

Mr. Stevens mentioned the County reassesses property value every two years, adding this was a reassessment year. Mr. Stevens stated notices were mailed in late February to over 29,000 property owners whose assessments changed during the County review. Mr. Stevens noted the intent was for the assessment value to reflect the market values for real estate within the community. Mr. Stevens reported an 8% increase overall in values in the County; however, the changes varied by location. Mr. Stevens noted some property values increased significantly for individual property owners. Mr. Stevens encouraged County residents if there were any questions and/or concerns regarding the property assessments conducted to reach out to the Real Estate Assessments Division at 757-253-6650 prior to the end of March.

Mr. McGlennon stated he would not be in attendance for the Joint Meeting on March 11, 2022, due to a prior meeting he was already committed to that day.

## **K. CLOSED SESSION**

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

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

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

At approximately 6:47 p.m., the Board entered Closed Session.

At approximately 7:00 p.m., the Board re-entered Open Session.

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

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

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

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia
2. Board of Zoning Appeals Appointment
3. Williamsburg/James City County Community Action Agency Board Replacement

A motion to Appoint Ms. Tijuana Gholson to the Community Action Agency Board to serve the remainder of Mr. Max Hlavin's term, which is set to expire on September 25, 2022, 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

4. Social Services Advisory Board Appointments

#### **L. ADJOURNMENT**

1. Adjourn until 9 am on March 11, 2022 for the Joint Meeting at the James City County Recreation Center

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

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

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

At approximately 7:01 p.m., Mr. McGlennon 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**  
**March 11, 2022**  
**9:00 AM**

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**A. CALL TO ORDER**

Mr. Dowell called the School Board to order at 9:01 a.m.

Ms. Sadler called the Board of Supervisors to order at 9:01 a.m.

Mayor Pons called the City Council to order at 9:01 a.m.

**B. ROLL CALL**

**School Board:** Present were Dr. James Beers, Ms. Kyra Cook, Ms. Julie Hummel, Mrs. Kimberley Hundley, Mrs. Sarah Ortego, Mrs. Sandra Young, and Mr. Greg Dowell (Chair). Also present were Olwen E. Herron, Ed.D., superintendent; Ms. Beth Allar, clerk of the board, staff, press and the public.

**Board of Supervisors:** Present were Mr. James Icenhour, Mrs. Sue Sadler, and Ms. Ruth Larson. Also present was Mr. Scott Stevens, County Administrator. Mr. Michael Hipple and Mr. John McGlennon (Chairman) were absent due to scheduling conflicts.

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

**C. JOINT MEETING AGENDA ITEM**

1. FY2023 Operating Budget

Dr. Herron opened with an introduction, noting that it is a budget of need with priorities to meet the needs of all students.

Rene Ewing, Chief Financial Officer, presented the FY23 Operating Budget.

The following members of the WJCC senior leadership team also presented: Sean Walker, Assistant Superintendent for School Leadership, Elementary Schools; Cathy Worley, Assistant Superintendent for School Leadership, Secondary Schools; Stephanie Bourgeois, Senior Director for Student Services; and Tim Baker, Senior Director for Human Resources.

Highlights from the presentation included:

- State Code Requirements
- FY 23 Budget Process Timeline Reviewed
- Local Composite Index (LCI) - decreasing for the new biennium for both areas
- Local Composite Index Comparison
- Enrollment History K-12 (Sept.30 count) - planning for SY 22-23 enrollment to be 11,018 (not including preschool students)

- State Revenue Comparison - FY 23 Estimated \$62,337,625 (change from FY 22 14.7%)
- Budget Development Goal
- Expenditure Increases
  - **Goal 1:** Academic Achievement/College Readiness \$1,671,159
    - -- Stonehouse Elementary School Assistant Principal
    - -- Assistant Principals - High Schools
  - **Goal 2:** Educational Equity \$595,000
    - -- Special Education Student Population
    - -- Special Education Staffing
    - -- Special Education Caseload Capacity
  - **Goal 4:** Safety and Security \$373,700
  - **Goal 5:** Human Capital & Positive Culture \$7,677,041
    - -- WJCC Regional Ranking, BA Entry Level - WJCC is 3rd out of 6 for entry level teachers
    - -- WJCC Regional Ranking - BA & Years of Service
    - -- WJCC Regional Ranking, MA Entry Level - WJCC is 4th out of 6 for Masters level teachers
    - -- WJCC Regional Ranking - MA & Years of Service
  - **Goal 6:** Organizational Efficiency & Effectiveness \$609,400
- Budget Reductions & Savings (\$1,294,000)
- Operating Expenditures by Function - focusing on Instruction 74% of total budget
- Revenue/Expenditure Summary
- Additional Funds Needed (request from localities): \$1,662,950
- Local Revenue History - Average increase all years (except FY19) = 2.5%

Ms. Ramsey asked what year Stonehouse Elementary was built (2000), and the capacity at that time; regarding enrollment history, she noted the 4% gap between SY 2019-2020 vs where the division is currently; and to compare pre-pandemic numbers - requested a breakdown by elementary, middle and high schools in 2019-2020 as well as what is anticipated for the next school year.

Ms. Ewing provided the following information:

- 2019-2020: elementary school enrollment was 5,019 or 44% of total enrollment; middle school enrollment was 2,655 or 23% of total; and high school enrollment was 3,774 or 33% of total
- Current Year Enrollment (as of 9/30): elementary school enrollment was 4,725 or 41% of total; middle school enrollment was 2,585 or 23% of total; and high school enrollment was 3,708 or 32% of total

Mr. Maslin confirmed that there is a tuition reimbursement program for teachers and staff; and inquired if there will be more flexibility from the state on how the surplus is used at the end of the year. Mr. Trivette clarified that there is not a state mandate, but they have been talking about a potential change to the year-end spending process.

Mr. Icenhour asked if it is known what the FY22 surplus might be, and Dr. Herron replied that they do not at this time, but that it may be significant due to the unfilled positions; confirmed that the WJCC revenue allocation for school construction projects in the Governor's Proposed Budget is 4.6 million; and, clarified information regarding the new FTE positions in the budget (the total increase is 31.19 FTEs - of those positions, 21 were previously funded by ESSER grant funds and are being transferred into the operating budget).

Ms. Larson inquired about lost personnel due to the pandemic: how many and the specific reasons for departure. During that discussion, Dr. Herron mentioned the recently



distributed intent to return forms and expressed concern about potentially losing many qualified staff. Ms. Larson also inquired if the division is seeing the desired results from bringing in the additional Assistant Principals (currently being supported by ESSER funds); clarified that the Governor's Proposed Budget includes a 5% salary supplement for SOQ positions, though the final numbers are not yet confirmed; and, inquired how many positions are above SOQ.

Mr. Rogers questioned the enrollment estimation and why it was not changed from this year to next year, noting the consultant company predicted a higher number. Dr. Herron explained the decision to take a conservative approach to the budget based on current numbers, since enrollment numbers had fluctuated. Mr. Rogers also inquired about the LCI calculations; and, confirmed that the 5% salary increase in the Governor's Budget would be for all divisions across the state, and WJCC would have to be competitive on top of that provided pay increase.

Ms. Sadler asked to clarify the long-term plan for personnel hired using American Rescue Plan Act (ARPA) funds. Dr. Herron spoke about the plan to bring positions into the operating budget, and also confirmed that employees hired with the support of grant funds were made aware at the front end. Ms. Sadler then inquired if ARPA can be used for any current or upcoming projects. Dr. Herron spoke about restrictions, though did confirm that a grant was received for the Berkeley HVAC system which took 2 million out of the CIP; and Ms. Ewing discussed the limitations and approvals needed to use ARPA funds towards construction.

Mr. Dowell commented that it is a budget of need; that the division has to overcome the loss of teachers and approve a budget so the division is in a position to retain and attract bright, well intentioned, thoughtful, educators and staff members; and, noted that there is a lot of work to do to remain competitive in the region.

Mayor Pons commented that the City Council recognizes the challenges WJCC faces in terms of retaining and attracting new employees; supports the budget to increase the pay; and, noted that the employees are educating children and making a difference in their lives - the profession should be one that is rewarding and attracts new people to it.

Mr. Icenhour commented on the increased cost of medical insurance, what employers often pick-up in terms of cost, and the detrimental effect when the bulk of an increase falls on the employee; how pay raises have less impact when the employee has to pay more for the medical; that supporting teachers and staff is not just through compensation, but supporting people by improving work conditions, work rules and making connections; spoke about looking deeper at why people are leaving (highlighted substitutes and missing planning periods); and, commented on transitioning FTEs from grant funds into the budget.

Mrs. Hundley shared her knowledge of the Stonehouse capacity history, explaining that she had taught in the school; and spoke about teachers leaving WJCC to work in Newport News where they are receiving \$2,000 signing bonuses, comparable compensation packets for insurance, more funding for classroom supplies, and lower cost of living than Williamsburg.

Dr. Herron reiterated that there is a plan for moving off of the grants, and also gave examples of teacher support that included lowering class sizes and having behavior and mental health support so teachers can focus on educating. She also thanked the governing bodies for their ongoing support of the schools.

Dr. Beers commented that teachers should receive the recognition that they are just as

important as first responder groups, are vital and should be recognized in the same way.

Mr. Dowell thanked the funding partners for their continued support, and for their consideration of the proposed budget.

**D. ADJOURNMENT**

**2. Adjourn until 8:30 a.m. on March 12, 2022 for the Board Retreat**

**School Board Adjourns** - The Williamsburg-James City County School Board adjourned at 10:08 a.m.

**Board of Supervisors Adjourns** - At 10:08 a.m., Ms. Larson made a motion to adjourn until 8:30 a.m. on Saturday, March 12 for the Board of Supervisors Retreat at Legacy Hall. A roll call vote was taken, and the motion carried 3:0.

**City Council Adjourns** - At 10:08 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.

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**RETREAT**  
**Legacy Hall, 4301 New Town Avenue, Williamsburg, VA**  
**March 12, 2022**  
**8:30 AM**

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**A. CALL TO ORDER**

Mr. McGlennon called the meeting to order at 8:35 a.m.

**B. ROLL CALL**

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

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

**C. PRESENTATIONS**

None.

**D. BOARD DISCUSSIONS / GUIDANCE**

1. Staff Recruitment and Retention

Mr. Patrick Teague, Director of Human Resources, addressed the Board referencing the recent Great Resignation trend in the workplace. He noted the County traditionally relied mainly on full-time and part-time regular positions to maintain its workforce with an assortment of other positions for support such as seasonal or occasional workers. Mr. Teague further noted the turnover rate was a significant factor, adding it was nearly double the number from 10 years ago. He stated 13% of County positions had turned over in the past year with the current rate trending higher. Mr. Teague noted James City County was trending higher than the national average as well as the state, but the County was closing the gap with the state average. He further noted Virginia had become more aggressive in compensation with reduced turnover rates from previous years. Mr. Teague added the unemployment rate was impacting the County's staffing and retention rate, with the recent unprecedented low unemployment rate with fewer people seeking work opportunities. He noted departmental turnover rates and the variance there. Mr. Teague noted staffing in the Treasurer's Office and the Office of Elections (formerly Voter Registration and Elections) showed one current position that was not there a year ago.

Ms. Larson asked if more in-depth data was available.

Mr. Teague noted he did not have the data available, but he could answer specific questions.

Ms. Larson asked if 75% as noted in Mr. Teague's presentation was the result of two positions reduced to one position.

Mr. Teague confirmed yes.

Ms. Larson asked if exit interviews were conducted.

Mr. Teague confirmed yes, adding he would address that point shortly. He highlighted the job vacancies in the Fire Department, adding those vacancies were reviewed every six months. Mr. Teague noted the trend with 11 current vacancies. He further noted similar trends in the General Services and Parks & Recreation Departments with difficult-to-fill positions and retention of employees for those positions.

Mr. Stevens noted each department head would provide a two-minute update on staffing challenges.

Mr. Teague noted recent data showed 23 vacant positions in General Services with 109 fully staffed positions. He further noted that represented a 29% workforce vacancy, adding only 80% of workers were available to do the work over the past few years. He continued with Parks & Recreation noting a 42% vacancy rate. Mr. Teague addressed exit interviews. He noted some were based on performance issues while others were retirement-driven. Mr. Teague further noted exit interview questions consisted of reasons for departure, pros and cons of working for James City County, and what could be done to retain the employee. He stated the top reasons for leaving were career opportunities and better pay while those same reasons were also cited for remaining at the job. He noted implementation of counteroffers, but cited a recent position was lost to the City of Williamsburg and included a \$20,000 raise. Mr. Teague further noted that was a non-competitive marketplace example where the employee moved on to the new position. He stated a review of the County's benefits was another point to consider. Mr. Teague highlighted the County versus other localities and school systems regarding cost, adding the County fared well. He noted recruitment was another factor. Mr. Teague stated 67 positions were advertised in 2019 with 158 positions advertised to date in 2022. He noted an average of 41 applications were received in 2019 with an average of 12 for the current timeframe. He further noted a correlation in the employment number, which had gone from 97 to 119 vacancies. Mr. Teague stated recruitment efforts showed more advertised positions, but with fewer applications received and higher turnover on those hires which created the constant cycle of lagging behind with vacancies.

Mr. McGlennon referenced the 12 applications noted earlier. He asked how many of the 12 were still actively pursuing the job at interview time.

Mr. Teague referenced the Police Department as the prime example.

Police Chief Eric Peterson noted there may be 30 applicants, but over time that number was reduced to less than 15. He further noted sometimes only one of that number goes through the complete process. Chief Peterson stated it was a bleak picture currently.

Ms. Larson asked about the County's recruitment process.

Mr. Teague noted a relative passive approach at this time due to the COVID-19 pandemic. He further noted the County was now pursuing a more active recruitment model. He stated the County typically advertised on 23 job sites, but that point varied based on the position. Mr. Teague added professional organizations, such as engineering organization and associations were used for advertising for particular jobs. He noted social media marketing, electronic postings, and the County's website were also used, adding job fairs and such were being phased back in for recruitment. Mr. Teague further noted analysis of job turnovers, particularly in relation to the compensation review for the appropriate salary level as related to the job market. He added the biennial engagement survey to gather employee input on jobs, wages,

and other aspects. Mr. Teague noted the County contracted with three firms for hard-to-fill positions, but those firms were experiencing some similarities in reduced applications. He further noted the County worked with four veteran organizations for recruitment, adding a recent one which allowed servicemen to obtain a six-month, government paid internship with the County prior to the end of their military service. Mr. Teague stated the military had provided strong relationships to assist with recruitment as those interns could then move into a County position full-time upon leaving military service. He noted software updates by Fiscal Year (FY) 2023 for mobile-friendly technology as well as an active staffing model in the community. Mr. Teague further noted the review of increases to the salary structure to address competitive rates. He added departments used temporary staffing to assist in areas of staff shortages, but there were issues there sometimes. He also cited a review of additional career ladders to assist people in moving forward in their jobs.

Mr. Stevens noted he had discussed staffing challenges with the Board. He further noted he had asked several department directors to discuss their respective challenges. Mr. Stevens stated the challenges with the REC Connect program.

Mr. John Carnifax, Director of Parks & Recreation, addressed the Board noting market studies with various private daycares, YMCA, and other groups and the consensus of \$15 per hour for pay. He noted a \$5 weekly increase in addition to the REC Connect fee would cover that cost. Mr. Carnifax further noted the REC Connect program closure at D.J. Montague Elementary School due to staffing shortages. He stated there had been no applicants due to the salary and the Before and After shift hours, adding the schedule challenge would not be altered, but competitive salary adjustments could be made. Mr. Carnifax noted the Williamsburg Indoor Sports Complex (WISC) had staffing concerns with the \$12-\$13 salary range, but at \$15 per hour, applications increased. He further noted this challenge was a constant thread throughout various sectors in the community. Mr. Carnifax stated the move closer to the \$15 per hour for entry positions was an important attractant.

Ms. Larson noted she felt the REC Connect program should be a school issue, not a County one. She questioned the impact to current user agreements with the schools if the County did not provide REC Connect.

Mr. Carnifax noted he had spoken with an Assistant School Board Superintendent on that point. He further noted the childcare provider question had arisen during his meeting with YMCA Peninsula, adding York County contracted out to a private sector childcare provider. Mr. Carnifax stated the County's cost for the program and that the fee would increase for whichever group managed the program.

Mr. Stevens noted he, Mr. Carnifax, and Mr. Jason Purse, Assistant County Administrator, had discussed REC Connect and future possibilities. Mr. Stevens asked how many families were involved with the REC Connect program.

Mr. Carnifax indicated approximately 400-500 families.

Ms. Larson noted an upcoming National School Boards Association (NSBA) event and the abundance of information from companies that provide these programs. She further noted the increased fee regardless of the program manager. Ms. Larson asked about other challenges with the REC Connect program.

Mr. Carnifax noted the majority of vacant positions were permanent part-time with five full-time vacancies. He further noted the positions that were impacted, adding it was difficult to find qualified frontline applicants.

Mr. Hipple noted he was in agreement with Ms. Larson for the School Division taking over the

program. He further noted the Board of Supervisors contacting the School Board.

Mr. McGlennon noted the impact to the families if the program ceased. He further noted a new program would be more expensive.

Ms. Larson asked how the County got involved initially.

Mr. Carnifax noted it was probably due to the County being the sole provider. He further noted the WISC, YMCA, or even private providers were not an option back when the program began.

Discussion ensued.

Mr. Doug Powell, General Manager, James City Service Authority (JCSA), addressed the Board noting approval of a Recruitment Retention Study in 2019. He thanked the Board as the study proved beneficial to JCSA. Mr. Powell noted the study was conducted pre-COVID-19 pandemic and that labor market, but he added the study indicated only one JCSA position was at the average salary with the marketplace. He further noted barring that one position, all other JCSA job positions were below the market average. Mr. Powell stated the study recommended a 5% increase for the majority of positions with some receiving 10%, which were implemented this year. He noted JCSA currently had seven vacant positions and there still existed difficulty filling more technical positions such as engineers. Mr. Powell further noted recruitment for entry-level positions was not a problem, but retention was a problem, and this impacted supervisor development and other areas.

Ms. Larson asked about supervisor training.

Mr. Powell noted the top 15 supervisors work with JCSA's recruitment team and foremen. He further noted the use of an outside consultant to assist with team building and leadership development.

Ms. Larson cited the example of a recent engineering graduate and if the County's salary was competitive with the Naval Shipyard's salary.

Mr. Powell noted that would depend on several factors. He further noted the comparison had been based on Hampton Roads Sanitation District (HRSD) and others, but less in comparison to the Naval Shipyard.

Mr. Icenhour asked about contact with military affiliates.

Mr. Powell noted he had spoken with his contact and that information had been sent to JCSA's Human Resource Analyst.

Ms. Grace Boone, Director of General Services, addressed the Board noting similarities between General Services and JCSA, particularly regarding engineer positions. She noted staffing challenges as people shift to JCSA and the Virginia Department of Transportation (VDOT) for higher wages. Ms. Boone further noted a turnover of 27 employees in the Grounds Division alone since 2020. She cited similar turnovers in custodial and other areas within the department. Ms. Boone noted the training time, in addition to purchasing safety gear, for new staff. She further noted scheduling staff from other divisions to assist with convenience centers. Ms. Boone stated the increase to \$15 per hour pay would be beneficial in alleviating staffing deficits.

Ms. Rebecca Vinroot, Director of Social Services, addressed the Board noting the impacts of the COVID-19 pandemic on staff. She noted from FY19 to FY20, 23% more residents were

served, followed by a 9% increase from FY20 to FY21. Ms. Vinroot further noted over 12,000 residents were served, which represented the highest number of residents served in the County. She highlighted upcoming goals for the department with citizen evaluations, adding some staff had never participated in the evaluations due to hiring during the pandemic. Ms. Vinroot expressed concern at turnover as training for Social Services programs was intensive. She noted the younger staff on the services side of the department, adding compensation was viewed as important. Ms. Vinroot further noted staff turnover to surrounding localities based on higher wages. She added there were two vacancies in the Housing Division.

Mr. McGlennon asked about training, particularly in relation to the evaluations.

Ms. Vinroot detailed the staffing levels on both the service and housing sides and noted her focus was on retention.

Discussion ensued.

Ms. Larson noted the importance of Social Services' work in the community and the cost for programs and support.

Mr. Stevens noted similar challenges also existed within the Fire and Police Departments.

Mr. McGlennon thanked the Department Directors for their time and information.

Mr. Stevens concurred. He noted staff did an outstanding job in response to citizen needs. He further noted department directors advised him of areas where help might be needed. Mr. Stevens addressed retention concerns, work quality with inexperienced staff, and employee stress levels. He noted a pay adjustment in the budget proposal.

Discussion ensued on the pay adjustment and entry-level salaries for Fire and Police personnel.

Mr. Stevens noted the salary adjustments as well as changing the pay raise schedule. He further noted the pay adjustment, career ladder, and County culture were favorable factors. He added his hope was to implement the pay changes to other departments as well. Mr. Stevens noted inflation and elevated gas prices. He further noted budget considerations and specific State Code regulations if a tax rate increase was proposed.

Mr. Hipple concurred with Mr. Stevens' proposed timeline. He noted the increase pertained to the tax assessment.

Mr. Kinsman clarified a point on the exact wording for the advertisement per the State Code.

Discussion ensued on the proposed budget, public hearings on the budget, and messaging for those meetings.

Ms. Larson noted the cohesiveness of the Board in its support of the value of County services to citizens. She further noted the importance of acquiring and retaining employees to ensure that point.

Mr. Stevens noted increased revenue from various taxes. He further noted additional positions in the Fire Department and other personnel costs reflected in the budget.

Discussion ensued on budget priorities and clear messaging on staff retention, programs, and services.

Ms. Sadler noted the importance of clear messaging to County residents.

Ms. Larson noted use of the County's video team with the messaging aspect.

Mr. Hipple noted the need for more Police Officers.

Mr. Icenhour echoed that point highlighting the low number of Fire and Police personnel for the County's size. He noted the quality of service in the community despite the lower staff numbers. Mr. Icenhour added Town Hall meetings were paramount during budget discussions.

Discussion ensued.

Ms. Sharon Day, Director of Financial and Management Services, noted the advertisement on the reassessment would be posted today. She further noted of the \$10 million, \$8 million was reassessment revenue with the \$2 million balance in new development. Ms. Day explained the tax breakdown that would be reflected in the advertisement.

Mr. McGlennon referenced the reassessment, noting everyone, including the County, was paying more for everything.

Mr. Hipple addressed several points to clarify the reassessment process for citizens. He questioned the County's level of insulation if the economy declined as it had in 2008. He noted the need to have a plan in place moving forward.

Mr. Stevens noted the County was in good shape with the Fund Balance. He further noted if expenses exceeded revenue, the possibility of cost cuts could exist. Mr. Stevens added staff was a large cost, but options such as a hiring freeze and other steps could be implemented if necessary.

Ms. Day noted the County was in good shape, but the need to look and plan ahead was important. She further noted the need to review other revenues beyond real estate assessments. Ms. Day also addressed reviewing rates associated with staff and benefit costs.

Mr. Stevens referenced the departmental cuts and the Board's actions during the COVID-19 pandemic to ensure funds were available.

Mr. Hipple addressed discussion with the School Division on different subjects. He noted the possibility of school programs to educate students on potential job opportunities with JCSA and County departments.

Mr. McGlennon noted he had mentioned this same point with the Hampton Roads Workforce Council (HRWC) last year. He further noted the HRWC had training funds available and while the focus had been primarily on the private sector, the surrounding localities were in need of workers. Mr. McGlennon stated that topic could be introduced at the next Mayors and Chairs meeting.

Mr. Stevens noted the use of videos to promote the various jobs within the County. He further noted the videos could promote the local government as a career option to high schoolers.

Mr. Hipple noted the County could be the innovative leader in such a program. He further noted with staffing concerns, the concept of one government building was more appealing.

Discussion on education, assessments, and other topics ensued.



## 2. Borrowing to Accelerate Projects

Ms. Day addressed the Board noting she was presenting material provided by the County's financial advisor, Davenport & Company, LLC, regarding strategies and capital needs of the County. She noted she would highlight capital projects and the borrowing options. Ms. Day further noted market considerations such as the interest rate, bonds, and other factors. She highlighted the differences between pay-go versus borrowing strategies for capital projects, the County's capacity for borrowing within its own fiscal policies, and other factors. Ms. Day noted she would present various scenarios highlighting the impact of the County's capacity and the ability to repay with different strategies using incremental amounts of \$25 million, \$50 million, \$75 million, or \$100 million. She further noted the all cash option was ideal as there were no future payments, but the large capital plans were less feasible as an all cash option. Ms. Day explained capital projects that are more expensive with longer useful life are good candidates for borrowing while the less expensive with a shorter life are more favorable for cash or borrowing. Ms. Day listed some factors that can impact the funding strategy are beyond financial, such as the project timing, material costs, and other factors. She noted referendums were required for specific types of borrowing. Ms. Day further noted in Virginia, when General Obligation Bonds are issued, the voters make the decision through a bond referendum approved by a majority of voters with an 8-year borrowing timeframe. She added an additional two-year extension can be petitioned through the courts. Ms. Day noted the County can also issue Appropriation Bonds, which had been used to fund capital projects over the past few years. She further noted the County typically funded these bonds through the Economic Development Authority. She highlighted the differences between General Obligation and Appropriation Bonds and discussed the Internal Revenue Service (IRS) requirements on specific bonds and uses.

Discussion ensued on arbitrage and its impact to County borrowing.

Ms. Day continued her presentation highlighting the County's current debt load. She noted the County's capacity to assume more debt and gave an interest rate breakdown. Ms. Day further noted in 2026, the last debt service payment on the 2014-2015 outstanding bonds would be paid. She explained the debt capacity breakdown as shown in her presentation using the incremental scenarios previously noted. Ms. Day noted her scenarios were based on borrowing in 2023, adding the strategy advised against that action and instead would implement a systematic hybrid approach. She further noted the ability to set aside additional money as the County's budget increased and supported establishing a 15% threshold rather than the required 12%. Ms. Day stated borrowing in 2023 would be difficult to complete the capital projects with low staff levels and the inflated construction market as factors. She noted the critical timing regarding debt, the IRS arbitrage, and other aspects.

Discussion ensued on the impact of the COVID-19 pandemic to the budget with departmental reductions, decreased projects, and school surplus.

Mr. McGlennon noted projects suited to move forward in the current economic climate.

Ms. Day highlighted several projects which were related to buildings such as schools, General Services, several sports fields, and others. She noted the County was borrowing approximately every other year. Ms. Day further noted those projects were suitable for borrowing.

Discussion ensued on other projects including the Purchase of Development Rights (PDR) program.

Mr. McGlennon noted within the next four years, several debts would be paid.

Ms. Day confirmed yes.

Mr. Hipple noted a breakdown of debt costs from past years.

Ms. Day noted she would provide that, but she had been referencing principal only in the presentation.

At approximately 10:21 a.m., the Board recessed for a short break.

At approximately 10:32 a.m., the Board reconvened.

### 3. Project Discussion

#### a. Library Renovation or Expansion

Mr. McGlennon welcomed Ms. Betsy Fowler, Director of the Williamsburg Regional Library (WRL), as the first speaker.

Ms. Fowler addressed the Board noting she was speaking about a new library building. She noted WRL was based on a regional contract with James City County, the City of Williamsburg, and York County with the latter paying a lesser percentile. Ms. Fowler cited some statistics, adding WRL ranked in the top 5% of public libraries nationally based on its use as a public library. She explained the localities paid a percent of the operation budget based on the number of residents checking out from the respective localities.

Mr. McGlennon asked if WRL benefited from state funds as it was a regional library.

Ms. Fowler confirmed yes. She noted the Library of Virginia dispensed state aid based on a specific formula in the Code of Virginia which equated to approximately \$400,000 annually. Ms. Fowler further noted the local funding along with the state funding has allowed WRL to be a quality regional library. She gave a presentation which highlighted James City County contributed 71% overall to the operating budget. Ms. Fowler noted that number increased as the population grew annually. She presented an overview of existing facility space which included the Williamsburg Library and the James City County Library on Croaker Road, administrative space in the Stryker Center, and meeting rooms in conjunction with the City of Williamsburg. Ms. Fowler noted each locality was contractually responsible for capital costs within their respective jurisdictions. She further noted the formula based on one square foot per capita of library space with the James City County Library occupying 35,000 square feet with a County population of approximately 78,000 which equated to a 43,000 deficit. Ms. Fowler stated a consultant was hired and recommended a 40,000-square-foot library be built. She noted the history of the CIP request for the new library and statistics regarding the Williamsburg Library which included Americans with Disabilities Act issues and structural concerns.

Mr. Icenhour asked the square footage of the Williamsburg Library.

Ms. Fowler responded 42,000 square feet, but only 16,000 was public space. She noted two options had been proposed by the WRL Board of Trustees which included a new 40,000-square-foot library in James City County at an estimated \$24 million cost. Ms. Fowler further noted a \$1 million site placeholder and 15% contingency budget were included in that cost. She cited the library could serve as a potential economic anchor in the County's commercial corridor and other favorable factors. Ms. Fowler noted the County would cover the capital construction costs with long-term operational costs for three libraries versus two libraries at an

estimated \$1.3 million annually.

Mr. Icenhour asked if the first option was chosen and construction for a new library took place, renovations would still need to be done to the Williamsburg Library.

Ms. Fowler confirmed yes, adding something needed to be done at that location anyway.

Mr. Icenhour asked if James City County built the \$24 million library, then would the City of Williamsburg be responsible for those library renovations.

Ms. Fowler confirmed yes, adding exploration of more options was forthcoming, but a 25,000-square-foot building was a consideration. She noted the City of Williamsburg expressed interest in a downtown library, but there was no interest toward reinvesting at that location. Ms. Fowler further noted approximately \$375 per square foot for the library cost.

Ms. Larson questioned the consideration of repurposing empty retail space.

Mr. Stevens noted discussion on that consideration, adding the WRL Board of Trustees preferred a new library. He further noted a library or a County facility in a long-term lease was not the most favorable option. Mr. Stevens added more discussion on the direction would serve as guidance on that point.

Ms. Fowler equated a 40,000-square-foot library to a Food Lion grocery store for size. She noted certain factors such as ample parking, concrete slab foundation, and others were favorable. Ms. Fowler further noted the convenience of the downtown library as its location already existed in a traffic corridor citizens used. She stated the second option was a jointly constructed 50,000-square-foot library, which was a result of the consultant study and slightly less than the square foot per capita formula. Ms. Fowler noted the 50,000 square feet was deemed adequate for at least 20 years due to digital technology in libraries. She added this library would be connected to the currently underused Stryker Center Building. Ms. Fowler noted the pros and cons of this option with parking a significant consideration for this site and other factors. She further noted Mr. Stevens had suggested several public meetings to gather public input and share information on a centrally located library. Ms. Fowler noted the WRL Board of Trustees were appreciative of James City County's support.

Ms. Larson questioned the cost for option two.

Ms. Fowler noted \$42 million.

Discussion ensued on cost and the County's and the City of Williamsburg's financial obligation for a jointly funded facility.

Ms. Larson questioned if the City of Williamsburg paid operational costs for the upper County library.

Ms. Fowler replied yes, adding it was all together. She noted 15% of the operational costs were paid by the City of Williamsburg. She further noted the libraries were run as a single system.

Mr. Hipple noted a single system was fine, but parking downtown was a major issue. He further noted the central library should be a 40-year library possibly in New Town which offered proximity to the City of Williamsburg as well. Mr. Hipple added there were cost savings to that location also.

Discussion ensued on community theater, economic benefits, existing facilities, and public

input.

Mr. Stevens noted support for a library expansion which would be reflected in the 5-year CIP budget. He further noted reviewing land and space options over the upcoming months.

b. Future Government Complex

Mr. Jason Purse, Assistant County Administrator, addressed the Board with continued discussion on projects. He noted a preliminary ranking of projects from the Board would help in developing priorities. Mr. Purse further noted he would give a presentation on the Building Consolidation Study. He added studies over the past several years which included the Facilities Master Plan and the Space Needs Study. Mr. Purse noted the consultants merged the information highlighting current CIP budget costs for building needs versus new construction and consideration of operational savings. He further noted these points would be discussed during Public Hearing at one of the Board's Business Meetings. Mr. Purse stated the numbers in the presentation reflected approximately 400,000 square feet of County space was currently used, adding County building space was approximately 156,000 square feet below current needs. He noted those numbers were not indicative of future needs.

Ms. Larson asked if staff had returned 100% in-house post COVID-19 pandemic.

Mr. Purse responded yes.

Ms. Larson asked if all staff needed to be in office all the time.

Mr. Purse noted there could be some savings, but the office space impact was a true consideration. He further noted the possibility of conference rooms as shared office space. Mr. Purse stated the space needs and cost for the Social Services Department. He highlighted costs and the future impact to the CIP. Mr. Purse listed the various County locations, adding the School Division had been included to give an overall view for space and costs. He noted two scenarios would be presented. Mr. Purse further noted one scenario, the controlled or existing scenario, had everyone staying in their current locations and the costs to expand those facilities. He stated the second scenario, the changed scenario, was the consolidated building. Mr. Purse noted operating costs, capital costs, and other variables were factored such as the possibility of selling the Mounts Bay Road government complex site or other locations if a consolidated building option were pursued.

Ms. Larson questioned if some properties listed in the presentation meant they were available for future sale.

Mr. Purse noted some were, but not the majority. He continued the presentation highlighting parking needs of a library expansion. Mr. Purse noted the cost comparison of surface versus underground parking and energy efficiency, which indicated approximately 20% savings with the consolidated building. He further noted savings from electricity and water usage, vehicle mileage, and other factors, which the consultants would address. Mr. Purse stated a new facility cost was approximately \$350-\$450 per square foot of new building, adding renovation was approximately \$100-\$200 per square foot. He noted the existing facility renovation was approximately \$65 million, which included HVAC replacements, roofs, and other factors, with the cumulative 30-year cost approximately \$91 million. Mr. Purse further noted a new consolidated building was approximately \$99 million, but that number could be impacted with the sale of other County property. He noted additional savings with surface parking.

Mr. Hipple noted even if an existing building has renovation, the building was still old versus a new building.

Ms. Larson questioned the timeline on the scenario decision.

Mr. Purse noted he would seek priorities from the Board on projects. He stated the consolidation option would not be made at this meeting, but rather this was an information session.

Mr. Hipple referenced earlier comments about staff and maintenance of existing buildings, adding a consolidated facility could ease some of those concerns. He noted he was a strong supporter of the consolidated building option.

Mr. Purse noted the move to either renovate or build new. He further noted it was approximately five years from decision to new building occupancy. Mr. Purse noted the longer the decision delayed on the consolidation option, the higher the costs to maintain existing buildings.

Ms. Larson asked if General Services was part of the consolidation piece.

Mr. Purse answered no.

Ms. Larson asked if Human Services was considered.

Mr. Purse responded potentially. He noted that was one of the initial decisions the Board would need to make. Mr. Purse further noted Olde Towne Medical and Dental Center would be moving from the Human Services location. He discussed the option of renovation costs.

Mr. Stevens noted the lease was through June 2024.

Ms. Sadler asked about the timeline and the CIP.

Mr. Stevens noted the timeline and the allocation for design to allow for a July 2024 (Fiscal Year 2025) construction start date.

Discussion ensued on a Human Services location and budget items.

Ms. Larson asked if the County did not have the land for a new Human Services location, would the cost would increase.

Mr. Purse confirmed yes. He noted various sites had been factored by the consultants. Mr. Purse further noted discussion with all of the Eastern State developers included land to the County for public use. He stated all of the applicants understood that expectation of the public use aspect.

Discussion ensued.

Mr. Stevens noted if the move from the government center to a consolidated facility was equidistant for residents with better access, it made sense based on the Consolidation Study. He further noted the specifics of location and what would be housed there were still needed. Mr. Stevens added Social Services was the exception as the other items were independent. He asked the Board if it was in agreement to move the government complex to a consolidated facility.

Mr. Purse noted there would be more discussion, particularly in reference to the earlier presentation on the borrowing capacity. He further noted General Services would be a separate point.

Ms. Larson noted with a consolidated facility, the School Division could be housed there.

Mr. Stevens stated the School Division's numbers were included in the Space Needs Study.

Discussion ensued.

Mr. McGlennon asked about several buildings on a campus, referencing the Virginia Beach tragedy. He noted options if a building was inaccessible for a time.

Mr. Stevens noted a designer could present options and costs to address those concerns.

Mr. Hipple noted a safety room for each floor of a building.

Mr. Stevens stated the master plan presented envisioned one building. He noted some design ideas that allowed for common areas such as conference rooms. Mr. Stevens further noted the long-term cost and serving the community, adding a consolidated building also offered convenience.

Discussion ensued.

Mr. Purse noted today's discussion helped prepare for future borrowing as projects were identified. He further noted the other items were previously mentioned by the Board for consideration and he asked Board members to make notes regarding budget consideration.

#### c. Rural Land Protection

Mr. Purse noted the Board had already noted the PDR program. He requested direction if the Board wanted to set aside \$5 million or more toward the program.

Discussion ensued on bond referendums and funding sources.

Mr. Stevens noted a ranking of projects would provide direction. He further noted garnering citizen input as discussions moved forward.

#### d. Competition Pool

Mr. Purse provided costs for various pool sizes based on those being built by other localities. He referenced a local pool complex which cost \$30 million, but it housed three pools: 15-meter, 25-meter, and a leisure therapy. Mr. Purse noted one stadium pool with seating cost approximately \$20 million.

Ms. Larson noted the necessity of a pool if the School Division offered a swim program. She noted a competition pool would not generate outside revenue and referenced Hampton High School and its facility.

Discussion ensued on pool uses for swim teams and citizens.

Mr. Purse noted additional information could be obtained on other pool options if the Board deemed it.

#### e. General Services Complex

Discussion continued on the needs of General Services for more space and the timeline.

#### f. Human Services Renovation or Relocation

Mr. Purse noted no additional discussion on that project, adding it was already included in the list of budget projects.

g. Park Projects Capital Improvements Program (CIP) Review

Mr. Purse noted a range of projects were listed for Board consideration. He further noted a variety of Parks & Recreation projects were already included in the CIP. Mr. Purse highlighted some additional projects discussed in the Parks & Recreation Master Plan, but not included in the current budget.

At approximately 11:51 a.m., Mr. Hipple left the meeting.

h. Schools CIP Review

Mr. Purse continued the discussion regarding the Preschool space consideration.

Ms. Day noted the Preschool space would be an addition to next year's County CIP.

Discussion ensued.

i. Other Projects

General discussion ensued on priorities and projects.

At approximately 12:05 p.m., the Board recessed for a short break to individually rank the projects.

At approximately 12:12 p.m., the Board reconvened.

4. Miscellaneous

a. Mowing Criteria for County to Consider

Ms. Boone addressed the Board on median maintenance. She presented updates on additional mowing to the current cycle with the renewed contract. Ms. Boone noted a contract with the Virginia Peninsula Regional Jail for inmates to do litter cleanup several times per week. She further noted the locations and specifics of the contract. Ms. Boone stated the use of the road crew, comprised of six staff, would address cleaning around signs and sweeping curbs and gutters.

Mr. Icenhour asked if VDOT cleaned the sand used during inclement winter weather from the streets.

Ms. Boone answered yes. She noted the County's work would supplement VDOT's sweeping. Ms. Boone further noted mowing and edging biweekly of sidewalks. She noted signage and upcoming discussion with VDOT regarding responsibilities.

b. Strategic Plan Refresh

Mr. Purse gave a brief presentation on updating the Strategic Plan and the incorporation of missing operational initiatives that may not have been captured in the document. He noted the refresh allowed the Board and the community to see the County's progress in meeting those

goals, and if other strategic goals were needed. Mr. Purse further noted some new goals included technology updates, Parks & Recreation Master Plan updates, and others, while ensuring the strategic goals the Board envisioned were included. He stated the process would restart next year to determine if the seven goals still matched community needs for the County. Mr. Purse noted the Strategic Plan was a five-year document and reviewing it would be a timely move in relation to budget preparation.

Mr. Icenhour noted this was an important move.

#### c. Government Discussion of State Maintenance Code

Mr. Purse noted some County properties and long-running issues with County building codes regarding changes. He further noted requirements per the Virginia Uniform Statewide Building Code (USBC) as well as the Property Maintenance Code. Mr. Purse stated the latter Code allowed for a broader range of standards for long-term property maintenance and was a more intense process. He noted that Code would be implemented County-wide, adding it had some true benefits as well as other considerations such as implementation and enforcement.

Discussion ensued.

Mr. Icenhour noted finding a middle ground on this point.

Discussion ensued.

Ms. Larson reiterated a middle ground approach.

Mr. Kinsman noted he could research the Board's concerns regarding the sections of the USBC.

Mr. McGlennon stated it should be considered with the next legislative agenda program.

#### d. Marijuana Referendum Requirements

Mr. Kinsman noted the General Assembly did not pass the legislation on retail. He further noted the new law allowed for personal use, but no retail sales. Mr. Kinsman added there was no referendum and the County would not be taking any action. He noted personal possession and growth of marijuana were allowed.

Discussion ensued.

#### e. Other Topics

Mr. Icenhour asked about the Eastern State property potential. He noted an earlier active approach to properties prior to the Board's review, adding Mr. Stevens and Mr. Kinsman would be involved in discussion with the State and potential developers at the start.

Discussion ensued regarding possible uses for the site and location possibilities for the centralized government facility.

General discussion ensued regarding staff researching several points and some possible Ordinance updates.

### 5. Tour of Courthouse Green Properties (optional)



Mr. Stevens noted the tour was available for any Board member who had not previously visited the facility.

**E. ADJOURNMENT**

1. Adjourn until 1 pm on March 22, 2022 for the Business Meeting

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

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

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

At approximately 1 p.m., Mr. McGlennon adjourned the Board of Supervisors.

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**BUSINESS MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**March 22, 2022**  
**1:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

Mr. McGlennon requested a motion to Amend the Agenda to add a presentation from New Horizons Regional Education Center (NHREC) and to clarify the Closed Session for property discussion involved property located at 2070 and 2025 Jamestown Road as well as property located at 6745 Humelsine Parkway and 95 and 101 Mounts Bay Road, respectively.

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

**C. PRESENTATION**

1. Proclaiming April 2022 as Child Abuse Prevention Month in James City County

Mr. McGlennon recognized Ms. Rebecca Vinroot, Director of Social Services.

Ms. Vinroot addressed the Board noting April is recognized throughout Virginia as Child Abuse Prevention Month annually. Ms. Vinroot stated the pinwheel gardens would be planted again this year. Ms. Vinroot mentioned the pertinence of raising awareness on preventing child abuse, adding April 1, 2022, was Wear Blue Day to show support. Ms. Vinroot recognized Ms. Juliet Heishman, from Social Services and Chair of the Child Abuse Prevention Coalition of Greater Williamsburg, adding she was present to discuss an event being held on Friday, March 25.

Ms. Heishman stated the event would be in-person, adding she anticipated a family friendly function with various community partners and activities for the children. Ms. Heishman mentioned a guest speaker would be in attendance; Mr. Elijah Lee, a 13-year-old child abuse activist. Ms. Heishman stated the event would be held at the James City County Recreation Center on Friday, March 25, 6-8 p.m. Ms. Heishman welcomed the public to attend.

Mr. McGlennon noted there was a proclamation which would be adopted by the Board. Mr. McGlennon further noted the Board was supportive of the efforts. Mr. McGlennon presented the proclamation to Ms. Vinroot and Ms. Heishman.

Ms. Heishman thanked Mr. McGlennon.

A second presentation was made, as noted with the Amended Agenda at the beginning of this meeting, on NHREC.

## 2. New Horizons Regional Education Center

Mr. McGlennon recognized Mr. Casey Roberts, Executive Director of NHREC.

Mr. Roberts addressed the Board noting he would provide a brief overview of the various programs offered at NHREC to the six school divisions. Mr. Roberts recognized Ms. Heather Cordasco, Board President of New Horizons Education Foundation (NHEF), who was in attendance. Mr. Roberts advised NHREC originated in 1965, adding it was the oldest and largest regional program in the Commonwealth of Virginia. Mr. Roberts stated NHREC served the Cities of Hampton, Newport News, Poquoson, Gloucester County, York County, and Williamsburg-James City County (WJCC), in addition to Isle of Wight County specifically for The Governor's School for Science and Technology. Mr. Roberts displayed the list of locations offered on the PowerPoint presentation. Mr. Roberts remarked NHREC served approximately 1,500+ public school students annually, adding adult education programs were available in the evening which served approximately 1,200+ adult learners annually. Mr. Roberts briefly discussed NHREC's mission and vision, in addition to NHREC's five strategic priorities. Mr. Roberts displayed the various programs NHREC offered on the PowerPoint presentation, adding NHREC offered a learning spectrum for a wide range of age groups. Mr. Roberts discussed NHREC's Technical Education program which offered 25 career and technical courses specifically for Juniors and Seniors. Mr. Roberts stated Marine Service Technology was a new program which would become available next year. Mr. Roberts noted a majority of courses were one-year programs; however, approximately 80% of students return for a second year of study to aid in additional credentials. Mr. Roberts further noted all NHREC'S programs offered were state and/or national level credentials. Mr. Roberts spoke about the Good Life Solutions program which originated in 2017, adding 28 Good Life Solutions employers had hired 171 full-time employees with 138 completing their first year on the job. Mr. Roberts mentioned the focus of the program was retention. Mr. Roberts reported the national average for students ages 18-24 going into trades and staying a year or more was only 29%, adding the NHREC's retention rate for the program was 81%. Mr. Roberts remarked NHREC outpaced the national average which led various employers to seek talent through NHREC. Mr. Roberts moved on to discuss The Governor's School for Science and Technology which was a two-year program for Juniors and Seniors. Mr. Roberts noted three research strands which included engineering, biological science, and computational science. He further noted approximately 190 students were enrolled in the state gifted high school program, adding 29 students were from WJCC. Mr. Roberts highlighted some of the current research conducted in the program on the PowerPoint presentation. Mr. Roberts spoke about the Center for Autism program which served students Kindergarten-12 (K-12) across the Peninsula. Mr. Roberts noted the focus was to provide academic training, transition skills, and employability skills, adding NHREC worked with VersAbility Resources and other local businesses to assist with job placement. Mr. Roberts further noted collaborative efforts with The University of North Carolina Chapel Hill to utilize and conduct research on the use of Universal Core Communication System for students who were non-verbal or had communicative skill deficiencies. Mr. Roberts touched on the Newport Academy program which served students K-12 with emotional and intellectual disabilities. Mr. Roberts stated the program's focus was to provide academic training, transition skills, and employability skills, in addition to work experience opportunities. Mr. Roberts discussed the Center for

Apprenticeship & Adult Training which was one of the largest suppliers of apprentice-related instruction on the Peninsula. Mr. Roberts stated over 300 apprentices were trained annually, NHREC worked with over 100 business sponsors, offered over 60 course offerings, and offered six registered apprenticeship pathways available. Mr. Roberts noted many of the courses were available online which expanded student opportunities. He further noted this program was self-funded, adding the profit made from this program flowed back into the high school programs to utilize as an equipment fund. Mr. Roberts highlighted the new courses offered in Spring 2022 which included: 1) Phlebotomy; 2) Emergency Medical Technician; 3) Veterinary Technician; and 4) Construction and Facility Technology. Mr. Roberts spoke about the Youth Workforce Center which served students ages 16-24 who had challenging barriers to employment. Mr. Roberts noted this program offered an In-School program for students who had challenges in school as well as an Out of School program for individuals to obtain their GED, in addition to the work experience through the Center for Apprenticeship & Adult Training. Mr. Roberts mentioned the beneficial aspect of NHREC offering all services at one location. Mr. Roberts added the program was funded by the Hampton Roads Workforce Council (HRWC). Mr. Roberts moved on to discuss the Family Counseling Center, adding NHREC partnered with the College of William & Mary School of Education and its counseling center. Mr. Roberts stated the counseling services were provided by the College of William & Mary students in the graduate level program as it assists with their lab experience and it allows families of children attending public schools in Gloucester County and York County, and the Cities of Hampton, Newport News, Poquoson, and WJCC to take advantage of the free counseling services. Mr. Roberts indicated the clinic was referred by the schools and then funneled through NHREC. Mr. Roberts mentioned there were accommodations for those who had transportation concerns getting to the City of Williamsburg could utilize the NHREC Newport News or Hampton facilities to provide the counseling services on-site. Mr. Roberts added a lot of those concerns had been alleviated as the counseling services were available via Zoom. Mr. Roberts displayed a series of awards NHREC had received on the PowerPoint presentation. Mr. Roberts presented a marketing video for Build Hampton Roads Good Life Solutions program to the Board. Mr. Roberts concluded the presentation.

Mr. McGlennon thanked Mr. Roberts for the informative presentation.

Mr. Hipple shared his experience as a student at NHREC and stated he graduated in 1980. Mr. Hipple added he has owned a construction business for approximately 35 years due to the education he received from NHREC. Mr. Hipple expressed the beneficial aspects of NHREC from a learning standpoint as well as for employers seeking employees. Mr. Hipple asked Mr. Roberts if NHREC considered implementing a program specifically for local government positions. Mr. Hipple mentioned the staffing concerns, adding it would be beneficial if the County could utilize NHREC for potential hires.

Mr. Roberts commented the video presented to the Board was for Build Hampton Roads Good Life Solutions program which focuses specifically on Automotive, Construction, Manufacturing, and Information Technology (IT). Mr. Roberts informed the Board of a new program forthcoming called Serve Good Life Solutions program which would focus on Public Safety, Human Services, and Health Sciences. Mr. Roberts stated NHREC was actively looking for multiple pathways for students to choose from, adding one was local government and the positions localities offered. Mr. Roberts mentioned another program called Hampton Roads Public Works Academy, adding the Cities of Virginia Beach, Chesapeake, and Newport News, were some examples of localities attempting to recruit NHREC students to work in Public Works. Mr. Roberts indicated active connections were available with local government agencies; however, he emphasized the point to employers that recruits from NHREC were considered ready to learn entry level. Mr. Roberts noted many employers were beginning to shift their outlook due to various challenges.

Mr. Hipple thanked Mr. Roberts.

Mr. Roberts replied absolutely.

Ms. Sadler thanked Mr. Roberts, adding she felt NHREC provided great opportunities for youth. Ms. Sadler stated she completed an apprenticeship program, adding she owned a successful small business and the apprenticeship provided a wonderful opportunity for her and her family. Ms. Sadler commended the efforts and offerings to individuals of all ages.

Mr. Roberts stated NHREC welcomed all individuals ready to learn.

Ms. Larson extended congratulations on The Governor's School, adding it was a very successful program. Ms. Larson asked if WJCC students were still required to get on the bus early.

Mr. Roberts stated NHREC tried to work with the school divisions as much as possible in addition to students' schedules; however, The Governor's School was a significant commitment and extremely competitive. Mr. Roberts indicated there were 90 slots available annually and NHREC received over 200 applications, adding the applicants were all highly qualified students. Mr. Roberts stated NHREC opened at 7 a.m. so if a student lived in the northern part of James City County and attended the morning class, that student would be required to get on the bus somewhere between 5-5:30 a.m. in order to get to NHREC on time.

Ms. Larson commended NHREC for the Center of Autism program. Ms. Larson asked what factors were involved to achieve the high retention rate.

Mr. Roberts stated it was the preparation and the students committed to that particular trade. Mr. Roberts noted the importance of aiding the transition from a high school setting to the workforce environment was critical. Mr. Roberts further noted the benefits to attending a program such as NHREC.

Ms. Cordasco addressed the Board noting for students who attend NHREC, the expectation was straightforward. Ms. Cordasco added NHREC communicated with both the employer and student over the first year, alleviating miscommunication, building trust, and if potential concerns were had it would be heard. Ms. Cordasco noted employers were committed to continued education for the students, adding once a student was recruited and trained the goal was to retain and offer advancement opportunities. Ms. Cordasco mentioned a student who graduated from NHREC in 2019, received eight offers and took the top offer making \$28 per hour with full benefits. Ms. Cordasco stated the County helped fund a State of the Arts Special Education Building at the NHREC campus in Newport News. Ms. Cordasco welcomed the Board to visit, in addition she expressed her gratitude to the County for its support.

Ms. Larson noted the concerns with the previous temporary buildings that housed the Center of Autism program. Ms. Larson inquired if there were concerns with accommodating WJCC student schedules since recent changes to the scheduling system.

Mr. Roberts stated NHREC worked closely with the school divisions and to provide flexibility to allow every student the opportunity to attend NHREC. Mr. Roberts noted he was in contact with Dr. Olwen Herron, ED.D. Superintendent of WJCC Schools, in addition to the other five superintendents, adding monthly meetings were conducted. Mr. Roberts reiterated the willingness to do its best to accommodate students regardless of school scheduling circumstances.

Ms. Larson thanked Mr. Roberts, adding often times the Board received questions in regard to WJCC offering vocational programs. Ms. Larson stated it may be possible to bring a program into the school system; however, WJCC would not be able to offer the variety of programs NHREC offered.

Mr. Roberts replied that was the reason a regional program was successful. Mr. Roberts stated the school divisions had a centralized regional strategy of how to manage and implement regional programming through NHREC that was cost effective. Mr. Roberts noted he was looking for ways to expand primarily in-house to prevent significant impacts to budgets. Mr. Roberts informed the Board that NHREC received over 600 applications annually for 25 programs and 1,100 seats.

Mr. Icenhour remarked he had recently started serving as a representative on the HRWC again, adding he just attended a meeting discussing strategic framework. Mr. Icenhour expressed he felt that strategic framework was reflected in the NHREC presentation, adding he was very impressed.

Mr. McGlennon stated he also previously served on the HRWC as well to visit NHREC, adding he was impressed with the dedication of teachers and the students demonstrated a significant level of confidence he believed due to the opportunity of the hands-on approach. Mr. McGlennon thanked Mr. Roberts for the efforts and thanked Ms. Cordasco for being in attendance.

Mr. Roberts stated Career Selection Day was on May 12, 2022; he welcomed the Board to attend to witness the students select their employment opportunities. Mr. Roberts noted he would send an invitation and thanked the Board for the opportunity to present.

Mr. McGlennon replied thank you.

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

Mr. McGlennon asked if any Board member wished to pull any items from the Consent Calendar or to make a motion to adopt the Consent Calendar.

1. Grant Award - \$700,000 - Virginia Department of Housing and Community Development

A motion to Approve 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

2. Grant Award - \$109,400 - Virginia Outdoors Foundation Grant for Grove Community Park

A motion to Approve 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

3. Granting County Administrator Authority to Settle Certain Claims

A motion to Approve 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

4. Minutes Adoption

A motion to Approve 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

The Minutes Approved for Adoption included the following meeting:

-February 8, 2022, Regular Meeting  
-February 22, 2022, Business Meeting

5. Supplemental Appropriation Request - \$10,801

A motion to Approve 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

6. Resolution to Increase Employee Salaries

A motion to Approve 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

**E. BOARD DISCUSSIONS**

None.

**F. BOARD CONSIDERATION(S)**

None.

**G. BOARD REQUESTS AND DIRECTIVES**

Mr. Icenhour stated he attended the HRWC Quarterly Board meeting. Mr. Icenhour displayed the Agenda Packet referencing the strategic plan framework, adding HRWC had a presentation on the topic addressing employee connectivity improvement. Mr. Icenhour noted only approximately 29%-30% of small businesses in the area were aware of HRWC's efforts to support businesses. Mr. Icenhour expressed the connectivity aspect he felt was the most pertinent part of the strategic plan, adding he was impressed with the work conducted. Mr. Icenhour noted he attended the Greater Williamsburg Chamber of Commerce meeting virtually on March 17. Mr. Icenhour further noted he attended the Service Awards Ceremony and applauded Mr. Stevens on the presentation. Mr. Icenhour commented it was nice to meet the dedicated County staff.

Mr. Hipple stated last Tuesday and Thursday he attended two Hampton Roads Transportation Accountability Commission (HRTAC) meetings. Mr. Hipple noted the meeting held on Tuesday consisted of the HRTAC Finance Committee to discuss the financials. Mr. Hipple noted an item was approved on Thursday's HRTAC meeting, which would allow the County approximately \$82 million in savings with some financing being changed. Mr. Hipple informed

the Board the savings would then be put back into the community roadways. Mr. Hipple expressed positive remarks about HRTAC.

Ms. Larson stated she attended the Williamsburg Tourism Council meeting at The Maine of Williamsburg. Ms. Larson extended her gratitude to The Maine of Williamsburg for its hospitality, adding she felt it was a beautiful venue and recommended the public to visit. Ms. Larson offered the Agenda Packet to any of the Board members interested. Ms. Larson noted a steady increase in tourism in the Greater Williamsburg area. Ms. Larson further noted Bon Appetit conducted a video series on local food, adding the Williamsburg Tourism Council attended several restaurants in the City of Williamsburg, James City County, and York County, which resulted in significant engagement. Ms. Larson stated the Williamsburg Tourism Council received an award for an ad campaign entitled “Life At Your Pace” from Hospitality Sales and Marketing Association International (HSMAI). Ms. Larson added Ms. Vicki Cimino, CEO of the Williamsburg Tourism Council, was honored as one of the HSMAI Top 25 individuals in the hospitality business. Ms. Larson expressed positive remarks on the Service Awards Ceremony and thanked Mr. Stevens. Ms. Larson stated Friday afternoon that she along with, Mr. McGlennon, Mr. Greg Dowell Jr., Chair of the WJCC School Board, and Mr. Jim Kelly, formerly of the WJCC School Board, participated in a panel discussion with the Sorensen Institute for its new class. Ms. Larson noted Wednesday morning she and Mr. McGlennon would be attending the School Liaison at the James City County Recreation Center.

Ms. Sadler stated she was recovering from a cold, adding she did not have any discussion to report.

Mr. McGlennon reiterated the County participation in Child Abuse Prevention Month, adding an event would be held on Friday, March 25, 6-8 p.m. at the James City County Recreation Center to include games, giveaways, snacks, and other things of that nature. Mr. McGlennon mentioned the importance of supporting such a serious topic and raising awareness to the community. Mr. McGlennon added April 1, 2022, was Wear Blue Day to show support. Mr. McGlennon thanked County staff and Mr. Stevens for their efforts on the Service Awards Ceremony, adding positive remarks about the event. Mr. McGlennon mentioned the Virginia Department of Transportation (VDOT) was currently conducting a survey of proposals to address traffic on Route 199 between John Tyler Highway and Brookwood Road. Mr. McGlennon noted some of the considered proposals could dramatically impact community residents of that area. Mr. McGlennon indicated VDOT included a limited time survey for public outreach purposes, adding the timeframe was extended to the end of this week. Mr. McGlennon encouraged the public to participate in the survey, adding the link was posted on the County website.

Mr. Icenhour noted he forgot one item he meant to address. Mr. Icenhour stated the National Vietnam War Veterans Day Ceremony would be held Tuesday, March 29, 1 p.m. at Veteran’s Park. Mr. Icenhour indicated to date 130 Vietnam Veterans had submitted their names to receive Congressional Certificates from the Honorable Congressman Rob Wittman’s Office. Mr. Icenhour anticipated a large crowd for the event and looked forward to a positive turnout.

Ms. Larson asked if there would be parking concerns.

Mr. Icenhour stated he spoke with the Parks & Recreation Department and advised due to the date and time it was being held it should not be an issue; however, there would be grass overflow parking available if need be. Mr. Icenhour noted a potential Police Officer on-site to direct traffic as well.

Mr. McGlennon mentioned the Board had a productive Retreat on March 12, adding he appreciated all efforts and thanked Mr. Stevens for coordinating the meeting.



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

Mr. Stevens thanked the Board for its time at the Retreat and at the Service Awards Ceremony. Mr. Stevens advised the proposed Fiscal Year (FY) 2023 Budget would be released next week, adding collaborative efforts with media outlets to anticipate good coverage for public outreach purposes. Mr. Stevens stated there would be an advertisement for the budget for American Rescue Plan Act funding for a Public Meeting on April 5, at 4 p.m. in the Boardroom at Building F in the Government Complex. Mr. Stevens mentioned he and Ms. Sharon Day, Director of Financial and Management Services, would conduct the meeting and welcomed the Board to attend. Mr. Stevens noted the Board would hold a public hearing on the proposed FY 2023 Budget on April 12, at the Board of Supervisors Regular Meeting, which would begin at 5 p.m. Mr. Stevens anticipated the adoption of the budget to be inputted into the May 10 Agenda Packet. Mr. Stevens noted if additional meetings were necessary to discuss the proposed budget, it could be accommodated. Mr. Stevens informed the Board that Busch Gardens was opening its newest attraction “Pantheon” on March 25. Mr. Stevens noted it was a year or two behind schedule due to the COVID-19 pandemic; however, there was a lot of excitement for the new rollercoaster.

## **I. CLOSED SESSION**

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 1:58 p.m., the Board entered Closed Session.

At approximately 2:35 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about in Closed Session was made by Ruth Larson, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

1. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, 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 consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, pursuant to Section 2.2-3711(A)(8) of the Code of Virginia.
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
3. Board of Zoning Appeals Appointment

A motion to Recommend to the Circuit Court Judge that they appoint Mr. Andrew Dean to the Board of Zoning Appeals to fill the term of Mr. Stephen Rodgers that would expire on March

31, 2024, 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

4. Social Services Advisory Board Appointments

A motion to Appoint Ms. Karen Davis to fill an unexpired term that will end on September 25, 2022, 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

A motion to Appoint Ms. Adrienne Carter to fill an unexpired term which will expire on September 23, 2023, 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

A motion to Appoint Ms. Camica Credle to fill the vacancy that was previously held that now will expire on June 30, 2024, 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

A motion to Appoint Mr. Henry Ranger for a term to end March 8, 2026, 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

**J. ADJOURNMENT**

1. Adjourn until 5 pm on April 12, 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 2:38 p.m., Mr. McGlennon adjourned the Board of Supervisors.

**ITEM SUMMARY**

DATE: 4/26/2022

TO: The Board of Supervisors

FROM: Doug Smith, President & CEO

SUBJECT: Hampton Roads Alliance Update

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/18/2022 - 1:13 PM

**ITEM SUMMARY**

DATE: 4/26/2022

TO: The Board of Supervisors

FROM: Christopher Johnson, Director of Economic Development & Jason Purse, Assistant County Administrator

SUBJECT: Business investment Grant Program

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**ATTACHMENTS:**

	Description	Type
📎	Memorandum	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/15/2022 - 12:44 PM
Board Secretary	Purse, Jason	Approved	4/19/2022 - 2:06 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 2:08 PM
Publication Management	Pobiak, Amanda	Approved	4/19/2022 - 2:12 PM
Legal Review	Kinsman, Adam	Approved	4/19/2022 - 4:07 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 4:09 PM
Board Secretary	Purse, Jason	Approved	4/19/2022 - 4:09 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 4:10 PM

## MEMORANDUM

DATE: April 26, 2022

TO: The Board of Supervisors

FROM: Christopher M. Johnson, Director of Economic Development  
Jason Purse, Assistant County Administrator

SUBJECT: Business Investment Grant Program

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The Office of Economic Development and Community Development propose to develop a business investment grant program to encourage private capital investment in existing commercial and industrial properties located along Community Character Corridors identified in the adopted Comprehensive Plan. The grants would incentivize redevelopment of existing commercial or industrial properties which are currently vacant, have non-conforming features such as signage or site lighting, or benefit from the addition of landscaping, façade renovations, decorative fencing, and additional safety features such as sidewalks or compliance with current ADA building standards. Any improvements would need to be shown on site plans reviewed and approved by the County to ensure that the grant funds were being used for their intended purpose. The Economic Development Authority (“EDA”) could administer the review and approval of such grants using its statutory powers as expressed by the State Code.

There is no funding source for this type of program in the current proposed Fiscal Year (FY) 2023-2024 budget. If the Board of Supervisors were to allocate approximately \$100,000 in funding in the FY23-24 budget to the EDA (\$50,000 each year) to encourage redevelopment and private investment opportunities, awards with a maximum of \$10,000 per business would provide a meaningful level of assistance toward helping improve the economic vitality, vibrancy, and character of commercial and industrial properties along these strategic corridors.

CMJ/JP/md  
BusInvGrntProg-mem

Attachment

**ITEM SUMMARY**

DATE: 4/26/2022

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: Fiscal Year 2023-2024 Budget Business Meeting

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**ATTACHMENTS:**

	Description	Type
📎	Presentation	Presentation
📎	Requests vs Proposed	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	4/8/2022 - 9:14 AM
Publication Management	Pobiak, Amanda	Approved	4/8/2022 - 9:16 AM
Legal Review	Parman, Liz	Approved	4/8/2022 - 11:38 AM
Board Secretary	Saeed, Teresa	Approved	4/14/2022 - 10:45 AM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2022 - 2:21 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 10:41 AM



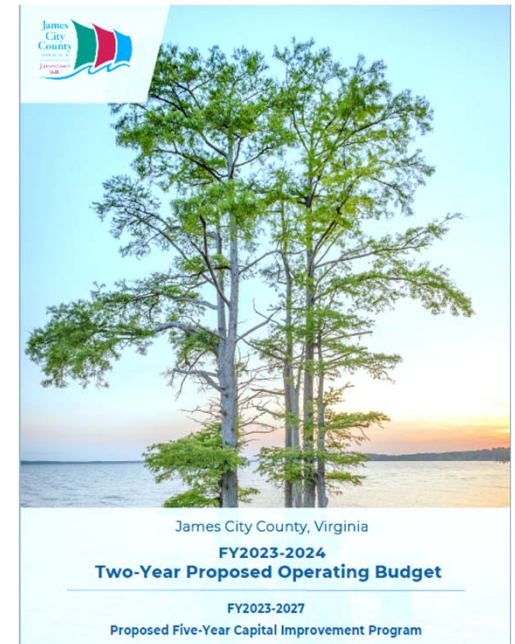
# FY2023-FY2024 Proposed Budget/Plan and Tax Rates

Board of Supervisors Business Meeting: April 26, 2022



# FY2023 Proposed Budget Highlights

- **FY2023 Proposed Budget = \$233.4M** (\$8.9M, 4.0% > FY2022 Budget)
- **Focus on:**
  - Exceptional service to the community
  - Staff retention and recruitment
  - Community appearance and capital needs
- **Personnel:**
  - Raising minimum wage from \$9.64 to \$13.36
  - Funding for the \$1,500 and 5% wage increase implemented in April 2022
  - 8 new full-time positions, 4 conversions of part-time to full-time positions, and 35 reclassifications of existing positions and career ladders
- **Capital:**
  - Restoration of pay-as-you-go funding, including fund balance appropriations for one-time costs
  - Space Needs/Master Facility Plan (\$85M in CIP and anticipate \$100M of other needs not yet funded)







## FY2023 Proposed Budget – General Fund Highlights

- FY2023 Proposed Budget = \$218.2M (\$16M or 7.9% > FY2022 Budget)
- Real estate reassessment resulted in 8.2% overall increase to total assessed value of real property. Proposes no change in the real estate tax rate.
- Provides tax relief in personal property by applying an assessment ratio of 75% (vs. 100%) to NADA values.
- Only fee change is Medic Transport Recovery Fees (to align with Medicare reimbursement rates).
- Adds 6 full-time positions, 4 conversions from part-time to full-time, and various reclassifications/career ladders.
- Estimated Costs to Provide Services > Revenue Projection. Requests totaling \$3.4M are not funded (primarily personnel).





## General Fund – Revenue Summary\*

Source	FY2022 Adopted	FY2023 Proposed	FY2024 Plan
General Property Taxes	\$143.5	\$153.3	\$156.3
Other Local Taxes	26.7	32.4	33.6
Licenses, Permits and Fees	8.7	8.7	8.9
State and Federal	15.6	15.7	15.8
Other	7.7	8.1	8.6
<b>Total</b>	<b>\$202.2</b>	<b>\$218.2</b>	<b>\$223.2</b>

*\*Amounts shown above are in millions*





# General Fund – Expenditure Summary\*

Function	FY2022 Adopted	FY2023 Proposed	FY2024 Plan
General Administration	\$3.9	\$4.4	\$4.4
Financial Administration	5.0	5.9	6.0
Court Services	4.4	5.2	5.1
Public Safety	29.9	32.4	32.8
Information Resources Management	4.9	5.5	5.6
Community Development	3.3	3.6	3.6
General Services	13.5	15.8	16.0
Parks & Recreation	7.5	8.1	8.1
Contribution to WJCC Schools	100.9	102.1	103.3
Contributions to Outside Agencies	12.4	13.0	13.3
Non-dept./Transfers to Other Funds	16.5	22.2	25.0
<b>Total</b>	<b>\$202.2</b>	<b>\$218.2</b>	<b>\$223.2</b>

*\*Amounts shown above are in millions*





# Important Dates

- **Real Estate Reassessment**

- **April 30:** Deadline to file an appeal with the Board of Equalization
- **June 2022:** Board of Equalization conducts the hearings

- **May 10:** Scheduled Budget Adoption 5:00 p.m.  
James City County Govt. Center, 101-F Mounts Bay Rd.





# FY2023-FY2024 Proposed Budget/Plan and Tax Rates

Board of Supervisors Business Meeting: April 26, 2022

**General Fund**

DEPARTMENT / DIVISION	FY2023 REQUESTED	FY2023 PROPOSED	REQUEST VS PROPOSED	NOTES
<b>GENERAL ADMINISTRATION</b>				
Board of Supervisors (011)	\$ 190,980	\$ 190,980	\$ -	
County Administration (012)	1,337,410	1,337,410	-	
County Attorney (014)	583,410	583,410	-	
				Funding of \$58,357 removed for Admin Coordinator; removed \$10,000 for Stonehouse Commerce Assoc. fees; removed \$25,000 for marketing; removed \$20,000 for Columbia
Economic Development (151)	625,667	512,310	113,357	Drive subdivision docs
				Removed \$48,940 for conversion of PT Admin Assistant to FT Human Resource
Human Resources (019)	912,455	854,565	57,890	Technician; reduced training program by \$8,950
				Removed \$259,471 for temporary help; removed \$69,690 for equipment maintenance; removed \$81,250 based on lower quotes for folding machine and equipment cages; removed \$54,212 for Training & Staffing position; reduction of \$22,864 by funding Absentee position by eliminating PT Asst GR; removed \$13,395 of postage funding; removed \$11,492 of travel/training; reduced operating supplies by \$69,447; removed
Voter Registration and Elections (131)	1,511,807	915,820	595,987	\$14,166 from leases/rentals
	<u>5,161,729</u>	<u>4,394,495</u>	<u>767,234</u>	
<b>COURT SERVICES</b>				
				Reduced professional services by \$13,220; reduced equipment maintenance by \$12,855; reduced telecommunications by \$7,940; reduced supplies by \$900; reduced building
Courthouse (176)	773,810	721,570	52,240	improvements by \$17,325
Clerk of the Circuit Court (041)	1,089,140	1,089,140	-	
Commonwealth's Attorney (054)	1,375,270	1,375,270	-	
Sheriff (061)	1,643,870	1,640,205	3,665	Reduced telecommunications by \$1,500; reduced equipment replacement by \$2,165
Courts/Judicial (177-181)	333,735	330,485	3,250	Reduced operating supplies of the General District Court by \$3,250
	<u>5,215,825</u>	<u>5,156,670</u>	<u>59,155</u>	
<b>PUBLIC SAFETY</b>				
				Reduced professional services by \$17,605; reduced fuel by \$4,485; reduced new
Police Department (062)	13,155,940	13,130,855	25,085	equipment by \$2,995
Animal Control (121)	244,305	244,305	-	
				Reduced professional services by \$35,455; reduced travel and training by \$8,600; reduced medical supplies by \$2,800; reduced operating supplies by \$9,350; reduced
Fire/EMS (071)	15,237,850	14,967,645	270,205	furniture and equipment by \$4,000; reduced salaries \$126,000 for 3 FF + benefits
Emergency Management (073)	294,675	294,675	-	\$84,000 for 3 FF attrition in order to fully fund 9 new FFs added in FY2022
Emergency Communications (195)	3,806,889	3,733,235	73,654	
	<u>32,739,659</u>	<u>32,370,715</u>	<u>368,944</u>	Reclassified vacant dispatch position to fund new deputy (70,880); reduced travel and training by \$2,500; reduced replacement equipment by \$270
<b>FINANCIAL ADMINISTRATION</b>				
				Removed \$40,300 for conversion of Accounting Technician position from PT to FT and
Treasurer (031)	2,619,445	1,678,245	941,200	\$895,900 for absorption of credit card fees
Commissioner of the Revenue (021)	1,141,700	1,063,310	78,390	Removed \$70,890 for Fiduciary Tax Agent position; reduced supplies by \$7,500
Financial and Management Services (029)	1,545,880	1,545,880	-	
Accounting (032)	418,975	418,975	-	
Purchasing (028)	355,230	355,230	-	
Real Estate Assessments (025)	947,760	880,710	67,050	Removed \$67,050 for Real Estate Appraiser position
	<u>7,028,990</u>	<u>5,942,350</u>	<u>1,086,640</u>	
<b>INFORMATION RESOURCES MANAGEMENT</b>				

DEPARTMENT / DIVISION	FY2023 REQUESTED	FY2023 PROPOSED	REQUEST VS PROPOSED	NOTES
				Reduced professional services by \$3,300; reduced equipment maintenance by \$4,180; reduced travel and training by \$660; reduced supplies by \$3,200; removed \$50,000 wireless solutions; removed \$27,000 video studio lighting and \$10,000 video studio display upgrades (displays/lighting)
Information Resources Management (194)	1,530,515	1,432,175	98,340	
Information Technology Infrastructure (024)	2,345,660	2,345,660	-	
Information Technology Core Applications (033)	1,723,600	1,711,995	11,605	Reduced software by \$11,605
	<u>5,599,775</u>	<u>5,489,830</u>	<u>109,945</u>	
<b>COMMUNITY DEVELOPMENT</b>				
Community Development (017)	599,865	589,365	10,500	Reduced professional services by \$10,000; reduced travel and training by \$500
Planning (016)	1,021,275	1,020,105	1,170	Reduced supplies by \$1,170
Zoning Enforcement (107)	372,380	372,380	-	
Building Safety and Permits (105)	1,587,810	1,587,810	-	
	<u>3,581,330</u>	<u>3,569,660</u>	<u>11,670</u>	
<b>GENERAL SERVICES</b>				
General and Capital Services (140)	2,508,515	2,392,600	115,915	Removed \$114,000 for second Assistant Director position; reduced operating supplies by \$1,915
Facilities Maintenance (141)	4,052,320	3,900,070	152,250	Removed \$57,080 for Facilities Technician; removed Legacy Hall audio visual sound system for \$34,000; reduced other professional services by \$59,770; reduced replacement equipment by \$1,400
Grounds Maintenance (142)	3,688,980	3,294,170	394,810	Reduced professional services by \$39,325; reduced street maintenance by \$30,330; reduced operating supplies by \$19,755; \$142,000 vehicle replacement removed (recommend submitting as CIP in a future year); \$163,400 equipment replacement removed (recommend submitting as CIP in a future year)
Fleet and Equipment (196)	1,330,620	1,322,100	8,520	Reduced equip maintenance by \$8,520
Stormwater and Resource Protection (135)	2,406,835	2,406,835	-	
Solid Waste Management (108)	2,570,430	2,540,165	30,265	Reduced disposal fees by \$29,000; reduced leases and rentals by \$1,265
	<u>16,557,700</u>	<u>15,855,940</u>	<u>701,760</u>	
<b>PARKS AND RECREATION</b>				
Parks and Recreation (153-161)	8,270,500	8,080,330	190,170	Removed \$51,545 for Water Safety Instructor position; removed \$74,150 for conversion of 6 PT Park Attendants to 3 FT Lead Park Attendants; reduced professional services by \$27,980; reduced operating supplies by \$20,435; reduced furniture and equipment by \$16,060
<b>SUBTOTAL - COUNTY OPERATIONS</b>	<u>84,155,508</u>	<u>80,859,990</u>	<u>3,295,518</u>	
Contr. to WJCC School Division-Operations (170)	87,304,835	87,304,835	-	
Contr. to WJCC School Division-Debt Service (199)	14,800,000	14,800,000	-	
Contr. to Wmbg. Regional Library (163)	5,564,800	5,564,800	-	
Contr. to Outside Agencies (198, 183, 162)	7,564,165	7,483,015	81,150	Requests were not funded in full for the following entities: Community of Faith Mission, Lackey Clinic; Williamsburg House of Mercy; Bacon Street; Cooperative Extension; Grove Outreach; Hospice of Williamsburg; Williamsburg Land Conservancy; CAA; Adult Literacy for Life; Meals on Wheels
Transfers to Other Funds (199)	21,837,360	21,837,360	-	
Nondepartmental (193)	350,000	350,000	-	
<b>SUBTOTAL - OTHER</b>	<u>137,421,160</u>	<u>137,340,010</u>	<u>81,150</u>	
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 221,576,668</b></u>	<u><b>\$ 218,200,000</b></u>	<u><b>\$ 3,376,668</b></u>	

**ITEM SUMMARY**

DATE: 4/26/2022

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

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/15/2022 - 12:53 PM



**ITEM SUMMARY**

DATE:

TO: The Board of Supervisors

FROM: John H. Carnifax Jr., Director of Parks and Recreation

SUBJECT: Parks and Recreation Advisory Commission Appointments

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**ATTACHMENTS:**

Description	Type
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**REVIEWERS:**

Department	Reviewer	Action	Date
Parks & Recreation	Carnifax, John	Approved	4/14/2022 - 4:09 PM
Publication Management	Pobiak, Amanda	Approved	4/14/2022 - 4:16 PM
Legal Review	Parman, Liz	Approved	4/15/2022 - 8:20 AM
Board Secretary	Saeed, Teresa	Approved	4/15/2022 - 12:44 PM
Board Secretary	Purse, Jason	Approved	4/19/2022 - 2:06 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 2:08 PM

**ITEM SUMMARY**

DATE: 4/26/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Adjourn until 5 pm on May 10, 2022 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/15/2022 - 12:50 PM