AGENDA

JAMES CITY COUNTY BOARD OF SUPERVISORS

BUSINESS MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM

101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

June 24, 2025

1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

1. Proclamation - July is National Park and Recreation Month and Park and Recreation Professionals Day

D. CONSENT CALENDAR

1. Contract Award - Public Safety Annual Physical Examinations - $210,234
2. Authorization to Purchase 11 Police Vehicles - $498,381
3. Grant Award - $1,133,079 - Moses Lane Comprehensive Community Development Project - Community Development Block Grant
4. Moses Lane - Comprehensive Community Development Block Grant Project - Adoption of the Required Local Business and Employment Plan
5. Moses Lane - Comprehensive Community Development Block Grant Project - Adoption of the Required Section 504 Grievance Procedure for Disability Nondiscrimination
6. Moses Lane - Comprehensive Community Development Block Grant Project - Adoption of the Required Housing Rehabilitation Program Design and Residential Anti-Displacement and Relocation Assistance Plan
7. Moses Lane - Comprehensive Community Development Block Grant Project - Adoption of the Required Fair Housing Certification
8. Minutes Adoption
9. Grant Award - $283,500 - James City County Child Health Initiative
10. Grant Award - $8,412 - Chesapeake Bay Restoration Fund Grant
11. Grant Award - $5,000 - Sponsoring Partnerships and Revitalizing Communities Program Administrative Funding
12. Budget Amendment - $55,000 - Housing and Urban Development Housing Assistance Payments
13. Compensation Board Allocation - $171,640 - Commonwealth’s Attorney

E. BOARD DISCUSSIONS

1. Government Center Update

2. Non-Profit Tax Exemption Discussion

3. Community Land Trust

F. BOARD CONSIDERATION(S)

1. Change Order - Second Interim Agreement, Consolidated Government Center/Off-site Roadway Improvements

G. BOARD REQUESTS AND DIRECTIVES

H. REPORTS OF THE COUNTY ADMINISTRATOR

I. CLOSED SESSION

1. Consideration of a personnel matter, the performance evaluation of the County Administrator and County Attorney, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

2. 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 pertaining to a parcel of real property along Route 60.

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

    a. Appointment - Williamsburg Regional Library Board of Trustees

    b. Appointments - Virginia Peninsula Community College Board

    c. Appointments - Stormwater Program Advisory Committee

    d. Appointments - Historical Commission

4. Consultation with legal counsel employed or retained by the public body regarding a tax assessment issue requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia

5. Certification of Closed Session

J. ADJOURNMENT

1. Adjourn until 5 pm on July 8, 2025 for the Regular Meeting

PROCLAMATION

JULY IS NATIONAL PARK AND RECREATION MONTH AND PARK AND RECREATION PROFESSIONALS DAY

WHEREAS, *the National Recreation and Park Association (NRPA) has designated the month of July as Park and Recreation Month and Friday, July 18, 2025, as Park and Recreation Professionals Day, in celebration and recognition of the critical role parks and recreation - and those professionals who provide the opportunity for healthy lifestyles across the country; and*

WHEREAS, *launched in 1985, this year marks the 40th anniversary of national Park and Recreation Month with a theme of "Build Together, Play Together", highlighting parks and recreation's role in building community through opportunities for active living, community engagement, and connection with nature and promoting play, which are essential to the health, well-being, and quality of life for all residents of James City County; and*

WHEREAS, *parks and recreation are essential to the health, well-being, and quality of life for all residents of James City County, offering opportunities for active living, community engagement, and connection with nature; and*

WHEREAS, *James City County Parks & Recreation maintains over 17 parks, 24 trails, recreational facilities and 1,711 acres of recreational and green space, and provides hundreds of programs, events, and services that support residents of all ages, abilities, and interests; and*

WHEREAS, *the dedicated professionals and volunteers of James City County Parks & Recreation work tirelessly to ensure that parks, trails, and recreation spaces are clean, safe, welcoming, and ready to serve the public every day; and*

WHEREAS, *parks and recreation are dedicated to advocating for physical, mental, and social wellness and health, supporting youth development and healthy aging, encouraging environmental stewardship, and strengthening our economy and community through inclusive and equitable access and recreational opportunities for all.*

NOW, THEREFORE, BE IT RESOLVED *that I, James O. Icenhour, Jr., Chairman of the Board of Supervisors of James City County, do hereby proclaim the month of July as* ***Park and Recreation Month and July 18, 2025, as Park and Recreation Professionals Day,*** *and encourages all residents to recognize, appreciate, and support the work of James City County Parks & Recreation in making our community a vibrant and healthy place to live, work, and play.*

IN WITNESS, WHEREOF*, I hereunto set my hand and caused the seal of the County of James City, Virginia to be affixed this 24th day of June 2025.*

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James O. Icenhour, Jr.

Chairman, Board of Supervisors

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - $210,234 - Public Safety Annual Physical Examinations

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The Fiscal Year 2026 Fire and Police General Fund budgets include funds for uniformed personnel to receive occupational physicals. Personnel from the Fire Department, Police Department, and Purchasing Division worked collaboratively to determine the departments' needs and developed a list of criteria based upon the National Fire Protection Association's Standards 1582 and 1583. Purchasing issued a single Request for Proposals (RFP) for interested vendors to submit proposals for performing the occupational physical evaluations for both departments.

Interested vendors responded to the RFP by describing their interest, qualifications, and experience. The Fire Department, Police Department, and Purchasing Division staff examined different options and determined the most qualified vendor to be Life Scan Wellness Centers. This vendor provided the most comprehensive and inclusive contract and demonstrated experience with the National Fire Protection Association Standards for Health and Safety.

The cost of the proposed contract is within the funds allotted. This contract is for an annual period and contains the option to renew for four additional periods. The contract only provides for annual occupational physicals. Both pre-employment and return-to-duty evaluations will still be performed by the County's existing vendor.

Staff recommends approval of the attached resolution authorizing the contract award to Life Scan Wellness Centers for Public Safety Annual Occupational Physical Examinations in the amount of $210,234.

RTA/ap
CA-PubSftyPhys25-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD - $210,234 - PUBLIC SAFETY ANNUAL PHYSICAL EXAMINATIONS

WHEREAS, a Request for Proposals has been advertised and evaluated for occupational physical evaluations for Fire and Police uniformed personnel; and

WHEREAS, Life Scan Wellness Centers was determined to be the best qualified to provide the required services; and

WHEREAS, the Fire Department and Police Department have budgeted funds to support the pending contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the contract for Public Safety Annual Occupational Physical Examinations to Life Scan Wellness Centers.

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

ATTEST:

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Teresa J. Saeed
Deputy Clerk to the Board

VOTES	AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

CA-PubSftyPhys25-res

MEMORANDUM

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: Mark L. Jamison, Chief of Police

SUBJECT: Authorization to Purchase 11 Police Vehicles - $498,381

James City County Police Department requested and was authorized funds in the County's Fiscal Year (FY) 2026 Budget to purchase replacement police vehicles. The department is prepared at this time to purchase 11 of those vehicles at a cost of $498,381. Purchasing replacement vehicles is a regular, standard practice.

Police Department, Fleet & Equipment and Purchasing staff examined different options and determined the lowest procurement method for this purchase is to use a cooperative purchasing contract issued by the Virginia Sheriffs' Association (VSA) to Sheehy Ford of Richmond. The VSA contract contains wording allowing other localities to purchase from the Contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act. By participating in the cooperative procurement action, staff believes the County will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process.

Adoption of the attached resolution will allow a purchase order to be created to procure 11 model year 2025 Ford Explorer police-package vehicles. The cost is $45,922.60 per unmarked vehicle and $45,076.60 per marked vehicle, for a total cost of $498,381. Those funds are available within the Police Department's FY 2026 budget.

Staff recommends adoption of the attached resolution authorizing the Purchasing Division to create a purchase order for the procurement of 11 police vehicles described in this memorandum for a total cost of $498,381.

MLJ/ap
11PoliceVehPur-mem

Attachment

R E S O L U T I O N

AUTHORIZATION TO PURCHASE 11 POLICE VEHICLES - $498,381

WHEREAS, funds are available through the Police Department's Fiscal Year 2026 Adopted Budget for replacement vehicles; 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 Virginia Sheriffs' Association issued a cooperative purchasing contract to Sheehy Ford of Richmond as a result of a competitive sealed Invitation for Bid; and

WHEREAS, the Police Department, Fleet & Equipment, and Purchasing staff determined the Contract specifications meet the County's performance requirements for 11 police vehicles at a price of $498,381 through Sheehy Ford of Richmond.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the Purchasing Director and County Administrator to execute a Purchase Order with Sheehy Ford of Richmond for 11 police vehicles in the amount of $498,381.

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

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

	VOTES			
	AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

11PoliceVehPur-res

Virginia Public Body Procurement Worksheet

The Virginia Sheriffs' Association's Vehicle Procurement Program is open to all public bodies within the Commonwealth of Virginia.
For assistance with the worksheet and any questions regarding this Procurement Program please contact Anna Martin at (919) 459-1072.

Disclaimer: *Please contact awarded dealer before issuing purchase order. Pricing is subject to change.*
Click on the dealer directory below for all contact information.
Dealer Directory

CONTRACT: 25-08-0917
ITEM #131

Awarded Dealer	Type of Vehicle	Zone	Base Unit Price
Sheehy Ford of Richmond	2025 Ford Police Interceptor Utility AWD (K8A)	Dogwood	$43,281.00
Sheehy Ford of Richmond	2025 Ford Police Interceptor Utility AWD (K8A)	Colonial	$43,181.00
Sheehy Ford of Richmond	2025 Ford Police Interceptor Utility AWD (K8A)	Heritage	$43,231.00
Sheehy Ford of Richmond	2025 Ford Police Interceptor Utility AWD (K8A)	Chesapeake	$43,131.00
Sheehy Ford of Richmond	2025 Ford Police Interceptor Utility AWD (K8A)	No Delivery	$43,081.00

The 2025 Ford Police Interceptor Utility AWD (K8A) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and VSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

Purchasing Agency: James City County

Color (Specify Color per Quantity): **Oxford White**

Please use a separate worksheet per vehicle when ordering multiple vehicles with different options.

Quantity	(Please select your zone from drop down menu below)		Unit Price	Qty Price
8	**Chesapeake**		$43,131.00	$ 345,048.00

A quantity must be entered for all desired options below.

When ordering vehicles with the exact same options, please enter the number of vehicles as the quantity for all options below. For example, if you are ordering 2 vehicles enter 2 for all requested options)

Order Code Add Options

8	**3.3L V6 GAS**	**99B/44U**	STD	
	3.3L V6 HYBRID	**99W/44B**	$2,190.00	
	3.0L V6 ECOBOOST	**99C/44U**	$3,083.00	
	Police Upgrade Package • 1st and 2nd Row Carpet Floor Covering • Cloth Seats – Rear • Center Floor Console less shifter (Maintains Column Shifter) • Includes Console and Top Plate with 2 cup holders • Floor Mats, front and rear (carpeted) • 18" Aluminum Wheel • Selectable Sport Mode • High Series Headlamp with LED Corner Warning Lights • Includes SYNC Phoenix ®	65U	$366.60	
	Front Headlamp Lighting Solution • Includes LED Low beam/High beam headlamp, Wig-wag function and (2) Red/Blue/White LED side warning lights in each headlamp (factory configured: driver's side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker • Wiring, LED lights included (in headlamps only; grille lights not included). Controller "not" included	66A	$846.00	
	Tail Lamp Lighting Solution: Includes LED lights plus two (2) rear integrated hemispheric lighthead white LED side warning lights in taillamps; LED lights only. Wiring, controller "not" included	66B	$404.20	
	Rear Lighting Solution: Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass; Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open); LED lights only. Wiring, controller "not" included	66C	$432.40	

	Ready for the Road Package:All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus• Whelen Cencom Light Controller Head with dimmable backlight• Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd rowseat)• Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails• High current pigtail• Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head• Pre-wiring for grille LED lights, siren and speaker (60A)• Rear console plate (85R) – contours through 2nd row; channel for wiring• Grille linear LED Lights (Red / Blue) and harness• 100-Watt Siren / Speaker• Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P)Note: Not available with options: 66A, 66B, 66C, 67U and 65U	67H	$3,572.00	
	Wheel Covers (18" Full Face Wheel Cover) - Note: Only available with the standard Police wheel, not available with 64E	65L	$66.00	
	Ultimate Wiring Package Includes the following:• Rear console mounting plate (85R) – contours through 2nd row; channel for wiring• Pre-wiring for grille LED lights, siren and speaker (60A)• Wiring harness I/P to rear cargo area (overlay)– Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille)– One (1) 10-amp siren/speaker circuit engine cargo area• Rear hatch/cargo area wiring – supports up to six (6) rear LED lights• Does "not" include LED lights, side connectors or controller– Recommend Police Wire Harness Connector Kits 47C and 21P Note: Not available with options: 65U, 67H	67U	$601.60	
	Police Wire Harness Connector Kit-Front/Rear	67V	$188.00	
	Engine Block Heater	41H	$178.60	
	Daytime Running Lamps	942	$47.00	
	Front Warning Auxiliary LED Lights (Driver side – Red / Passenger side – Blue) Note: Requires 60A	21L	$545.20	
	Rear Auxiliary Liftgate Lights	43A	$376.00	
	Rear Quarter Glass Side Marker LED Lights (Driver side – Red / passenger side – Blue)	63L	$545.20	
	Rear Spoiler Traffic Warning Lights (LED): Fully integrated in rear spoiler for enhanced visibility; Provides red/blue/amber directional lighting – fully programmable; Note: Rear Console Plate no longer required; can be ordered with Interior Upgrade Package (65U)	96T	$1,410.00	
	Side Marker LED – Sideview Mirrors (Driver side – Red / Passenger side – Blue): Located on exterior mirror housing; LED lights only. Wiring, controller "not" included; Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) REQ 60A	63B	$319.60	
	Spot Lamp Prep Kit, Driver Only - Note: Does not include spot lamp housing and bulb	51P	$131.60	
	Spot Lamp Prep Kit, Dual Driver and Passenger - Note: Does not include spot lamp housing and bulbs	51W	$263.20	
8	Spot Lamp – LED Bulb: Driver Only (Unity)	51R	$376.00	$ 3,008.00
	Spot Lamp – LED Bulb: Driver Only (Whelen)	51T	$394.80	
	Spot Lamp – LED Bulb: Dual (driver and passenger) (Unity)	51S	$582.80	
	Spot Lamp – LED Bulb: Dual (driver and passenger) (Whelen)	51V	$629.80	
	Body - Glass – Solar Tint 2nd Row door glass, Rear Quarter and Liftgate Window (Deletes Privacy Glass)	92G	$112.80	
	Body - Glass – Solar Tint 2nd Row Only door glass, Privacy Glass on Rear Quarter and Liftgate Window	92R	$84.60	
	Body - Underbody Deflector Plate (engine and transmission shield)	76D	$319.60	
	12.1 Inch Intergrated Screen	47E	$3,478.00	
	Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) Note: Not available with 68G. Note: Can manually remove window or door disable plate with special tool; Note: Locks/windows operable from driver's door switches	52P	$150.40	
8	Rear-Door controls Inoperable / Locks Inoperable (locks, handles and windows) Note: Not available with 52P. Note: Can manually remove window or door disable plate; Note: Locks/windows operable from driver's door switches with special tool	68G	$75.00	$ 600.00
	Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with Remote Keyless)	18D	NC	
	Keyed Alike – 1435x	59E	$47.00	
	Keyed Alike – 1284x	59B	$47.00	
	Keyed Alike – 0135x	59D	$47.00	
	Keyed Alike – 0576x	59F	$47.00	
	Keyed Alike – 1111x	59J	$47.00	
	Keyed Alike – 1294x	59C	$47.00	
	Keyed Alike – 0151x	59G	$47.00	
	Badge Delete - Deletes the "Police Interceptor" badging on rear liftgate; Deletes the "Interceptor" badging on front hood (EcoBoost®)	16D	NC	
	1st and 2nd row carpet floor covering (includes floor mats, front and rear)	16C	$141.00	
	2nd Row Cloth Seats	88F	$65.80	
	Front Console Plate – DeleteNote: Not available with option: 67H, 67U, 85R	85D	NC	
	Rear Console Plate - Note: Not available with option: 65U, 85D	85R	$56.40	
8	Ballistic Door-Panels (Level III+) – Driver Front-Door	90D	$1,494.60	$ 11,956.80
	Ballistic Door-Panels (Level III+) – Driver & Pass Front-Doors1	90E	$2,979.80	

	Ballistic Door-Panels (Level IV+) – Driver Front-Door Only2	90F	$2,274.80	
	Ballistic Door-Panels (Level IV+) – Driver & Pass Front-Door Only2	90G	$4,540.20	
	Rear Bumper Step Pad	16P	$94.00	
	Cargo Storage Vault	63V	$253.80	
	Noise Suppression Bonds (Ground Straps)	60R	$94.00	
	100 Watt Siren/Speaker (includes pigtail and bracket)	18X	$329.00	
	Exterior Color:			
8	OXFORD WHITE	YZ		
	ICONIC SILVER	JS		
	KODIAK BROWN	J1		
	DARK BLUE	LK		
	ROYAL BLUE	LM		
	CARBONIZED GRAY	M7		
	SILVER GREY MET	TN		
	STERLING GRAY	UJ		
	AGATE BLACK	UM		
	VERMILLION RED	E4		
	ARIZONA BEIGE	E3		
	POLICE GREEN	F1		
	LIGHT BLUE METALLIC	LN		
	Total Per Unit			$ 45,076.60
	Total of All Units			$ 360,612.80

PLEASE NOTE: All vehicles with upfits (including paint, bodies, lighting, decals, etc) will be invoiced upon Sheehy receipt of unit from manufacturer. Paperwork, including Certificate of Origin and Invoice, will be sent to purchaser via mail and purchaser will have 45 days to pay upon receipt. Once upfits are completed and unit delivered, purchaser will be invoiced for upfit portion and will have 45 days to pay for that portion after that date. If vehicle needs to be inspected by purchaser prior to payment being made, that needs to be scheduled with Sheehy within 10 calendar days of notice of arrival. Additional delivery fees may be incurred if the unit must be delivered prior to upfit, then brought back and re-delivered after completion.

THE BELOW ITEMS ARE NOW STANDARD ON ALL UNITS				
	Tail Lamp / Police Interceptor Housing Only: Pre-existing holes with standard twist lock sealed capability (does not include LED strobe)(eliminates need to drill housing assemblies)	86T	STD	
	Remote Keyless	55F	STD	
	Dark Car Feature – Courtesy lamps disabled when any door is opened	43D	STD	
	Switchable Red/White Lighting in Cargo Area	17T	STD	
	Pre-wiring for grille LED lights, siren and speaker	60A	STD	
	Rear Camera On-Demand – allows driver to enable rear camera on-demand (10-second timer)	19V	STD	
	Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back ofvehicle; if movement is determined to be a threat, chime will sound at level 1. Doors will lock and windows will automatically go up at level II. Includes visual display in center stack with tracking.	68B	STD	
	Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) Note: Not available with option 96W	76P	STD	
	Mirrors – Heated Sideview - Note: Not required when ordering BLIS® (heated mirror is included with BLIS®)	549	STD	
	Power passenger seat (8-way) w/2-way manual recline and lumbar)	87P	STD	
	BLIS® – Blind Spot Monitoring with Cross-traffic Alert	55B	STD	
	Perimeter Anti-Theft Alarm; Activated by Hood, Door or Liftgate; when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn; Requires Keyless-Entry Key Fob (55F) REQ 55F	593	STD	
	Police Engine Idle feature: This feature allows you to leave the engine running and prevents your vehicle from unauthorizeduse when outside of your vehicle. Allows the key to be removed from ignition while vehicle remainsidling.	47A	STD	
	Reverse Sensing System	76R	STD	
	Aux Air Conditioning -	17A	STD	
	H8 AGM Battery	19K	STD	
THE BELOW ITEMS ARE NO LONGER AVAILABLE ON ALL UNITS				
NO LONGER AVAILABLE	Front Interior Visor Light Bar (LED): Super low-profile warning LED light bar fully integrated into the top of the windshield near the headliner – fully programable. (Red/Red or Blue/Blue operation. White "take down" and "scene"capabilities) Note: Front Console Plate no longer required; can be ordered with Interior Upgrade Package (65U)	96W	N/A	
NO LONGER AVAILABLE	18" Painted Aluminum Wheel - Note: Spare wheel is an 18" conventional (Police) black steel wheel. Not available with 65L.	64E	N/A	
NO LONGER AVAILABLE	Rear View Camera displayed in rear view mirror (Includes Electrochromic Rear View Mirror) Note: This option replaces the standard display in the center stack area.Note: Camera can only be displayed in the center stack (std) "OR" the rear view mirror (87R)	87R	N/A	
NO LONGER AVAILABLE	Rear Center Seat Delete (includes center seat delete tray) Note: Not available with 65U or vinyl rear seats REQ F6	85S	N/A	

NO LONGER AVAILABLE	OBD-II Split Connector	61B	N/A	

Virginia Public Body Procurement Worksheet

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CONTRACT: 25-08-0917
ITEM #131

Awarded Dealer	Type of Vehicle	Zone	Base Unit Price
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The 2025 Ford Police Interceptor Utility AWD (K8A) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and VSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

Purchasing Agency: James City County

Color (Specify Color per Quantity): **See below**

Please use a separate worksheet per vehicle when ordering multiple vehicles with different options.

Quantity	(Please select your zone from drop down menu below)		Unit Price	Qty Price
3	**Chesapeake**		$43,131.00	$ 129,393.00

A quantity must be entered for all desired options below.

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Order Code Add Options

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	3.3L V6 HYBRID	**99W/44B**	$2,190.00	
	3.0L V6 ECOBOOST	**99C/44U**	$3,083.00	
	Police Upgrade Package • 1st and 2nd Row Carpet Floor Covering • Cloth Seats – Rear • Center Floor Console less shifter (Maintains Column Shifter) • Includes Console and Top Plate with 2 cup holders • Floor Mats, front and rear (carpeted) • 18” Aluminum Wheel • Selectable Sport Mode • High Series Headlamp with LED Corner Warning Lights • Includes SYNC Phoenix ®	65U	$366.60	
3	Front Headlamp Lighting Solution • Includes LED Low beam/High beam headlamp, Wig-wag function and (2) Red/Blue/White LED side warning lights in each headlamp (factory configured: driver’s side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker • Wiring, LED lights included (in headlamps only; grille lights not included). Controller “not” included	66A	$846.00	$ 2,538.00
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	Rear Lighting Solution: Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass; Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open); LED lights only. Wiring, controller "not" included	66C	$432.40	
	Ready for the Road Package:All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus• Whelen Cencom Light Controller Head with dimmable backlight• Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd rowseat)• Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails• High current pigtail• Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head• Pre-wiring for grille LED lights, siren and speaker (60A)• Rear console plate (85R) – contours through 2nd row; channel for wiring• Grille linear LED Lights (Red / Blue) and harness• 100-Watt Siren / Speaker• Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P)Note: Not available with options: 66A, 66B, 66C, 67U and 65U	67H	$3,572.00	

	Wheel Covers (18" Full Face Wheel Cover) - Note: Only available with the standard Police wheel, not available with 64E	65L	$66.00	
	Ultimate Wiring Package includes the following:• Rear console mounting plate (85R) – contours through 2nd row; channel for wiring• Pre-wiring for grille LED lights, siren and speaker (60A)• Wiring harness I/P to rear cargo area (overlay)– Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille)– One (1) 10-amp siren/speaker circuit engine cargo area• Rear hatch/cargo area wiring – supports up to six (6) rear LED lights• Does "not" include LED lights, side connectors or controller– Recommend Police Wire Harness Connector Kits 47C and 21P Note: Not available with options: 65U, 67H	67U	$601.60	
	Police Wire Harness Connector Kit-Front/Rear	67V	$188.00	
	Engine Block Heater	41H	$178.60	
	Daytime Running Lamps	942	$47.00	
	Front Warning Auxiliary LED Lights (Driver side – Red / Passenger side – Blue) Note: Requires 60A	21L	$545.20	
	Rear Auxiliary Liftgate Lights	43A	$376.00	
	Rear Quarter Glass Side Marker LED Lights (Driver side – Red / passenger side – Blue)	63L	$545.20	
	Rear Spoiler Traffic Warning Lights (LED): Fully integrated in rear spoiler for enhanced visibility; Provides red/blue/amber directional lighting – fully programmable; Note: Rear Console Plate no longer required; can be ordered with Interior Upgrade Package (65U)	96T	$1,410.00	
	Side Marker LED – Sideview Mirrors (Driver side – Red / Passenger side – Blue): Located on exterior mirror housing; LED lights only. Wiring, controller "not" included; Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) REQ 60A	63B	$319.60	
	Spot Lamp Prep Kit, Driver Only - Note: Does not include spot lamp housing and bulb	51P	$131.60	
	Spot Lamp Prep Kit, Dual Driver and Passenger - Note: Does not include spot lamp housing and bulbs	51W	$263.20	
3	Spot Lamp – LED Bulb: Driver Only (Unity)	51R	$376.00	$ 1,128.00
	Spot Lamp – LED Bulb: Driver Only (Whelen)	51T	$394.80	
	Spot Lamp – LED Bulb: Dual (driver and passenger) (Unity)	51S	$582.80	
	Spot Lamp – LED Bulb: Dual (driver and passenger) (Whelen)	51V	$629.80	
	Body - Glass – Solar Tint 2nd Row door glass, Rear Quarter and Liftgate Window (Deletes Privacy Glass)	92G	$112.80	
	Body - Glass – Solar Tint 2nd Row Only door glass, Privacy Glass on Rear Quarter and Liftgate Window	92R	$84.60	
	Body - Underbody Deflector Plate (engine and transmission shield)	76D	$319.60	
	12.1 Inch Intergrated Screen	47E	$3,478.00	
	Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) Note: Not available with 68G. Note: Can manually remove window or door disable plate with special tool; Note: Locks/windows operable from driver's door switches	52P	$150.40	
3	Rear-Door controls Inoperable / Locks Inoperable (locks, handles and windows) Note: Not available with 52P. Note: Can manually remove window or door disable plate; Note: Locks/windows operable from driver's door switches with special tool	68G	$75.00	$ 225.00
	Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with Remote Keyless)	18D	NC	
	Keyed Alike – 1435x	59E	$47.00	
	Keyed Alike – 1284x	59B	$47.00	
	Keyed Alike – 0135x	59D	$47.00	
	Keyed Alike – 0576x	59F	$47.00	
	Keyed Alike – 1111x	59J	$47.00	
	Keyed Alike – 1294x	59C	$47.00	
	Keyed Alike – 0151x	59G	$47.00	
3	Badge Delete - Deletes the "Police Interceptor" badging on rear liftgate; Deletes the "Interceptor" badging on front hood (EcoBoost®)	16D	NC	
	1st and 2nd row carpet floor covering (includes floor mats, front and rear)	16C	$141.00	
	2nd Row Cloth Seats	88F	$65.80	
	Front Console Plate – DeleteNote: Not available with option: 67H, 67U, 85R	85D	NC	
	Rear Console Plate - Note: Not available with option: 65U, 85D	85R	$56.40	
3	Ballistic Door-Panels (Level III+) – Driver Front-Door	90D	$1,494.60	$ 4,483.80
	Ballistic Door-Panels (Level III+) – Driver & Pass Front-Doors1	90E	$2,979.80	
	Ballistic Door-Panels (Level IV+) – Driver Front-Door Only2	90F	$2,274.80	
	Ballistic Door-Panels (Level IV+) – Driver & Pass Front-Door Only2	90G	$4,540.20	
	Rear Bumper Step Pad	16P	$94.00	
	Cargo Storage Vault	63V	$253.80	
	Noise Suppression Bonds (Ground Straps)	60R	$94.00	
	100 Watt Siren/Speaker (includes pigtail and bracket)	18X	$329.00	
	Exterior Color:			
	OXFORD WHITE	YZ		
	ICONIC SILVER	JS		
	KODIAK BROWN	J1		
1	DARK BLUE	LK		
	ROYAL BLUE	LM		
	CARBONIZED GRAY	M7		
	SILVER GREY MET	TN		
1	STERLING GRAY	UJ		
1	AGATE BLACK	UM		

	VERMILLION RED	E4		
	ARIZONA BEIGE	E3		
	POLICE GREEN	F1		
	LIGHT BLUE METALLIC	LN		
	Total Per Unit			$ 45,922.60
	Total of All Units			$ 137,767.80

PLEASE NOTE: All vehicles with upfits (including paint, bodies, lighting, decals, etc) will be invoiced upon Sheehy receipt of unit from manufacturer. Paperwork, including Certificate of Origin and Invoice, will be sent to purchaser via mail and purchaser will have 45 days to pay upon receipt. Once upfits are completed and unit delivered, purchaser will be invoiced for upfit portion and will have 45 days to pay for that portion after that date. If vehicle needs to be inspected by purchaser prior to payment being made, that needs to be scheduled with Sheehy within 10 calendar days of notice of arrival. Additional delivery fees may be incurred if the unit must be delivered prior to upfit, then brought back and re-delivered after completion.

	THE BELOW ITEMS ARE NOW STANDARD ON ALL UNITS			
	Tail Lamp / Police Interceptor Housing Only: Pre-existing holes with standard twist lock sealed capability (does not include LED strobe)(eliminates need to drill housing assemblies)	86T	STD	
	Remote Keyless	55F	STD	
	Dark Car Feature – Courtesy lamps disabled when any door is opened	43D	STD	
	Switchable Red/White Lighting in Cargo Area	17T	STD	
	Pre-wiring for grille LED lights, siren and speaker	60A	STD	
	Rear Camera On-Demand – allows driver to enable rear camera on-demand (10-second timer)	19V	STD	
	Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back ofvehicle; if movement is determined to be a threat, chime will sound at level 1. Doors will lock and windows will automatically go up at level II. Includes visual display in center stack with tracking.	68B	STD	
	Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) Note: Not available with option 96W	76P	STD	
	Mirrors – Heated Sideview - Note: Not required when ordering BLIS® (heated mirror is included with BLIS®)	549	STD	
	Power passenger seat (8-way) w/2-way manual recline and lumbar)	87P	STD	
	BLIS® – Blind Spot Monitoring with Cross-traffic Alert	55B	STD	
	Perimeter Anti-Theft Alarm; Activated by Hood, Door or Liftgate; when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn; Requires Keyless-Entry Key Fob (55F) REQ 55F	593	STD	
	Police Engine Idle feature: This feature allows you to leave the engine running and prevents your vehicle from unauthorizeduse when outside of your vehicle. Allows the key to be removed from ignition while vehicle remainsidling.	47A	STD	
	Reverse Sensing System	76R	STD	
	Aux Air Conditioning -	17A	STD	
	H8 AGM Battery	19K	STD	
	THE BELOW ITEMS ARE NO LONGER AVAILABLE ON ALL UNITS			
NO LONGER AVAILABLE	Front Interior Visor Light Bar (LED): Super low-profile warning LED light bar fully integrated into the top of the windshield near the headliner – fully programable. (Red/Red or Blue/Blue operation. White "take down" and "scene"capabilities) Note: Front Console Plate no longer required; can be ordered with Interior Upgrade Package (65U)	96W	N/A	
NO LONGER AVAILABLE	18" Painted Aluminum Wheel - Note: Spare wheel is an 18" conventional (Police) black steel wheel. Not available with 65L.	64E	N/A	
NO LONGER AVAILABLE	Rear View Camera displayed in rear view mirror (Includes Electrochromic Rear View Mirror) Note: This option replaces the standard display in the center stack area.Note: Camera can only be displayed in the center stack (std) "OR" the rear view mirror (87R)	87R	N/A	
NO LONGER AVAILABLE	Rear Center Seat Delete (includes center seat delete tray) Note: Not available with 65U or vinyl rear seats REQ F6	85S	N/A	
NO LONGER AVAILABLE	OBD-II Split Connector	61B	N/A	

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: Grant Award - $1,133,079 - Moses Lane Comprehensive Community Development Project - Community Development Block Grant

---

On June 11, 2024, the Board of Supervisors authorized the application for Community Development Block Grant (CDBG) funding for the development of a roadway at the end of Moses Lane and the rehabilitation of four homes for Low-to-Moderate Income (LMI) households in the project area. On April 25, 2025, the Virginia Department of Housing and Community Development notified James City County it has been awarded $1,133,079 in CDBG funding for this project.

The funds will improve housing conditions in the Moses Lane Comprehensive Community Development Project Grant Area ("Project Area"). The CDBG will include rehabilitation of four homes occupied by LMI households, bringing approximately 350 feet of gravel road serving six LMI residents up to Virginia Department of Transportation (VDOT) standard so that VDOT will accept it into the State Road Maintenance System; demolishing one vacant, dilapidated house and clearing the Project Area of junk and debris. In addition to the $1,133,079 in CDBG funding, the project requires $313,883 in leverage funding to match. The funding for leverage includes $86,216 in expended American Rescue Plan Act funds and $227,667 in appropriated Transportation Match Capital Improvement Program funds. Housing Partnerships, Inc. has also agreed to provide $10,000 of in-kind services to the project.

With the project funding, staff plans to undertake the following:

1. Development of the rear portion of Moses Lane to VDOT subdivision road standards, and

2. Rehabilitation of four substandard homes for LMI occupants.

Staff recommends approval of the attached resolution authorizing the County Administrator to sign the CDBG Agreement and other documents necessary to participate in the program and to appropriate the CDBG funds.

AVP/ap
GA-CDBGMoses-rev-mem

Attachments:
1. Resolution
2. 2025 Moses Lane Comprehensive Community Development Program Design

<u>R E S O L U T I O N</u>

<u>GRANT AWARD - $1,133,079 - MOSES LANE COMPREHENSIVE COMMUNITY</u>

<u>DEVELOPMENT PROJECT - COMMUNITY DEVELOPMENT BLOCK GRANT</u>

WHEREAS, the Board of Supervisors of James City County, Virginia, authorized the County Administrator to submit an application to the Virginia Department of Housing and Community Development (DHCD) for a Community Development Block Grant (CDBG) for the Moses Lane Comprehensive Community Development Project; and

WHEREAS, on April 25, 2025, DHCD notified James City County of the award of $1,133,079 of CDBG funds; and

WHEREAS, local leverage funding is required to complete the activities under the Moses Lane Comprehensive Community Development Project, and this local leverage will be covered through sufficient funds available in the Transportation Match Capital Improvement Program account and eligible expenditures incurred in the American Rescue Plan Act Fund; and

WHEREAS, Housing Partnerships, Inc. has agreed to provide $10,000 of in-kind services to assist with the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute those documents necessary to accept the grant and the following appropriation to the Housing and Community Development Fund:

<u>Revenue</u>:

Federal - Moses Lane Comprehensive Community Development Project CDBG	<u>$1,133,079</u>

<u>Expenditure</u>:

Moses Lane CDBG	<u>$1,133,079</u>

____
James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

GA-CDBGMoses-rev-re

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: Moses Lane - Comprehensive Community Development Block Grant Project - Adoption of the Required Local Business and Employment Plan

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As a recipient of a Community Development Block Grant (CDBG), James City County is obligated to adhere to the requirements of a variety of state and federal laws and regulations in areas such as equal opportunity and labor standards. One such law is Section 3 of the Housing and Community Development Act of 1974, as amended (Section 3). Section 3 requires a locality receiving CDBG funds to adopt, for each new CDBG, a written plan setting forth steps the locality will take to identify and notify minority, female, and locally owned businesses of goods and services to be purchased with grant funds. This plan also describes procedures the County will follow to notify lower-income James City County residents of training and employment opportunities.

The County has adhered to the Section 3 requirements in its previous CDBG projects, and the requirements are consistent with the affirmative action policies within the County's own purchasing and employment regulations. The attached Community Development Block Grant Local Business and Employment Plan is based on the model plan suggested by the Virginia Department of Housing and Community Development that administers the CDBG funds.

Staff recommends approval of the attached resolution to adopt the Community Development Block Grant Section 3, Local Business and Employment Plan.

AVP/md
Sect3CDBG-LBEPln-mem

Attachments:
1. Resolution
2. Local Business Plan

R E S O L U T I O N

MOSES LANE - COMPREHENSIVE COMMUNITY DEVELOPMENT BLOCK GRANT

PROJECT - ADOPTION OF THE REQUIRED LOCAL BUSINESS AND EMPLOYMENT PLAN

WHEREAS, the County of James City, Virginia, has been awarded a Community Development Block Grant (CDBG) of $1,133,079 for the Moses Lane Comprehensive Community Development Project; and

WHEREAS, Section 3 of the Housing and Community Development Act of 1974 specifies that low-income project area residents and businesses should be used to the greatest extent reasonable and further requires recipients of CDBG funds to adopt and act in accordance with a written Local Business and Employment Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the attached Community Development Block Grant Section 3, Local Business and Employment Plan.

____
James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

Sect3CDBG-LBEPln-res

JAMES CITY COUNTY

MOSES LANE COMPREHENSIVE COMMUNITY DEVELOPMENT PROJECT

SECTION 3, LOCAL BUSINESS AND EMPLOYMENT PLAN

1. The Board of Supervisors for the County of James City, Virginia (the "County") designates the boundaries of the County of James City, Virginia, as its Section 3 Business and Employment Project Area.
2. The County, its contractors and suppliers, and designated third parties shall, in utilizing Community Development Block Grant (CDBG) funds, utilize businesses and lower-income residents of the County to the greatest extent feasible, carry out grant activities. For Section 3, low-income residents are defined as those with household incomes that do not exceed 80% of the HUD area median income.
3. In awarding contracts for construction, non-construction, materials, and supplies, the County, its contractors and suppliers, and designated third parties shall take the following steps to utilize businesses located in or owned in substantial part by persons residing in the County:
    a. The County shall identify the contracts required to conduct the CDBG activities.
    b. The County shall identify potential contractors and suppliers through various and appropriate sources, including:
        i. Publishing an advertisement in the Virginia Gazette
        ii. Directly contact the contractors and suppliers known to the County who are likely to provide construction contracts, non-construction contracts, materials, and services that will be utilized in the activities funded through the CDBG.
        iii. The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes, or proposals for work or procurement contracts that use CDBG funds.
        iv. To the greatest extent feasible, the identified business and any other project area business concerns shall be utilized in activities that are funded with CDBG funds.
4. The County, its contractors, and suppliers shall take the following steps to encourage the hiring of lower-income persons residing in the County:
    a. The County, in consultation with its contractors and suppliers (including design professionals), shall determine the types and number of open positions required for both trainees and employees to conduct CDBG activities.
    b. The County shall encourage its contractors and suppliers to advertise the availability of open positions, including information on how to apply in:

The Virginia Gazette

c. The County, its contractors, and suppliers shall maintain a record of inquiries and applications by project area residents who respond to advertisements, as well as a record of the status of such inquiries and applications.

d. To the greatest extent feasible, James City County, its contractors, and subcontractors shall hire lower-income residents from the project area to fill training and employment positions necessary for implementing activities funded by the Community Development Block Grant (CDBG).

5. In order to document compliance with the above affirmative actions and Section 3 of the Housing and Community Development Act of 1974, as amended, the County shall keep and obtain from its contractors and suppliers, *Registers of Contractors and Suppliers*, and *Registers of Assigned Employees* for activities funded by the CDBG. Such listings shall be completed and verified through site visits, employee interviews, cross-checking of payroll reports and invoices, and audits as necessary.

Date adopted by the Board of Supervisors: June 24, 2025

I, Teresa J. Saeed, as Deputy Clerk to the James City County Board of Supervisors and Custodian of the Seal, do hereby certify that this is a true copy of the Section 504 Grievance Procedure for Disability Nondiscrimination that was approved by Resolution of the Board of Supervisors and duly adopted on June 24, 2025.

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: Moses Lane - Comprehensive Community Development Block Grant Project - Adoption of the Required Section 504 Grievance Procedure for Disability Nondiscrimination

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As a recipient of a Community Development Block Grant, James City County must adhere to the requirements of various federal and state laws and regulations, including equal opportunity and labor standards.

The attached Section 504 Grievance Procedure for Disability Nondiscrimination has been adapted from a sample grievance procedure developed by the U.S. Treasury, Office of Revenue Sharing, based on material prepared by the U.S. Department of Health and Human Services, Office of Civil Rights Regional Technical Assistance staff. This internal grievance procedure provides for the prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) (24 CFR 8.53(b)) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794)("Section 504").

Section 504 states, in part, that "no otherwise qualified individual with a disability…shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance…".

In support of compliance with the requirements of Section 504, the Virginia Department of Housing and Community Development requires the County to conduct a self-evaluation of the accessibility of the Government Complex.

Staff recommends approval of the attached resolution to adopt the Section 504 Grievance Procedure for Disability Nondiscrimination and the Self-Evaluation Site Accessibility Checklist.

AVP/ap
MosesS504Griev-mem

Attachments:
1. Resolution
2. Section 504 Grievance Procedure for Disability Nondiscrimination
3. Section 504 Self-Assessment

R E S O L U T I O N

MOSES LANE COMPREHENSIVE COMMUNITY DEVELOPMENT BLOCK GRANT

PROJECT - ADOPTION OF THE REQUIRED SECTION 504 GRIEVANCE

PROCEDURE FOR DISABILITY NONDISCRIMINATION

WHEREAS, James City County has been awarded a Community Development Block Grant of $1,133,079 for the Moses Lane Comprehensive Community Development Project; and

WHEREAS, Section 504 provides for prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) (24 CFR 8.53(b)) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) and states, in part, that "no otherwise qualified individual with a disability…shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance…"; and

WHEREAS, the Virginia Department of Housing and Community Development requires the adoption of the Self-Evaluation Site Accessibility Checklist.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the attached Section 504 Grievance Procedure for Disability Nondiscrimination and the Self-Evaluation Site Accessibility Checklist.

____
James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

VOTES	AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

MosesS504Griev-res

Section 504 Grievance Procedure for Disability Nondiscrimination

The James City County Board of Supervisors adopted an internal grievance procedure by resolution dated June 24, 2025, providing for prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) ((24 CFR 8.53(b) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794, hereinafter referred to as "Section 504")): "no otherwise qualified individual with a disability... shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...[from the Department of Housing and Urban Development]."

Complaints should be addressed to the designated Section 504 Compliance Officer:

Barbara Watson
Director, Social Services
5249 Olde Towne Road, Williamsburg, VA 23188
757-259-3123

1. A complaint shall be filed in writing, containing the name and address of the complainant, and briefly describing the alleged violation of the regulations.

2. A complaint shall be filed within 7 days after the complainant becomes aware of the alleged violation. Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis.

3. An investigation, as may be appropriate, shall follow the filing of a complaint. Barbara Watson will conduct the investigation. These rules contemplate informal but thorough investigations, providing all interested people, and their representatives, with a reasonable opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53(b), James City County does not need to process complaints from applicants for employment or applicants for admission to housing.

4. A written determination as to the validity of the complaint and description of the resolution, if any, shall be issued by Barbara Watson and a copy forwarded to the complainant no later than 30 days after its filing.

5. The Section 504 Coordinator shall maintain the files and records relating to the complaints filed pursuant to this grievance procedure.

6. The complainant may request reconsideration of the case in instances where they are dissatisfied with the resolution. The request for reconsideration shall be made within 7 days of the issuance of the written determination and shall be made in writing to Barbara Watson.

7. The right of a complainant to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the complainant's pursuit of other remedies, such as the filing of a Section 504 complaint with the Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested people to meet appropriate due process requirements standards and to ensure that James City County complies with Section 504 and the applicable HUD regulations.

Date adopted by the Board of Supervisors: June 24, 2025

I, Teresa J. Saeed, as Deputy County Clerk to the James City County Board of Supervisors and Custodian of the Seal, do hereby certify that this is a true copy of the foregoing Section 504 Grievance Procedure for Disability Nondiscrimination was approved by resolution of the Board of Supervisors and duly adopted on June 24, 2025.

SELF-EVALUATION SITE ACCESSIBILITY CHECKLIST

This checklist is intended to be used as a relatively quick and easy guide to determine a building's physical accessibility. Detailed specifications for each area can be found in the Uniform Federal Accessibility Standards (UFAS).

Comments should be made on all "No" answers, and should include alterations that can or will be made, any insurmountable obstacles to accessibility, or other relevant circumstance or considerations.

Name of Site: James City County Government Center

PARKING	**YES**	**NO**
Does the facility have designated parking spaces for disabled individuals?	☒	☐
Are spaces of adequate width (13 ft.)?	☒	☐
Are the spaces marked with the universal access symbol?	☒	☐
Are they near the building's entrance?	☒	☐

Comments:____

BUILDING ENTRANCE	**YES**	**NO**
Is the main entryway wheelchair-accessible? (Level entry or properly sloped ramp; 32" wide, non-revolving door)	☒	☐
If not, is there a reasonable alternative entry?	☐	☐
Is the entry relatively free of obstacles?	☒	☐

Comments: ____

MEETING ROOMS	YES	NO
Can all rooms to be used for meetings or meals be reached without using steps or escalators?	☒	☐
If elevator use is required, are the elevators accessible? (36" wide door, 54" deep x 68" wide car, wheelchair accessible controls, tactile buttons, auditory floor indicators)	☐ NA	☐
If room changes are required between sessions, are pathways accessible? (36" wide hallways, free of obstacles)	☒	☐
Are doorways wide enough to accommodate a wheelchair? (32" wide)	☒	☐

Comments: ______________________________

____

____

FACILITIES	YES	NO
Are restrooms wheelchair-accessible? (Adequate floor space for wheelchair; grab bars, paper products, lavatories at proper height; extended faucet handles)	☒	☐
Are paths to the restrooms accessible?	☒	☐
Are drinking fountains wheelchair accessible?	☒	☐
Can telephones be used from a wheelchair?	☒	☐

Comments: ______________________________

____

____

PREPARER:

Marion Paine
Preparer's Signature

4/29/25
Date

Marion Paine
Preparer's Name (printed)

Assistant Administrator, Neighborhood Development
Title (printed)

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: Moses Lane Comprehensive Community Development Block Grant Project - Adoption of the Required Housing Rehabilitation Program Design and Residential Anti-Displacement and Relocation Assistance Plan

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As the recipient of Community Development Block Grant funds for the Moses Lane Comprehensive Community Development Block Grant Project, the County is required under the Housing and Community Development Act of 1974 to adopt an anti-displacement plan and commit to minimizing project-related displacement. The plan must specify the actions the County will take to avoid displacement of households and to ensure one-for-one replacement of dwellings occupied by low- and moderate-income households when demolition of an occupied home is unavoidable.

While permanent displacement is not anticipated for the Moses Lane Comprehensive Community Development Block Grant Project, the Residential Anti-Displacement and Relocation Assistance Plan identifies the assistance that would be provided if it occurs. It also outlines, in compliance with state and federal requirements, the relocation assistance available to owner-occupied households if temporary relocation becomes necessary.

The Virginia Department of Housing and Community Development also requires grant recipients to adopt a Housing Rehabilitation Program Design. The Moses Lane Comprehensive Community Development Housing Rehabilitation Program Design establishes the program's oversight and staffing, eligibility criteria for applicants and properties, housing rehabilitation standards, financial assistance terms, contracting procedures, and dispute resolution process.

Staff recommends approval of the attached resolution to adopt both the Moses Lane Comprehensive Community Development Project Housing Rehabilitation Program Design and the Residential Anti-Displacement Plan.

AVP/md
ReqPrgDesAntiDis-mem

Attachments:
1. Resolution
2. Moses Lane Comprehensive Community Development Project Housing Rehabilitation Program Design
3. Residential Anti-Displacement and Relocation Assistance Plan

R E S O L U T I O N

MOSES LANE COMPREHENSIVE COMMUNITY DEVELOPMENT BLOCK GRANT

PROJECT - ADOPTION OF THE REQUIRED HOUSING REHABILITATION

PROGRAM DESIGN AND RESIDENTIAL ANTI-DISPLACEMENT

AND RELOCATION ASSISTANCE PLAN

WHEREAS, James City County has been awarded a Community Development Block Grant (CDBG) of $1,133,079 to construct a public street and to rehabilitate housing occupied by low- and moderate-income households in the Mose Lane project area; and

WHEREAS, the Virginia Department of Housing and Community Development requires the governing body of a locality receiving CDBG funds to have policies and procedures to minimize project-related displacements of residents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the attached James City County Moses Lane Comprehensive Community Development Project Housing Rehabilitation Program Design and the Residential Anti-Displacement and Relocation Assistance Plan as governing policies for the provision of housing rehabilitation, replacement housing, and relocation assistance for the Moses Lane Comprehensive Community Development Block Grant Project.

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

ATTEST:

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Teresa J. Saeed
Deputy Clerk to the Board

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Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

ReqPrgDesAntiDis-res

JAMES CITY COUNTY
MOSES LANE COMPREHENSIVE COMMUNITY DEVELOPMENT
HOUSING REHABILITATION PROGRAM DESIGN

COMMUNITY DEVELOPMENT BLOCK GRANT: 24-07

PROGRAM PURPOSE AND OBJECTIVES

James City County ("County") will improve housing conditions in the Moses Lane Comprehensive Community Development Grant Project Area ("Project Area"). The Community Development Block Grant ("CDBG") will include the rehabilitation of four homes occupied by low- and moderate-income ("LMI") households; bringing approximately 350 feet of gravel road serving eight LMI residents up to the Virginia Department of Transportation ("VDOT") standards so that VDOT will accept it into the State Road Maintenance System; demolishing one vacant, dilapidated house; and clearing the Project Area of junk and debris.

This document outlines the qualifications for occupants, property owners and properties and the procedures governing this CDBG project. This Housing Rehabilitation Program Design shall also apply to rehabilitation assistance provided from program income derived from this CDBG.

PROGRAM AREA BOUNDARIES

The project area includes all homes on Moses Lane and Oak Drive between 1237 Oak Drive and 1359 Oak Drive, inclusive. ("Project Area").

BENEFIT REQUIREMENTS

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

Unless DCHD grants prior approval, all beneficiaries must have been project area residents at the time James City County submitted the grant application.

STAFFING AND OVERSIGHT

Housing Rehabilitation Oversight Board

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

- homeowners' rehabilitation applications to confirm the applicants' qualifications;
- pre-approve qualified Contractors; and
- review and accept scopes of work, bid results, construction contracts and loan terms.

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

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

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

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

Housing Rehabilitation Program Manager

The Housing Programs Administrator, designated as the Rehabilitation Program Manager ("Rehab Manager"), will supervise the Housing Rehabilitation Specialist and oversee program implementation. The Rehab Manager will:

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

Housing Rehabilitation Specialist

Lead-Based Paint Risk Assessor

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

- Inform the owners of homes built before 1978 of the possible presence of Lead-Based Paint (LBP) and provide the Homeowner with the pamphlet Protect Your Family from Lead in Your Home.
- Conduct a preliminary visual inspection to determine the painted surface condition, paint history, and whether an Inspection, Risk Assessment, or Lead Hazard Screen is necessary. Schedule, if needed, a Lead Hazard Screen to be conducted by a certified Lead Paint Risk Assessor.
- Determine if an Environmental Intervention Blood Lead Level (EIBLL) child is in the home. If so, schedule a lead inspection to identify the presence of lead in the house. In addition, in homes with children under age 6, a certified Lead Paint Risk Inspector shall conduct X-Ray Fluorescence Analyzer (XRF) testing of all painted surfaces to be disturbed. (Appropriate testing prevents unnecessary use of materials and time if tests identify paint as "not lead-based paint." Testing also ensures that areas are correctly identified and that Contractors use proper precautions during repairs before cleaning and clearance.)
- Ensure renovation firms employed to complete the paint stabilization and cleaning are certified under the EPA's Renovation, Repair and Painting Rule.
- Ensure that a clearance test is conducted by a licensed lead paint risk assessor when the work is completed.

Radon Testing and Mitigation

After rehabilitation is complete, all homes will be tested for radon by a DPOR-licensed radon professional. If levels are at or above 4 pCi/L, a separate licensed radon mitigation company will be hired to mitigate the radon.

Intake Surveyor

The Housing Specialist or other staff approved by the Grant Manager or designee may serve as Intake Surveyors. The Intake Surveyor will:

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

Loan Servicer

The Housing Programs Administrator shall appoint staff to serve as the Loan Servicer.

The Loan Servicer will:

- Obtain a payment coupon book and mail it to the Borrower.
- Collect and record monthly payments and prepare annual loan payments and delinquency reports.
- Maintain records of loan balances and final payment due dates.
- Mail annual loan balance statements to all borrowers by February 15 each year.
- Make a good-faith effort to collect delinquent loans.
- Prepare Certificates of Satisfaction for signature by the County Attorney or other authorized County agent and ensure they are recorded in the Circuit Court Clerk's Office.

Grant and Financial Manager

The Neighborhood Development Administrator shall appoint a Grant and Financial Manager ("Grant Manager). The Grant Manager will:

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

APPLICANT ELIGIBILITY

Allowable Income and Asset Limits for the Applicant

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

Fairness and Equitable Distribution of Benefits

- Moderate-income households will not benefit to the exclusion of low-income households. Low-income households are those whose aggregate income by household size is below 50% of the area median household income.
- Minority, elderly, or female-headed households will not be denied reasonable benefits through the rehabilitation program guidelines or loan structure.
- Funds shall not be set aside, nor shall goals be specified that adversely affect the benefits to low-income, minority, elderly, or female-headed households.
- For this grant, an elderly household is one occupied by someone 62 years of age or older.

Prioritization of Applicants

Homes that staff inspected and obtained the household's personal and financial information in preparation for the Moses Lane CDBG application will be ranked based on need. One point will be awarded for each category where a household member is:

- Disabled
- Elderly
- Is a child under the age of 18

In addition, between zero and five points will be awarded based on the severity of the house's condition issues for the following categories:

- Structural dangers
- Inadequate water or sewer
- Inadequate or unsafe heat
- Accessibility features are needed
- Inadequate weatherization
- Missing fire safety equipment (smoke detectors/carbon monoxide detectors)
- Unsafe electrical system or electrical components.

The applicants will be ranked from highest to lowest based on the sum of their points.

If the applicant does not meet eligibility criteria, the Intake Surveyor shall inform the applicant in writing before suspending or terminating their application.

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

PROPERTY ELIGIBILITY

Suitable for Rehabilitation

Each year, DHCD establishes the maximum total costs that CDBG will pay for Housing Rehabilitation and Substantial Reconstruction ("Cost Limit"). The costs include the Base Cost (Construction Cost), Exceptions, Construction-Related Soft Costs, Administrative Costs, Rehabilitation Specialists Fees, and Home Maintenance Education Program expenses. DHCD considers a unit suitable for rehabilitation if an LMI household occupies it, and it can be rehabilitated according to DHCD Housing Rehabilitation Standards within the current DHCD Cost Limits.

Unsuitable for Rehabilitation

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

Loan-To-Value Consideration

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

Real Estate Taxes

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

Eligible Property Types

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

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

Property Ownership and Clear Title

Property ownership and eligibility will be determined as follows:

- Owner-occupied properties are properties occupied by an LMI owner with record title.
- Heir Properties. Heirs are eligible if the property is their primary residence at the time of application; they prove they are an heir and control the property. DHCD does not require that the

occupant have fee-simple title to the property. However, the County must verify ownership status and determine that the applicant is likely to continue to occupy the property.

If more than one heir owns the property, the County must make reasonable attempts to:

- Identify all heirs;
- Document attempts to contact each heir in writing;
- Request the co-heirs to deed the occupant(s) a life estate and sign a deed of trust; and
- Where co-heirs agree to transfer title, appropriate deeds to the applicant shall be recorded in the Clerk's Office of the Circuit Court for James City County.

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

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

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

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

REHABILITATION STANDARDS

Eligible Improvements

When completed, the rehabilitations and reconstructions financed through the program must meet DHCD Housing Rehabilitation Standards. Therefore, any improvements necessary for a property to meet DHCD Housing Rehabilitation Standards are eligible improvements.

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

- Improvements required to meet the Virginia Weatherization Assistance Program Installation Standards, including insulation, window and door caulking and weather-stripping, storm windows, and insulated replacement windows as needed.
- Window screens.
- Repair, replacement, or provision of one storage shed not exceeding 64 square feet.
- Hall and bedroom closets where adequate space exists.
- Air conditioning.

- Acquisition of property for a replacement dwelling or to meet setback and minimum lot size requirements of the County's Zoning Ordinance.

Ineligible Improvements

Cosmetic repairs and improvements are not eligible as rehabilitation expenses.

PERMANENT RELOCATION

This project requires no permanent relocations.

TEMPORARY RELOCATION

If temporary relocation is necessary while replacement homes are being reconstructed, the assistance may cover storage and temporary rental assistance.

FINANCIAL ASSISTANCE TERMS AND AVAILABILITY

Ability-to-Pay Calculation

The Intake Surveyor will calculate the ability-to-pay for all applicants following the guidance outlined in the 2017 CDBG Grant Management Manual. However, the 2024 CDBG does not allow the County to collect repayment on loaned CDBG funds. To the extent the County advances funds and records a separate Deed of Trust, the County may collect repayment based on the household's ability to pay.

Financial Assistance

Where the construction costs do not exceed the CDBG contribution for construction, a Note and Deed of Trust will be obtained to secure the forgivable loan amount. Where the construction costs exceed the CDBG contribution for construction, a second loan secured by a separate Note and Deed of Trust will secure the funding for the projects. The Deeds of Trust will be recorded as a lien on the property.

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

CDBG Loans:

All loans made to secure the expenditure of CDBG funds shall be 100% forgivable loans. Payments will be forgiven on a monthly basis. The amortization periods are:

Loan Amount	Amortization Period
$50,000 or less	5-year forgivable
$50,001 to $100,000	10-year forgivable
$100,001 and above	15-year forgivable

If the house is sold before the end of the loan term or the owner ceases to occupy the property, the balance will be due and payable to the County of James City unless the County approves a new occupant.

County Loans:

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

- There will be no pre-payment penalty.
- The interest rate shall be 0%.
- The loan term can be 15 years for substantially reconstructed homes and 10 years for rehabilitation projects.
- A late fee of 10% of the payment, rounded to the nearest dollar, shall be assessed for any loan payment not made by the 15th of the month.

Loan Closing and Servicing

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

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

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

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

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

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

LOAN SUBORDINATION GUIDELINES

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

Recognizing that situations occasionally occur that merit an exception to the non-subordination rule, the Loan Modification Committee of the Housing Rehabilitation Oversight Board may allow subordination under the terms and conditions contained in the Community Development Block Grant Loans - James City County Loan Subordination and Modification Guidelines.

CONTRACTING PROCEDURES

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

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

Contractor Pre-Qualification

The County will select and qualify Contractors as follows:

- The County will advertise the opportunity to pre-qualify for participation in bid opportunities in The Virginia Gazette or other appropriate media outlets.
- Housing may obtain a list of local Class A, B, and C Contractors from the Department of Professional and Organizational Regulations or other sources and send correspondence to inform them of the opportunity to become a pre-qualified Contractor.
- Contractors will complete and submit the pre-qualification form to the County Purchasing Office.
- Purchasing will call references and check other sources (e.g., building inspectors) to verify the Contractors' previous performance.
- All pre-qualified contractors must be approved by the Rehab Board prior to being included in any invitation for bid.

Project Bidding Process

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

The Housing Rehabilitation Specialist shall:

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

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

Contract Management

Contracts will be managed by the Rehabilitation Specialist as follows:

The Contractor, County, and Homeowner will enter into a written agreement requiring the rehabilitation work to be completed within 60 days and reconstruction work within 120 days of the start date in the Notice to Proceed.

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

The Contractor may request payments as provided in the Construction Agreement.

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

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

Prior to beginning any work outside of the scope of work, the Contractor must submit a change order request to the Rehabilitation Specialist with a detailed description of the work to be completed and an itemized cost list. The Rehabilitation Specialist will prepare and sign a Contract Change Order and obtain the signatures of the Homeowner, Contractor, and Housing Manager. The Grant Manager or designee will submit the Contract Change Order to the assigned DHCD Community Development Specialist for final approval. No work should begin until the Change Order is fully executed. Completed change order items will be paid for when invoiced and verified as complete.

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

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

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

The Contractor shall not leave hazardous materials or materials that threaten health or safety on-site.

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

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

HOME MAINTENANCE EDUCATION PROGRAM

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

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

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

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

CONFLICT OF INTEREST

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

COMPLAINT AND APPEALS PROCEDURES

Complaints and appeals regarding this Program or the Contractor should follow the procedures stated in the Moses Lane Comprehensive Community Development Complaint and Appeals Procedures.

REVISING THE PROGRAM DESIGN

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

Because the Program Design is an official contract document, all revisions must be reviewed and approved by DHCD and amended by the James City County Board of Supervisors.

Attachments:
Community Development Block Grant Housing Rehabilitation Oversight Board Guidelines
Community Development Block Grant Housing Rehabilitation Oversight Board

Residential Anti-Displacement and Relocation Assistance Plan

This Residential Anti-displacement and Relocation Assistance Plan for the County of James City, Virginia (the "County") is prepared in accordance with the Housing and Community Development Act of 1974, as amended (the "Act) to minimize the displacement of households. The County will replace all occupiable low-moderate-income ("LMI") housing demolished or converted to a use other than LMI housing in CDBG-assisted projects.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before contracting to provide funds that will directly result in such demolition or conversion, the County will make public and advise the Virginia Department of Housing and Community Development ("DHCD") in writing the following information:

1. A description of the proposed assisted activity;

2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as LMI dwellings as a direct result of the assisted activity;

3. A schedule for the commencement and completion of the demolition or conversion;

4. To the extent known, the address, number of bedrooms, and location on a map of the replacement dwellings;

5. The source of funding and schedule for the provision of replacement dwelling units;

6. The basis for concluding that each replacement dwelling will remain an LMI housing for at least 10 years from the date of initial occupancy and

7. Information demonstrating that any replacement of dwellings with smaller dwellings is consistent with the housing needs of low- and moderate-income households in the jurisdiction.

To the extent that the specific location of the replacement housing and other data in Item Nos. 4 through 7 are not available at the time of the general submission, the County will identify the general location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data are available.

The County will provide relocation assistance to each LMI household displaced by the demolition of housing or the direct result of other assisted activities. Such assistance shall be consistent with Section 104(d) of the Housing and Community Development Act of 1974, as amended, and/or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The Moses Lane Improvement Community Improvement Grant #24-07 includes the following activities:

1. Rehabilitation of four substandard homes for LMI occupants
2. Development of two new lots for sale to LMI home buyers
3. Construction of approximately 350 linear feet of paved public street
4. Installation of streetlights

5. Construction of a storm sewer collection system
6. Removal of debris from private properties and demolition of a vacant, uninhabitable dwelling

The activities as planned will not cause any permanent displacement from or conversion of occupiable structures. The project, as planned, will use existing right-of-way; existing County-owned property, and temporary rights-of-entry for the road construction. There will not be any acquisition of occupied or occupiable structures.

The County of James City, Virginia, will work with the grant management staff, engineers, project area residents, and the Department of Housing and Community Development to ensure that any changes in project activities do not cause any displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for $125,000 or less.

____
Signature of Authorized Official

____
Date

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: Moses Lane - Comprehensive Community Development Block Grant Project - Adoption of the Required Fair Housing Certification

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James City County has been awarded $1,133,079 in Community Development Block Grant (CDBG) funds for the Moses Lane Comprehensive Community Development Project (the "Project"). These federal funds are authorized under the Housing and Community Development Act of 1974 (the "Act"), as amended.

The Act requires recipients of CDBG funds to take actions that affirmatively further fair housing. The Virginia Department of Housing and Community Development (DHCD), which administers these funds, requires the County to undertake at least one fair housing action each year during the life of the Project. A list of DHCD-approved actions is attached. The County may also request DHCD approval for alternative actions not on the list.

The Housing Division, within the Social Services Department, conducts annual fair housing activities, including children's contests featuring drawings or models of their dream homes, landlord recruitment and training for those renting to low- and moderate-income households, distribution of fair housing information at public events, and dissemination of fair housing information on the County's television channel, JCC TV.

Staff recommends approval of the attached resolution certifying that the County will take at least one action each program year to affirmatively further fair housing.

AVP/md
CDBG-FairHousing-mem

Attachments:
1. Resolution
2. Fair Housing Requirements - Acceptable Actions

R E S O L U T I O N

MOSES LANE - COMPREHENSIVE COMMUNITY DEVELOPMENT BLOCK GRANT

PROJECT - ADOPTION OF THE REQUIRED FAIR HOUSING CERTIFICATION

WHEREAS, James City County has been awarded a Community Development Block Grant (CDBG) in the amount of $1,133,079 for the Moses Lane Comprehensive Community Development Project to provide for the improvement of Moses Lane to Virginia Department of Transportation standards, the rehabilitation of housing occupied by low- and moderate-income households, and the demolition of a vacant, dilapidated structure; and

WHEREAS, the County intends to accept federal funds authorized under the Housing and Community Development Act of 1974 (the “Act”), as amended; and

WHEREAS, recipients of funding under the Act are required to take actions to affirmatively further fair housing, pursuant to Title VIII of the Civil Rights Act of 1968, as amended.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies its commitment to undertake at least one action each grant year to affirmatively further fair housing during the term of the Moses Lane Comprehensive Community Development Project funded with CDBG funds.

BE IT FURTHER RESOLVED that the Board of Supervisors directs the County Administrator to take all actions necessary to ensure compliance with the fair housing requirements of the Housing and Community Development Act of 1974, as amended.

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

ATTEST:

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Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
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Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

CDBG-FairHousing-res

resolved in CAMS. Final Closeout Reports

Project Closeout

After the Final Compliance Review has been held, DHCD, in consultation with the Grantee, will determine if the CDBG-funded activities are completed and/or all CDBG funds have been expended in conformance with program guidelines. If so, a Letter of Conditions (LOC) will be issued. The LOC informs the Grantee of what must be done before the grant can be administratively closed out.

Upon issuance of the LOC, DHCD has determined that no further draws on the grant account are needed and that the only additional remittance request that will be accepted is for the five percent (5%) administrative retainage. For this reason, when they are advised that the LOC is being prepared, the Grantee must request the last remittance request for construction or micro-loan activities.

The Letter of Conditions identifies conditions necessary to resolve grant issues and to become administratively closed. These may include the resolution of any findings identified in the final compliance review, submission of a program income plan, or other administrative requirements. In all cases, the LOC transmits the Final Closeout Reports, which must be completed and submitted as a condition of Administrative Closeout.

The Final Closeout Reports are further discussed in Chapter 12: Grant Closeout Procedures. Samples of the final closeout reports can be found in Appendices 73-76.

Fair Housing Requirements

Title VIII of the *Civil Rights Act of 1968, as amended,* makes it illegal to discriminate in housing based on the following factors:

- Race;
- Color;
- National origin;
- Religion;
- Sex;
- Age;
- Familial status (families with children under the age of 18 or who are expecting a child); and
- Disability.

The Grantee's Fair Housing Certification commits the Grantee to take affirmative steps to further fair housing during each program year in which the CDBG Agreement is active.

The Grant Manager must ensure that at least one of the following actions (additional actions may be approved by DHCD) is completed during each program year. Examples of acceptable activities include:

- Adopt a resolution endorsing the concept of fair housing, including the specific rights included in the law, and advertise its wording in a display advertisement in a local newspaper;

- Adopt a proclamation declaring April as Fair Housing Month. A sample resolution can be provided by your CDS;

- Include a flyer about Fair Housing in the water bill and send it to every household in the Grantee's locality;

- Partner with a technology class at the local high school to create a short advertisement or spotlight on Fair Housing to be aired on community access television;

- Run a Fair Housing public service announcement on local radio stations or the local community cable station throughout the month of April. Topics can include what are prohibited activities and where to file a discrimination complaint;

- Develop a page on the Grantee's website concerning fair housing issues, including links to the Virginia Fair Housing Office and other resources available to protected groups;

- Add the Fair Housing logo to the Grantee's official stationary. The logo can be downloaded at https://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11/hudgraphics/fheologo;

- Provide all program beneficiaries with a copy of federal or state Fair Housing brochures. Various federal Fair Housing brochures can be downloaded at https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/marketing. State Fair Housing brochures can be downloaded at http://www.dpor.virginia.gov/FairHousing/. Click on "Publications and Links."

- Host a booth at public community events and distribute Fair Housing brochures;

- Distribute copies of the federal or state Fair Housing brochures to persons attending project community meetings or CDBG-required public hearings;

- Have a display on Fair Housing issues at local public libraries, schools or the Grantee's administrative offices for at least thirty (30) days;

- Include a Fair Housing commitment clause in the recorded Investor-Owner Rental Agreement;

- Include a discussion on Fair Housing on the agenda of Oversight Boards or the local governing body;

- Provide funding for local Fair Housing groups or provide financial or technical assistance to local citizens wishing to organize such a group;

- Conduct public educational programs for local realtors and bankers, homebuyers, landlords, and/or Grantee employees regarding fair housing issues, including their Fair Housing rights and responsibilities. This could include sponsoring a local Fair Housing workshop conducted by the Virginia Fair Housing Office;

- Attendance by a member of the local governing body or Chief Administrative Official and a second appropriate representative (realtor, banker, etc.) at a fair housing workshop approved by DHCD;

- Enlist the participation of local realtors, lenders and homebuilders in an agreement, and promotion of affirmative marketing, open housing and review of underwriting/credit criteria, etc. Publish such agreements in a local paper;

- Post one or more of the federal Fair Housing posters at the Grantee's administrative offices for at least thirty (30) days;

- Sponsor a Fair Housing poster contest at local schools with the public voting on the winning poster and displaying it at the Grantee's administrative offices and on the Grantee's website;

- Develop a Fair Housing assistance program to make housing opportunities available in non-minority areas, monitor compliance and submit discrimination complaints to the State or Federal government;

- Conduct a formal Assessment of Impediments (AI) study of local zoning, real estate and/or financing practices which affect housing choices of minorities and other protected classes; and

- Survey the special housing problems of minorities and women, determining any effects of discrimination and developing a plan to assist them in overcoming these effects.

✱ The Fair Housing activity selected by the Grantee must be a different one each program year. Furthermore, all Fair Housing activities must be sufficiently documented, including records on funds provided, if any for such activities, so their completion can be verified during the compliance review. Accepted documentation would include copies of brochures provided, along with a distribution list, or minutes of meetings where Fair Housing is discussed. If the Grantee has more than one active CDBG project, only one Fair Housing activity is required annually, but all project files must be documented.

Complaints and Appeals

During the course of the project, it is possible that applicants, beneficiaries and contractors will make complaints. All complaints must be handled in an even-minded, diplomatic manner designed to identify and resolve the real problem. All complaints are to be brought to the attention of Project Management Teams or Oversight Boards.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
May 13, 2025
5:00 PM

A. CALL TO ORDER

Mr. Icenhour called the meeting to order at approximately 5:12 p.m. following the James City Service Authority (JCSA) Board of Directors Regular Meeting.

B. ROLL CALL

Michael J. Hipple, Powhatan District
Barbara E. Null, Stonehouse District
Ruth M. Larson, Berkeley District
John J. McGlennon, Vice Chair, Roberts District
James O. Icenhour, Jr., Chair, Jamestown District

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

Mr. Icenhour noted the Pledge Leader initially scheduled for this meeting was unable to attend. He introduced the alternative Pledge Leader, Afton Buck, a 5th grade student at Matoaka Elementary School.

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leader - Hanley Rolando, a 3rd grade student at James River Elementary School

Afton led the Board and citizens in the Pledge of Allegiance.

E. PRESENTATION

1. Proclamation - National Police Week

Mr. Icenhour read aloud the National Police Week Proclamation identifying May 11-17 as National Police Week.

Mr. Icenhour presented the proclamation to Police Chief Mark Jamison.

The Board and audience applauded.

Mr. Icenhour introduced Mr. Bob Tubbs, the presenter for Presentation Item No. 2.

2. Virginia Animal Protection Group - Kids, Cats & K9s Program

Mr. Tubbs addressed the Board noting before he began the presentation he would like the Honorable Delegate Amanda Batten to speak briefly. He turned the presentation over to the Honorable Delegate Batten.

Honorable Delegate Batten addressed the Board noting the importance of the work Mr. Tubbs does. She touched on Mr. Tubb's advocacy and building community connections. Honorable Delegate Batten stated one thing she had learned from working with Mr. Tubbs over the years was no matter how big the problem was he never gave up or took no for answer. She mentioned for public notification purposes to never give up on an issue or cause believed in and continue to raise awareness as it made a significant difference. Honorable Delegate Batten expressed positive remarks of Mr. Tubbs and his work. She turned the presentation back over to Mr. Tubbs.

The Board and audience applauded.

Mr. Tubbs expressed his desire to share a quick video on the PowerPoint presentation made by the students of Matoaka Elementary School and Providence Classical School. He noted the project was called Kids, Cats & K9s. Mr. Tubbs indicated the video included shelter pets, student artwork, civic pride, and compassion. Mr. Tubbs advised that he had two other speakers who would say a few words after the video.

Ms. Liz Hamilton, Providence Classical School, addressed the Board noting she had coordinated four different classes with over 50 children who participated in this program. She noted through the course of the program the school was able to supplement both the art and writing curriculums. Ms. Hamilton further noted the students worked on outlines, rough drafts, final drafts, persuasive writing, and point of view writing. She mentioned this project allowed the students a sense of community and the difference that could be made no matter what age. Ms. Hamilton thanked the Board for its time.

Mr. Robert "Bobby" Knowles, Principal of Matoaka Elementary School, addressed the Board noting this project allowed students a lesson on empathy and compassion towards animals needing a home and a family to love. He expressed how proud he was of his students. Mr. Knowles extended thanks to a few teachers in the audience who helped coordinate this project. He mentioned it was a time-consuming but worthwhile project.

Mr. Tubbs addressed the Board noting this project did not start with grant funding, a subcommittee, or a PowerPoint but rather with crayons, compassion, and the idea that children could be part of a solution for animal shelters and civic life. He noted this program taught children not only to care for animals but to become better neighbors, better citizens, and better leaders. Mr. Tubbs mentioned the abundance of local support such as Busch Gardens and Water Country USA's Park President, Mr. Kevin Lembke, PetSmart, Streamline Roofing, and local rescue heroes: Homes Fur Hounds, Inc. and Heritage Humane Society. He requested Board consideration on a Kids, Cats & K9s Wall of Fame which would allow the students artwork to be displayed in visible community spaces. Mr. Tubbs also requested Board consideration on participation in a Quarterly District Mascot Program and highlighted details about the program. He indicated this initiative was organized by the Virginia Animal Protection Group (VAAP). Mr. Tubbs concluded his remarks and requested a group photo with the Board.

The Board and audience applauded.

Mr. Icenhour reminded all public speakers to state their name and address for public record purposes.

F. PUBLIC COMMENT

1. Ms. Peg Boarman, 17 Settlers Lane, addressed the Board to talk trash. She mentioned the recent Annual County-wide Litter Cleanup that was held on April 26, adding she did not have the data for that event yet. She moved on to discuss the data for the Great American Cleanup held on March 28-29. Ms. Boarman noted 63 volunteers from James City County, 57 bags equating to 1,425 pounds of trash, two tires, and a total of 112 volunteer hours were the result of that event. She further noted the Clean County Commission always welcomed more nominations for the Clean Business Awards. Ms. Boarman indicated nominations could be submitted on the County's website at https://www.jamescitycountyva.gov/609/Clean-Business-Awards. She stated the Commission still needed a Commissioner for the Powhatan District in addition to the Jamestown District. Ms. Boarman mentioned the upcoming Will Barnes Day Picnic and encouraged the Board to attend. She thanked the Board for its time.

2. Mr. Steven Link, 6171 S Mayfair Circle, addressed the Board noting he was in attendance to discuss the real estate assessments. He stated he resided in The Villages of Westminster. Mr. Link highlighted prior years of real estate assessments conducted. He noted an annual increase of 1%, adding he considered that normal; however, the past two real estate assessments were not. Mr. Link mentioned in 2023, his assessed value for his property was $381,100, an increase of $37,800. He expressed his astonishment as he did not realize his property value could increase that significantly in just one real estate assessment period. Mr. Link noted the assessed value of his home in 2025 was $532,000, an increase of $150,900 from the previous assessment. He further noted he owned a three-bedroom single-family home that was ideal for a young family and questioned the affordability aspect.

3. Ms. Laurie Tedesco, 201 Fairfax Way, addressed the Board noting she was also in attendance to discuss the significant tax increases regarding real estate assessments. Ms. Tedesco mentioned she was a single woman on Disability and Social Security. She requested the Board to reconsider some of its decisions.

4. Ms. Phyllis Eastman, 142 Ford's Colony Drive, addressed the Board noting she was in attendance to discuss the significant increase in taxes regarding the recent real estate assessment conducted. She mentioned County citizens were already faced with continuous increased costs. Ms. Eastman requested the Board to reassess the budget.

The audience applauded.

5. Ms. Virginia Mains, 5408 Beverly Lane, addressed the Board noting she was in opposition of building a new library. She expressed her belief that the James City County Library and Williamsburg Regional Library were sufficient to meet citizens' needs.

6. Ms. Lucy Espaillat, 6932 Vernon Hall, addressed the Board noting she was in attendance in opposition of the significant increase in taxes regarding the recent real estate assessment conducted. She expressed her belief that a new library was not deemed necessary. Ms. Espaillat mentioned she was a broker in the Medicare health insurance business, adding she helped senior citizens. She noted many of her clients complained of how expensive everything was and that many could not meet their monthly finance obligations and elaborated on that point in greater detail. Ms. Espaillat further noted she had lived in Colonial Heritage for approximately four years, adding every year her real estate taxes increased. She questioned the affordability aspect of living in the County. Ms. Espaillat requested Board consideration on reevaluation of substantial tax increases on County citizens.

7. Mr. Steven Mains, 3781 Captain Wynne Drive, addressed the Board to discuss the budget

process. He touched on business practices and the County's inexperience on the subject. Mr. Mains spoke about prioritizing needs versus wants and elaborated on his point in greater detail. He discussed the challenges the substantial tax increases had put on the County's senior citizens, fixed income citizens, and Asset Limited, Income Constrained, Employed (ALICE) families. Mr. Mains requested the Board to set clear priorities, establish a top line budget, start at the baseline and direct staff to bring options that met those targets. He encouraged the Board to allow a budget referendum. Mr. Mains thanked the Board for its time.

The audience applauded.

Mr. Hipple asked Mr. Icenhour if the audience could refrain from applauding.

Mr. Icenhour requested the audience to refrain from applauding while the meeting was in session.

8. Mr. Ted Hoover, 4021 Coronation, addressed the Board to discuss the budget and substantial tax increases. He referenced the County's Organizational Chart that was included in the Agenda Packet and questioned County residents being at the top. Mr. Hoover discussed prioritizing needs versus wants and transparency. He mentioned exploring alternative options that may be better suitable and more cost-effective. Mr. Hoover touched on a nearly flatlined population growth and student enrollment rate, adding the numbers did not support the actions. Mr. Hoover requested the Board to abstain from a vote this evening and to reassess the budget.

9. Mr. Chris Henderson, 101 Keystone, addressed the Board noting he had multiple topics to cover. He first requested Board consideration on a proper invocation for adoption. Mr. Henderson reiterated his request for Board consideration on Board meetings being held at later times to allow the public more opportunity to attend. He mentioned it was the season of mowing highway medians and roadsides and the importance of ensuring those areas were being taken care of on a regular basis. Mr. Henderson expressed his concern on the recent Virginia Department of Health fish consumption advisory regarding the Chickahominy River and requested that information be put on the County's website for health and safety purposes. He requested a budget referendum for the new Consolidated Government Center.

10. Mr. Robert Mandriolo, 3432 Westham Lane, addressed the Board to discuss the budget. He spoke about the restructuring at the federal level. Mr. Mandriolo questioned whether County citizens and their concerns were being listened to and elaborated on his point in greater detail. He mentioned County citizens would be watching who voted to pass this budget and would be the determining factor next election. Mr. Mandriolo thanked the Board for its time.

11. Mr. Terry Ricks, 2561 William Tankard Drive, addressed the Board to discuss the budget and substantial tax increases. He expressed his belief that County taxpayer dollars, expenditures, and budgets were not being managed properly. Mr. Ricks noted the budget and taxes were much too large. He expressed his belief that these budget increases should be voted on by County citizens. Mr. Ricks spoke about continued rising construction costs, inflation, and the unpredictable future aspect.

12. Ms. Susan Franz, 103 Cardinal Court, addressed the Board to discuss the budget. She mentioned there was a notion that individuals who lived here were rich and could afford the increased taxes. She spoke about individuals she knew who were widowed, living on fixed incomes, and experiencing hardships. Ms. Franz requested Board consideration on a budget referendum to let County citizens decide.

13. Mr. George Hudgins, 203 The Maine, addressed the Board to discuss the budget and his opposition to the 21% tax increase. He noted the burden it put on senior citizens, individuals on fixed incomes, and low-income individuals. Mr. Hudgins further noted 34% of James City County's population was receiving public assistance according to United Way data. He asked

for Board reconsideration on the budget.

14. Ms. Margaret McGuire, 137 Sugar Bush, addressed the Board in opposition of the new Consolidated Government Center, adding it was not affordable. She requested the Board to listen to its constituents.

15. Mr. Mark Caine, 4003 E Providence Road, addressed the Board noting he was in attendance in opposition of the substantial increase in taxes. He mentioned home maintenance costs in this current economy and then to add a 21% tax increase he felt was unreasonable. He noted the path to increased revenue in the County should be attracting industries that pay taxes based on capital investment. Mr. Caine expressed his belief that a new Consolidated Government Center was not needed and an overreach. He spoke about zero growth projections in relation to the student enrollment rate, adding the education budget should decrease. Mr. Caine noted Colonial Williamsburg and Busch Gardens were not producing anticipated revenues. He further noted County residents were subsidizing Anheuser Busch's water usage, adding he recommended hiring experts who could work on water and utility cost solutions. Mr. Caine thanked the Board for its time.

16. Mr. John Slokovitz, 109 Hempstead Road, addressed the Board to discuss the budget and the substantial increase in taxes. He expressed concern with the tax burden and the significant impact it would have. Mr. Slokovitz spoke about other localities that manage more with much less. He mentioned he was a small business owner and the effect higher taxes would have on his business and other "mom and pop shops." Mr. Slokovitz requested Board consideration on reevaluation of its decisions or a budget referendum to allow County citizens to decide. He thanked the Board for its time.

17. Mr. Patrick McMahon, 609 River Bluffs, addressed the Board to discuss the budget and requested a budget referendum. He thanked the Board for its time.

18. Ms. Rebecca Smith-Winnes, 5515 Westmoreland Drive, addressed the Board to discuss the budget. She noted she moved to the County four years ago from New Jersey. Ms. Smith-Winnes spoke about cost-cutting due to increased costs on everything. She noted she was on Social Security and widowed, adding she had to be extremely frugal. Ms. Smith-Winnes expressed her concern of being priced out of her home. She asked for Board reconsideration on the budget.

19. Mr. Wit Derby, 2976 River Reach, addressed the Board to discuss the budget. He expressed the importance of understanding increased taxes would result in limiting the community purchasing power which ultimately would affect County businesses. Mr. Derby spoke about increased property values and various factors for consideration such as days on the market, property price, independent appraisals, and demand. He elaborated on his point in greater detail. Mr. Derby discussed numerous factors that played a role in the significant property value increases such as the COVID-19 pandemic, inflation, and demographics. He questioned whether those assessed property values were sustainable. Mr. Derby mentioned the unpredictable future, a potential recession, and preparing for it. He added this was not the time to spend substantial amounts of money.

20. Mr. Mike Joseph, 6631 Rexford Lane, addressed the Board to discuss the budget. He requested Board consideration on a delay of budget adoption to reassess the budget. Mr. Joseph suggested utilizing vacant properties available within the County opposed to building new ones, adding it was more cost effective. He questioned the need for a Consolidated Government Center. Mr. Joseph recommended a budget referendum for high-cost items. He thanked the Board for its time.

21. Mr. Steve Corkran, 133 Green's Way, addressed the Board to discuss the budget. He expressed his concern with the substantial increase in taxes. He questioned the Board's

budgeting process and priorities. Mr. Corkran requested Board consideration on a reasonable tax increase and disciplined budget decisions. He thanked the Board for its time.

G. CONSENT CALENDAR

1. Budget Appropriation of Proffered Stormwater Funds - $120,000

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

2. Budget Appropriation of Proffered Transportation Funds - $511,759

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

3. Contract Award- 206,800- James City County Fire Station 4 Energy Recovery Ventilator Replacement

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

4. Dedication of the Streets in the Burlington Woods Subivision

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

H. PUBLIC HEARING(S)

Mr. Icenhour acknowledged Mr. Jay Everson as the Planning Commission representative at the meeting.

1. SUP-24-0034. 7649 Cypress Drive Rental of Rooms

A motion to Approve was made by Michael Hipple, the motion result was Passed.
AYES: 4 NAYS: 1 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon,
Nays: Null

Ms. Terry Costello, Senior Planner, addressed the Board noting Ms. Sharon Elliott had applied for a Special Use Permit (SUP) to allow the operation of the rental of rooms at 7649 Cypress Drive. She advised that the rental of rooms SUP would allow for the short-term rental of one bedroom within the existing three-bedroom residence. Ms. Costello cited the specifics of the SUP application included in the staff report in the Agenda Packet. She stated that staff considered the home's location, parking provisions, and that the owner would reside on-site during the time of rentals, to be favorable factors in the evaluation of this application. Ms. Costello further stated that the property had an existing driveway and parking area sufficient to accommodate guests. She mentioned proposed SUP conditions were intended to mitigate impacts of the use and preserve the residential character of the home. Ms. Costello further noted that the proposed SUP conditions included limitations on the number of rooms rented and total number of rental occupants per stay. She advised that there was a previously approved SUP for a tourist home which had expired due to a condition not being met within the required timeframe. Ms. Costello noted that staff found that this location was considered generally appropriate for this use. She further noted that staff found the proposal not fully consistent with the Comprehensive Plan recommendations for short-term rentals and therefore could not recommend approval. She further noted at its April 2, 2025, meeting, the Planning Commission voted 5-1 to recommend approval of the application. Ms. Costello welcomed any questions the Board might have, adding the applicant was available as well.

Mr. Icenhour asked if any Board member had questions for staff.

Ms. Larson asked Ms. Costello if the applicant planned on obtaining the Certificate of Occupancy.

Ms. Costello confirmed yes.

Ms. Larson thanked Ms. Costello.

Mr. Everson, Planning Commission representative, addressed the Board noting the SUP application came back before the Board due to a misunderstanding with the owner regarding the Certificate of Occupancy. He further noted the Planning Commission voted in support of this application as a vast majority of the conditions were met and the application had been approved previously. Mr. Everson indicated the Planning Commission voted 5-1 to recommend approval of this application.

Mr. Icenhour asked if the Board had any questions.

Ms. Null asked the reason for a vote against the application.

Mr. Everson replied the application was not consistent with the Comprehensive Plan as it was not located on an arterial road and was located interior to a subdivision.

Mr. Icenhour opened the Public Hearing.

1. Ms. Sharon Elliot, 7649 Cypress Drive, Lanexa, VA, addressed the Board noting she was the applicant for this SUP application. She stated at the Board's meeting in September 2023, the Board approved the SUP. Ms. Elliott further stated since the Board's approval she had successfully operated the rental with no issues and had updated letters from her neighbors indicating their continued support. She mentioned she was aware of requirements attached to the SUP. Ms. Elliot highlighted the various compliance measures taken. She stated that in October 2024 she provided the Planning Division a copy of her business license and the Planning Division asked her if she had her "CO" (Certificate of Occupancy). Ms. Elliott further stated once she understood what "CO" meant, she reached back out to the Planning Division to advise that she received a Certificate of Occupancy when she first built her home 15 years ago. She noted she had received no additional response or guidance from the Planning Division. Ms. Elliott further noted in November 2024 she received a letter advising that her SUP had become void due to not providing the Certificate of Occupancy. She stated after much research she realized that she needed an updated Certificate of Occupancy and immediately applied for an updated Certificate of Occupancy. Ms. Elliott further stated the Building Safety and Permits Division had begun review but then stopped after realizing the SUP was voided. She noted she had reached out to the Zoning Division requesting an extension on the SUP while obtaining an updated Certificate of Occupancy and was advised an extension could not be accommodated and that she would need to reapply for a new SUP. Ms. Elliott explained it was an honest misunderstanding on her part. She welcomed any questions the Board might have.

Mr. Icenhour closed the Public Hearing.

2. SUP-24-0032. 232 Lakeview Drive Contractor's Office Equipment Storage Yard

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, Null

Mr. Jose Ribiero, Senior Planner/Landscape Planner, addressed the Board noting that Mr. James Beaver of Williamsburg Contracting, LLC, had applied for an SUP to allow for a contractor's office and storage of vehicles and equipment on his property located at 232 Lakeview Drive. He stated the property was zoned A-1, General Agricultural, and designated as Rural Lands and Community Character Conservation, Open Space, or Recreation on the Comprehensive Plan. Mr. Ribiero explained that a contractor's office and storage yard required an SUP on properties zoned A-1, General Agricultural. He noted that Mr. Beavers currently operated his business without the required SUP, adding if the SUP were to be approved, the land use would come into compliance with current zoning regulations. Mr. Ribiero mentioned the applicant had contracted with Stantec to have the Resource Protection Area (RPA) buffer delineated and found that the storage area was located outside the RPA buffer area and there was no need to have this project evaluated by the Chesapeake Bay Preservation Act. He discussed various proposed SUP conditions to mitigate impacts if approved. Mr. Ribiero stated at its April 2, 2025, meeting, the Planning Commission voted 6-0 to recommend approval of this application to the Board of Supervisors. He noted staff found that proposal would not negatively impact surrounding property or development, nor would it negatively impact roads or other public services. Mr. Ribiero further noted that staff found the proposal consistent with the Zoning Ordinance and generally consistent with the Rural Lands designation. He stated staff recommended approval of the application, subject to the proposed conditions. Mr. Ribiero welcomed any questions the Board might have, adding the applicant was available as well.

Mr. Icenhour asked if the Board had any questions.

Mr. Hipple asked if the proposed area would be recorded on the property deed. He noted the SUP ran with the property opposed to the owner, adding he wanted to ensure no further expansion in the future.

Mr. Ribeiro replied he did not believe so.

Mr. Hipple recommended that be incorporated.

Mr. Ribeiro replied SUP Condition No. 12 restricted any further expansion.

Mr. Everson addressed the Board noting the only concern with the application was in relation to the RPA, which the applicant had addressed. He noted the Planning Commission was in support of the application.

Mr. Icenhour opened the Public Hearing.

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

3. Z-24-0014 & MP-25-0001. Fort Magruder Mixed Use Rezoning

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

A motion to Approve Verbiage in Support of Placement of a Protective Easement Over the Surviving Civil War Era Redoubt was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

Ms. Allison Jackura, Senior Planner, addressed the Board regarding the rezoning of the Fort Magruder Hotel and Conference Center property located at 6945, 6927, and 6951 Pocahontas Trail. She advised that the proposed Rezoning and Master Plan was to convert the existing hotel and conference space into 126 apartments and 32,000 square feet of commercial space. Ms. Jackura stated that the applicant proposed to rezone the property from B-1, General Business to MU, Mixed Use, with Proffers. She further stated that 40% of the residential units would be designated as affordable and workforce housing. She noted that the existing landscape buffers were to be retained with enhancements. Ms. Jackura further noted that the parking lot and stormwater facilities would be brought into compliance with current requirements. She mentioned the proffered recreational amenities to include an indoor and outdoor pool, fitness room, movie room, gathering space, and approximately 1.1 acres of open space. Ms. Jackura displayed the Master Plan on the PowerPoint presentation. She noted that staff found the proposal consistent with the Comprehensive Plan, met County Code and Ordinance requirements, and passed most adopted policies. She further noted that the proposal did not meet the Parks & Recreation Facilities Guidelines; however, there were constraints in regard to how the guidelines were written and the nature of the property itself, specifically the Civil War era redoubt, which prevented the ability to add a playground. Ms. Jackura stated the development already existed, which limited the options but additional amenities were proffered for accommodation purposes. She further stated that staff recommended approval of the Rezoning and Master Plan applications and welcomed any questions the Board might have.

Mr. Everson addressed the Board noting there was a question regarding whether the restaurant on-site would remain and confirmed it would. He stated the Williamsburg Battlefield Association (WBA) expressed significant concern regarding the removal of the Civil War era redoubt from the property. Mr. Everson noted the Planning Commission felt this was a great reuse of the property and voted 6-0 to recommend approval of this application to the Board of Supervisors.

Mr. Icenhour opened the Public Hearing.

1. Mr. Vernon Geddy, Geddy, Harris, Franck & Hickman, LLP, 1177 Jamestown Road, addressed the Board noting he represented Conserve Holdings, LLC. He further noted Conserve Holdings, LLC, was a real estate investment company that owned and operated several multifamily properties including a property here in James City County. Mr. Geddy indicated the Fort Magruder Hotel and Conference Center property was under contract with Conserve Holdings, LLC. Mr. Geddy stated that the proposed project was for the adoptive reuse of an underutilized property through a multi-million dollar renovation to provide quality affordable, workforce, market-rate housing, and commercial space. He explained that because the project was an adoptive reuse of an existing property it created a few challenges under the Zoning Ordinance. Mr. Geddy thanked County staff for working with the applicant team to find ways to address some of these challenges. He suggested Board consideration on an Ordinance tailored to adoptive reuse projects that allowed the flexibility needed to redevelop these older properties. Mr. Geddy highlighted the beneficial factors and consistency with the Comprehensive Plan. He welcomed any questions the Board might have.

Ms. Null expressed her support for this proposal and the reuse of this property.

2. Ms. Alison Woodard, 11 Heath Place, Newport News, VA, addressed the Board as a representative of the WBA. She noted the WBA mission was to tell the forgotten stories of Civil War Williamsburg and to advocate for the preservation of the Williamsburg Battlefield. Ms. Woodard encouraged the placement of a protective easement over the surviving Civil War era redoubt located on the property. She indicated that this Civil War era redoubt was one of 14 and spoke about the history in greater detail. Ms. Woodard noted Conserve Holdings, LLC, had agreed to not disturb the Civil War era redoubt; however, there was no legal verbiage in place. She further noted the best protection for the Civil War era redoubt was the placement of a

historic preservation or open space easement over it. She mentioned she had spoken with Mr. David Walkin, Vice President of Conserve Holdings, LLC, regarding the consideration of an easement. Ms. Woodard requested the Board's support regarding the placement of a protective easement.

3. Mr. Chris Henderson, 101 Keystone, addressed the Board noting the history of this Civil War era redoubt and the critical importance of preserving it. He expressed his concern with children playing in the area and diminishing the character of such history. Mr. Henderson mentioned Conserve Holdings, LLC, owned the adjoining apartments and noted beneficial factors such as cross access and shared easements to improve traffic congestion. He expressed his concern with the viability aspect of the commercial component. Mr. Henderson recommended providing some flexibility to the applicant to convert that space into more residential space and elaborated on his point in further detail.

Mr. Icenhour closed the Public Hearing.

Mr. McGlennon expressed his gratitude to County staff for collaborative efforts with the developer and applicant team regarding this application. He expressed his belief that this was an ideal opportunity to address the significant need for affordable and workforce housing within the community and to utilize preexisting development. Mr. McGlennon inquired if encouraging verbiage could be incorporated in the resolution for support of a protective easement over the surviving Civil War era redoubt to protect its viability.

Mr. Kinsman clarified to Mr. McGlennon it was an Ordinance not a resolution.

Ms. Larson mentioned she was pleased to see the reuse of this property; however, she expressed concern with losing hotel inventory. She spoke about the new Williamsburg Sports & Events Center, adding approximately 40 weekends had already been booked for various sports tournaments.

Mr. McGlennon requested an additional motion to include verbiage supporting the placement of a protective easement over the surviving Civil War era redoubt.

Mr. McGlennon encouraged Board consideration on reevaluation of the Housing Policy. He spoke to the 120% of Area Median Income (AMI) for the area and expressed concern with workforce housing at that percentage as he felt the need was at a lower income level than that.

Mr. Icenhour requested Mr. Stevens to have County staff look into that request.

4. Z-24-0012 & SUP-24-0023. Chickahominy Haven Marina Rezoning and Special Use Permit (R-2 to A-1)

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, Null

Ms. Roberta Sulouff, Senior Planner, addressed the Board noting Mr. Jason Grimes of AES Consulting Engineers, had applied on behalf of Sincere Estates, LLC, to rezone the site of the Chickahominy Haven Marina from R-2, General Residential to A-1, General Agricultural, with Proffers. She advised that along with the rezoning, the applicant requested an SUP to allow for the legal operation of the existing marina and proposed accessory uses including a restaurant, boat storage, boat trailer parking, a general store, wet slips, docks, and piers. Ms. Sulouff stated that the subject property was outside the Primary Service Area, zoned R-2, General Residential, and designated Rural Lands on the Comprehensive Plan. She further stated that this lot was shown on the 1965 Master Plan for the Chickahominy Haven subdivision as a commercial lot, but the plat predated the Zoning Ordinance. Ms. Sulouff advised that when the site received a zoning designation of R-2, it had operated as a commercial marina for several years. She noted the boating facilities associated with homeowners associations were permitted uses in the R-2 Zoning District; however, this marina was privately owned and had operated as a legal nonconformity for much of its existence. Ms. Sulouff further noted that many uses on the site, including the general store, restaurant, and wet slip rentals had lost their legally nonconforming status as it ceased operation for a period of over two years. She indicated that the new owners of the marina desired to reestablish those uses; however, those uses were not permitted in the current zoning district. Ms. Sulouff elaborated on that point in greater detail. She stated that the applicant requested a rezoning to the A-1 Zoning District, which permitted marinas and their accessory uses by SUP. Ms. Sulouff further stated that the applicant had proffered to exclude all other permitted uses in the A-1 District aside from the marina and its associated uses. She noted that staff had also proposed SUP conditions which would mitigate impacts of the use and provide an opportunity to address existing issues on the site, such as parking nonconformities and unaddressed stormwater runoff. Ms. Sulouff further noted at its April 2, 2025, meeting, the Planning Commission voted unanimously to recommend approval of the Rezoning and SUP applications, subject to the proffers and proposed conditions. She further noted that with the proposed conditions and proffers staff found the proposal compatible with surrounding zoning, development, and consistent with the Comprehensive Plan. She indicated that staff recommended approval of the proposal. Ms. Sulouff welcomed any questions the Board might have, adding the applicant was available as well.

Mr. Icenhour asked if the Board had questions.

The Board declined.

Mr. Everson addressed the Board noting the Planning Commission was in support of this application and to see the property revitalized. He noted concern was raised regarding noise during events. Mr. Everson further noted staff indicated a permit would be required for special events in addition to compliance with the Noise Ordinance. He stated there were two public speakers who spoke in support of the application. Mr. Everson further stated the Planning Commission voted 6-0 to recommend approval.

Mr. Icenhour asked if the Board had questions.

Ms. Larson expressed her astonishment at the noise concern for Chickahominy Haven.

Mr. Icenhour opened the Public Hearing.

1. Mr. Steven Barone, Applicant, 7464 Little Creek Dam Road, Toano, VA, addressed the Board noting he was the owner of Sincere Estates, LLC, and Managing Member of Midway Marina. He expressed his excitement to be a part of this property. He stated when the property was purchased a year ago he had no idea how much history this property held. Mr. Barone requested support for the rezoning to allow revitalization and future memories for generations to come.

2. Mr. James Cumming, 100 Lakeview Drive, Toano, VA, addressed the Board in support of the proposed project. He mentioned the goal was to bring the marina back to its previous operation. Mr. Cumming thanked the Board for its time.

3. Mr. Jim Hernandez, 114 Discovery Lane, addressed the Board in support of the proposed project. He shared some of his fond memories with his family at this marina and expressed his hope that the Board would support this project.

4. Mr. Chris Henderson, 101 Keystone, addressed the Board in support of this proposed project. He mentioned he was extremely pleased that this particular marina project did not require any public investment. Mr. Henderson expressed his concern with the conditions imposed on the

southern end of the property and restricting redevelopment of the pier and various other aspects. He stated the County should support its full potential and success. Mr. Henderson reiterated his utmost support for this project and encouraged the Board to do the same.

Mr. Icenhour closed the Public Hearing.

Mr. Hipple expressed his support and mentioned positive remarks of this proposed project.

5. Disposal of County Property Located at 4601 Ironbound Road

Mr. Paul Holt, Director of Community Development, addressed the Board noting Eastern State Hospital was located at 4601 Ironbound Road. He stated a large part of the property had been declared a surplus by the Commonwealth of Virginia. Mr. Holt noted the 14-acre portion of the property would be transferred to Colonial Behavioral Health (CBH) for the construction of a new Crisis Services Center. He further noted the property must first be transferred from the state to the County. Mr. Holt stated staff recommended the Board open and conduct the Public Hearing, and then close the Public Hearing. He further stated staff recommended the Board defer consideration of this item until its May 27, 2025, Business Meeting. Mr. Holt indicated the deferment would provide the state the additional time to obtain the necessary signatures for the property transfer. He welcomed any questions the Board might have.

Mr. Icenhour indicated there was no Planning Commission report on this item.

Mr. Icenhour opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board noting the property was a viable commercial corridor. He recommended retaining at least an acre or two of the property that fronted along Ironbound Road at a signalized intersection near the new Consolidated Government Center for future public need. Mr. Henderson thanked the Board for its time.

2. Mr. David Coe, Director of CBH, 1670 Centennial Drive, Toano, VA, addressed the Board and extended his thanks for the continued collaboration over the past year. He indicated that the land was granted to CBH by the Honorable Governor Glenn Youngkin to address the mental health initiative. Mr. Coe advised that CBH would construct its new facility: Center for Support and Wellness. He recognized various County staff for their help during this process. Mr. Coe noted a groundbreaking ceremony would occur this summer. He mentioned the abundance of local support. Mr. Coe recognized Mr. Bob Williams, Hospital Director of Eastern State Hospital, in attendance. He expressed his gratitude for this opportunity and thanked the Board for its time.

Mr. Icenhour closed the Public Hearing.

At approximately 8:06 p.m., the Board of Supervisors recessed for a short break.

At approximately 8:14 p.m., the Board reconvened.

I. BOARD CONSIDERATION(S)

Mr. Icenhour advised that Mr. Stevens would start the presentation.

1. FY2026 Budget Adoption & Resolution of Appropriation

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, Null

Mr. Stevens addressed the Board noting Ms. Sharon McCarthy, Director of Financial and

Management Services, would present the first few slides of the PowerPoint presentation; however, he wanted to take a moment to address a couple of points. He stated he heard from a number of County citizens over the past few weeks who thought there was a 21% tax increase and possibly a property tax rate increase this year. Mr. Stevens further stated that was incorrect. He explained last year there was a 15% average tax increase and a 6% increase this year equating to a 21% tax increase over a two-year period. Mr. Stevens mentioned he would address additional details later on in the presentation.

Ms. Larson requested Mr. Stevens take a moment to address the real estate assessments.

Mr. Stevens noted the County was required by the Code of Virginia to reassess properties. He further noted the County conducted its real estate reassessments every two years. Mr. Stevens stated the County conducted a mass assessment not an appraisal. He further stated the mass assessment was based on sales that occurred in or near the property of similar properties. Mr. Stevens explained the importance of ensuring properties were close to market value to ensure equitability for all. He mentioned he spoke with the County's Real Estate Assessors and while sales had gone down, prices had not, and continued to increase. Mr. Stevens elaborated on this point in further detail. He mentioned potential flexibility in the tax rate based on future assessments. Mr. Stevens spoke about last year's challenges with County staff, compensation, competitiveness in addition to the Williamsburg-James City County School (WJCC) Division and the need for that additional tax revenue. He indicated the additional revenue made a significant difference regarding those challenges.

Ms. Larson asked if next year a citizen did not agree with their real estate reassessment it could be appealed.

Mr. Stevens confirmed yes. He recommended contact with the County's Real Estate Assessment Office first to ensure there were no errors made or a site evaluation could be conducted to justify a reevaluation. Mr. Stevens confirmed there was a process to appeal the assessment. He turned the presentation over to Ms. McCarthy.

Ms. McCarthy addressed the Board noting the Fiscal Year (FY) 2026 Budget was scheduled for adoption this evening. She highlighted the funding breakdown in the PowerPoint presentation showing the total budget of $390.5 million which included the County's Operating budget (also known as the General Fund) of $263.7 million. Ms. McCarthy stated the real estate tax rate would remain at $0.83 per $100 of assessed value, noting FY 2026 was a non-reassessment year. She spoke about fee increases for Parks & Recreation fine art classes and ambulance transport services to align with Medicare reimbursement rates. Ms. McCarthy noted the FY 2026 Budget included $3.9 million of additional funding to the WJCC School Division. She further noted the budget did not include over $10 million of additional funding requests. Ms. McCarthy discussed the increases in Capital Projects Fund and Debt Service Fund were based on a few significant projects. She indicated funding during the COVID-19 pandemic was put on hold for a number of years, adding the need for those projects remained. Ms. McCarthy stated this budget provided a 3% raise for County personnel effective July 1, 2025, and a potential 1% raise effective January 1, 2026, in addition to five additional Full-Time Equivalent (FTE) positions. She noted the only change to the budget was adding $1 million to the County contribution for operations for the WJCC School Division. Ms. McCarthy discussed the removal of a $400,000 transfer to the County's Health and Dental Fund for the County's Retiree Healthcare initiative, adding in 2026 this would be funded through the County's Health and Dental Reserves and spoke to that point in greater detail. She stated the $400,000 had been reallocated for increased funding to the Williamsburg Area Transit Authority (WATA) and miscellaneous reallocations to County departments based on activity. Ms. McCarthy turned the presentation back over to Mr. Stevens.

Mr. Stevens addressed the Board noting as previously mentioned he responded to a number of questions related to historical budget increases, historical real estate tax increases, and possible future projects. He displayed and referenced the General Fund Budget and Real Estate Tax Revenue FY 2017 to FY 2026 PowerPoint slide. He stated it was difficult to compare the County's budget year-to-year as there were many nuances that may not be apparent without some explanation or deeper dive into any one particular year. Mr. Stevens noted for instance, the County's total budget included all revenue for one particular year, adding in some years that would include borrowed funds that were debt related for a specific project. He further noted these were one-time large expenditures and made the budget appear significant. Mr. Stevens explained that these high-cost projects were typically funded by borrowed money and then paid back typically over a 20-year timeframe. He noted the scenario would apply to the new Consolidated Government Center. Mr. Stevens compared the County's FY 2017 Adopted General Fund Budget and FY 2026 Proposed General Fund Budget, noting a $70,225,000 (36%) increase in 10 years. He expressed his belief that was not an unreasonable increase. Mr. Stevens moved on to compare FY 2017 Real Estate Tax Revenue to FY 2026 Real Estate Tax Revenue totaling a $40,000,000 (42%) increase in 10 years. He discussed the County's challenges with staffing for a number of years, specifically for entry-level positions. He highlighted efforts made regarding compensation for County personnel and the improvements it had made. Mr. Stevens referenced the Grounds Maintenance Division, which had a turnover rate of over 94%, in FY 2024 that turnover rate decreased to 24%, and in FY 2025 that turnover rate was 3%. He moved on to discuss the new Consolidated Government Center and the public input in opposition of a new municipal complex. Mr. Stevens spoke about the insufficient space for County personnel noting many offices were shared spaces with multiple staff. He stated since 2020, the County had commissioned several studies to analyze potential solutions for its current and future space needs. Mr. Stevens noted in 2020, a Space Needs Assessment was conducted. He further noted in 2022, a Facilities Master Plan was created for all County facilities. Mr. Stevens advised that in 2022, a Building Consolidation Study was conducted and determined the costs to renovate or expand current facilities versus building a new consolidated municipal complex to be very similar. He stated in 2024, the Board entered into an Interim Agreement for a new Consolidated Government Center for up to a 30% design phase. Mr. Stevens further stated in 2024, the Board had requested an update to the Building Consolidation Study noting two years later the costs increased substantially due to various factors. He mentioned in 2024, the Board also approved the second Interim Agreement for up to 100% design of the new Consolidated Government Center. Mr. Stevens indicated that work was currently ongoing with the addition of adding a new library to the design. He highlighted beneficial factors regarding the new Consolidated Government Center. Mr. Stevens discussed a potential 2-cent tax credit on real estate taxes based on home value and the 2-cent tax credit savings monthly versus annually. He mentioned adjustments could be made if a tax credit was desired.

Ms. Larson questioned how to address various uncertainties with tariffs, increased costs, and other things of that nature regarding the new Consolidated Government Center.

Mr. Stevens stated approval of the budget did not mean the project was approved. He noted the new Consolidated Government Center was under design. Mr. Stevens indicated the end of the design came in the October-November timeframe, adding a price would be established and set in stone. Mr. Stevens stated at that time if the Board chose to postpone action it could; however, he emphasized the need for County space would persist.

Ms. Larson mentioned she had a series of questions and asked Mr. Stevens if this was a good time to address those.

Mr. Stevens replied he would like to get through his remaining PowerPoint slides and he could answer questions afterwards. He noted he received a constituent request asking if the County could provide a $0.05 or $0.10 permanent reduction to the tax rate. He confirmed that was feasible; however, it came at a cost. Mr. Stevens explained that a permanent reduction would require reduced staff. He mentioned a replacement revenue would be required if a permanent tax reduction was implemented or a reduction in the ongoing expenses. Mr. Stevens highlighted

$190 million of the $263 million budget was mandated for County services and $74 million was considered discretionary services. He explained that while discretionary services were not required by the Code of Virginia, they were favored by the community. Mr. Stevens highlighted examples of discretionary services. He discussed adjustments and cuts that would need to be made if a $0.05 or $0.10 tax rate reduction was implemented. Mr. Stevens reiterated cuts could be made but it came at a cost of services.

Mr. Hipple mentioned how long it took the County to get to this point and to ensure County employee wages were reasonable. He noted County services were not free and came at a cost. Mr. Hipple touched on the various points addressed this evening. He spoke to the beneficial factors of the new Consolidated Government Center and the ideal one-stop shop for County citizens. Mr. Hipple spoke about reduced staff and the impact it would have on services. He expressed his belief that the County had a strict budget. He recommended the creation of a citizen budget class for informative purposes and public input on what taxpayer dollars should be used for.

Ms. Larson expressed her desire to take a moment and apologize for verbiage mentioned at a previous Board meeting. She noted she had received scrutiny via social media and spoke to that point in greater detail. Ms. Larson agreed to Mr. Hipple's point of a citizen budget class. She mentioned a remark made about cutting County Planners. She emphasized the importance of the Planning Division and its significance to this community. Ms. Larson spoke about the importance of supporting public education. She mentioned continued discussions on the new Consolidated Government Center. Ms. Larson noted as the community continued to grow, future public land was crucial. She explained that the Mounts Bay Road campus could serve as public land for future needs. Ms. Larson spoke about the growing need regarding education, specifically for special needs and bilingual students. She mentioned future Board discussions on that subject matter.

Mr. McGlennon thanked Mr. Stevens for clarifying a non 21% tax increase this year. He spoke about the circulation of misinformation. He commended Mr. Stevens' efforts on helping County citizens better understand the financial breakdown of the budget. Mr. McGlennon stated initially he did not support the new Consolidated Government Center; however, as a Space Needs Study and Building Consolidation Study was conducted it helped him better understand the justified need. He elaborated on his point in greater detail. Mr. McGlennon mentioned the County offered a program for real estate exemptions for the elderly based on income eligibility criteria. He spoke about the Social Services Department and the available services it offered. Mr. McGlennon mentioned the Fire Department and its increase in calls for service based on the number of senior citizens within the community and the significance of those services at a moment's notice. He touched on the remarkable libraries within the community and their top-rated status. Mr. McGlennon noted the intended purpose of real estate tax credit last year was to help alleviate the impact to County citizens; however, he felt continuous tax credits would create an expectation. He stated York County had increased its tax rate by $0.04 and spoke to that point in greater detail. Mr. McGlennon emphasized the importance of providing clear and concise information to County citizens regarding the budget process and results. He reiterated his thanks to Mr. Stevens for his efforts to help County citizens better understand the practicable budget. Mr. McGlennon highlighted the average tax rate in the United States was over a $1 and elaborated on that point in greater detail. He stated assessments were based on what individuals were willing to pay for homes, adding the County had no control over that aspect.

Ms. Null questioned the data to support a new library. She mentioned some individuals who rented books online opposed to in-person.

Ms. Larson requested Mr. Stevens obtain the usage data regarding libraries.

Mr. Stevens confirmed he would obtain that information.

Ms. Null expressed her concern with annual staff wage increases, adding she felt a cost-of-living raise should be enough.

Mr. Hipple mentioned the risk of losing staff if not properly compensated and the added workload burden for County staff who stayed. He referenced a domino effect to that point.

Ms. Null mentioned longevity raises on top of additional compensation.

Mr. Stevens clarified the County did not offer longevity raises to staff. He noted typically the County offered general wage increases and merit increases. Mr. Stevens further noted last year's compensation was different. He mentioned York County was offering a 4% increase to employee wages plus $500 and referenced other nearby jurisdictions' compensation. Mr. Stevens expressed his concern with falling too far behind regarding compensation.

Ms. Null stated she was under the impression that JCSA offered longevity raises.

Mr. Stevens replied JCSA had a compensation step program. He indicated JCSA was a separate entity and the County currently did not partake in a compensation step program.

Mr. Hipple expressed the negative impacts of not remaining competitive. He mentioned as a business owner it was hard enough to retain people let alone recruit them.

Ms. Larson spoke about constant competition for personnel in the surrounding area, adding at some point it needed to even out to not constantly pull from one another. She emphasized the importance of competitive wages.

Mr. Icenhour requested an informal poll from the Board who was supportive of a 2-cent tax credit. He expressed his support for the 2-cent tax credit and looked to his fellow Board members for their input.

Mr. Hipple noted he was not in support of a 2-cent tax credit.

Ms. Null noted she was in support of a 2-cent tax credit.

Ms. Larson noted she was not in support of a 2-cent tax credit, adding she would rather work toward some sort of credit for next year opposed to this year. She expressed her concern with not being able to fully fund the WJCC School Division's Budget and then to offer a 2-cent tax credit was not the right thing to do.

Mr. McGlennon noted he was not in support of a 2-cent tax credit.

Mr. Icenhour expressed his belief that the revenue growth in this County should approximate population growth plus inflation. He stated in the General Fund over the past 10 years had increased by 35.8%, an increased County population of 13%, and inflation of 28.8%. Mr. Icenhour further stated based on that formula the County was approximately 6% behind. Mr. Icenhour referenced the Real Estate Tax Rates - Tidewater Region PowerPoint slide indicating that the County was the third lowest tax rate among 11 local jurisdictions and the reasonable aspect regarding the subject matter. He displayed and discussed the Population FTE Growth PowerPoint slide noting County staff had been consistently steady over a 10-year timeframe. Mr. Icenhour noted each County staff member equated to serve approximately 105 County citizens and elaborated on that point in greater detail. He expressed the remarkable public safety services this County provided to its citizens and on a very strict budget too. Mr. Icenhour indicated that the County had a 108 sworn police officers and 136 firefighters and EMT personnel for a population over 80,000. He touched on the County's Elderly and Disabled Real Estate Exemptions and the criteria for eligibility purposes. Mr. Icenhour expressed his belief that the County was a fiscally responsible managed community and highlighted data to support that notion.

Discussion ensued.

J. BOARD REQUESTS AND DIRECTIVES

Mr. Hipple noted he had no report.

Ms. Null noted she had no report.

Ms. Larson extended her thanks to all County staff involved in the budget process. She recognized a former colleague, Mr. Joe Fuentes, WJCC School Board, who had recently passed. Ms. Larson expressed positive remarks of Mr. Fuentes.

Mr. McGlennon echoed positive remarks of Mr. Fuentes. He mentioned the recent passing of Ms. Ann Porter, who was a part of the James City County family as well. Mr. McGlennon stated he attended the Plant-A-Tree Ceremony at the Williamsburg Botanical Garden in Freedom Park accompanied by Ms. Null and Mr. Icenhour at the event. He further stated last Wednesday, he, Ms. Larson, and Mr. Stevens attended the Teacher Recognition event for the WJCC School Division. Mr. McGlennon expressed positive remarks of the event.

Mr. Icenhour thanked his fellow Board members for Board coverage at the Teacher Recognition event as he had attended a close friend's funeral who passed unexpectedly. He noted on April 26, he attended the Habitat for Humanity Home Repair Blitz event. Mr. Icenhour further noted he attended the Plant-A-Tree Ceremony at the Williamsburg Botanical Garden in Freedom Park. He stated he attended the Mayors and Chairs event on April 28. Mr. Icenhour noted discussion regarding community impacts regarding Veterans Real Estate Tax Exemptions and whether the state could share some of that burden and possibly affiliate it with financial need. He stated the City of Williamsburg raised its water rates by 30% to address capital needs. Mr. Icenhour further stated Coleman Bridge tolls would be eliminated by January 1, 2026, or possibly earlier. He remarked that was the first he had heard York County was increasing its tax rate to $0.78.

Ms. Larson noted the Virginia Association of Counties (VACo) had been actively involved in advocating for and addressing issues related to real estate tax exemptions for disabled veterans. She mentioned future discussions would be had at the Virginia General Assembly to address some impacts. Ms. Larson noted today she and the Honorable Delegate Batten attended a Ribbon-Cutting Ceremony for Colonial Aesthetics & Wellness. She spoke highly of the event.

K. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens thanked the Board for its support and guidance of the budget.

L. 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, Null

At approximately 9:38 p.m., the Board entered Closed Session.

At approximately 9:47 p.m., the Board re-entered Open Session.

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

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

1. Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia, and pertaining to the contract for the joint operation of schools between the County and the City of Williamsburg.

2. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia and pertaining to 3926 Vass Lane, Williamsburg, VA.

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

3. Certification of Closed Session

M. ADJOURNMENT

1. Adjourn until May 20, 2025, at 6:30 pm for the Ford's Colony Town Hall Meeting at the Ford's Colony Swim and Tennis Club, St. Andrews Drive, Williamsburg, VA

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, Null

At approximately 9:48 p.m., Mr. Icenhour adjourned the Board of Supervisors.

MINUTES
FORD'S COLONY TOWN HALL MEETING
Ford's Colony Swim and Tennis Club
St. Andrews Drive, Williamsburg, VA 23188
May 20, 2025
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Powhatan District
Ruth M. Larson, Berkeley District
James O. Icenhour, Chair, Jamestown District

Supervisors Michael Hipple and Ruth Larson and Chair Jim Icenhour welcomed attendees and gave opening remarks.

C. BOARD DISCUSSIONS

1. County Budget

   Attendees asked several questions regarding the current County budget, including allocation priorities and anticipated changes for the next fiscal year. Officials provided an overview of budget planning and emphasized transparency in financial decisions.

2. Hotels Converted to Apartments and Crime Impact

   Participants raised concerns about the conversion of local hotels into apartment units, specifically asking about potential impacts on neighborhood crime rates. County representatives acknowledged the concerns and discussed ongoing monitoring and coordination with law enforcement.

3. Sports Center Ownership

   Questions were raised about the future of the County Sports Center, including whether the County would consider selling the facility to a commercial operator. Officials stated that all options are being evaluated, with community input considered essential.

4. School Funding and Funding Formula

   Several attendees inquired about staff funding for local schools and the funding formula between the City of Williamsburg and the County. Officials explained the current formula and ongoing discussions to ensure equitable funding for school staff and resources.

5. Federal Funding Dependence

   Questions were asked about the County's reliance on federal funding for schools, social services, grants, criminal justice, WATA (Williamsburg Area Transit Authority), and CDBG (Community Development Block Grant) programs. County staff clarified the role and proportion of federal funds in the County's budget and operations.

6. Government Center Complex and Tax Rolls

   Attendees asked whether the County plans to sell the current Government Center Complex, and if so, how that would affect the return of other buildings to the tax rolls. Officials responded that options are under review, with the goal of maximizing community and fiscal benefits.

7. Property Reassessments and Tax Bills

   Residents expressed concern that property tax bills have increased despite no change in the Board's tax rate. County staff explained the reassessment process and how rising property values can lead to higher tax bills even when rates remain unchanged.

8. Economic Development Projects

   Questions were raised about current and future Economic Development projects. County officials provided updates on ongoing initiatives and highlighted efforts to attract new businesses and support local economic growth.

D. BOARD CONSIDERATION(S)

No motions or votes were taken by the Board members in attendance.

J. ADJOURNMENT

At approximately 7:32 p.m., the meeting adjourned. Officials thanked the attendees for their participation and encouraged continued community engagement.

MINUTES

JAMES CITY COUNTY BOARD OF SUPERVISORS

BUSINESS MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM

101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

May 27, 2025

1:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Powhatan District - Absent (arrived at approximately 1:55 p.m.)
Barbara E. Null, Stonehouse District
Ruth M. Larson, Berkeley District
John J. McGlennon, Vice Chair, Roberts District
James O. Icenhour, Chair, Jamestown District

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

Mr. Icenhour noted Mr. Hipple was delayed, but that he would be attending the Board meeting.

C. PRESENTATION(S)

1. Retirement Commendation for Service - Myat Hlaing

Mr. Patrick Page, Director of Information Resources Management, cited highlights from Mr. Hlaing's 23-year career with the County. Mr. Page spoke of Mr. Hlaing's commitment to maintaining the County's network systems to support remote County workers and assist citizens during the COVID-19 pandemic. He added that Mr. Hlaing continued to work from his office at the Mounts Bay Government Complex during that time. Mr. Page noted Mr. Hlaing's mentorship of fellow workers and commitment to finding solutions.

Mr. Icenhour read the retirement commendation for Mr. Myat Hlaing.

D. CONSENT CALENDAR

Mr. Icenhour stated Item No. 7 would be pulled and slated for vote at the June 10, 2025, Regular Meeting. He asked if any Board member wished to pull any items.

Mr. McGlennon noted he would like to pull Item No. 13 for a brief discussion.

Mr. Icenhour noted Item No. 13 would be pulled for discussion with the remaining Items approved with a motion.

1. Contract Award-Annual HVAC Equipment, Installation, Service, Controls, and Products

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

2. Contract Award - $113,459 - Equipment and Installations for Nine Marked Police Vehicles

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

3. Contract Award - $181,424 - Parks & Recreation Department Master Plan

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

4. Dedication of the Streets in Parcel C of Tract 3 in the Stonehouse Subdivision

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

5. Dedication of the Streets in Section 3 of the Westmoreland Subdivision

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

6. Environmental Health and Safety Software Contract - SafetyStratus

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

7. Grant Award - $8,000,000 - Department of Historic Resources - Preservation Virginia for the Exclusive Support of the Historic Jamestowne Flooding Mitigation Project

Item No. 7 was deferred until the June 10, 2025, Regular Meeting as noted previously.

8. Grant Award - $19,004 - Forest Sustainability Fund

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

9. Grant Award - $66,185 - Homeless Reduction Grant Program

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

10. Grant Award - $289,512 - Homeless Reduction Grant Program

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

11. Grant Award - $19,000 - Virginia DEQ CBPA Support Grant 2025

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

12. Minutes Adoption

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

The Minutes Approved for Adoption included the following meetings:

- April 8, 2025, Regular Meeting
- April 22, 2025, Business Meeting

13. Resolution to Amend Chapter 2 of the Personnel Policies and Procedures Manual

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

Mr. McGlennon referenced the accompanying memorandum and requested more information regarding the reason for the change.

Mr. Stevens noted he and Mr. Kinsman would address that point. Mr. Stevens stated a Board member had asked if family members were allowed to work for the County. He stated that at some level, he had no concern with such a policy. Mr. Stevens added that other localities varied in their policies. He noted he had no concern if a Board member's children or even grandchildren wanted to work part-time in the Parks & Recreation Department's summer programs. Mr. Stevens further noted entry and mid-level positions were also less of a concern for him, but he added that above those levels would require discussion between himself and the Board member who may have a family member applying for a position. Mr. Stevens noted the policy then allowed the County Administrator to be in a position to make the decision where it made sense or deny it if not.

Ms. Larson stated she contacted Mr. Stevens when she saw this Agenda item. She noted she wanted his thoughts on the matter and if any policies/procedures had been developed regarding the request.

Mr. Stevens stated none at this time, but that guidelines would be developed moving forward for County Administrators to use if the situation were to arise. He added that the situation could possibly not arise.

Ms. Null asked if the policy applied to outside vendors who worked with the County.

Mr. Stevens responded that he was unaware of any prohibition regarding outside vendors' relatives working for the County. He noted that Board family members nor members of his own family were not allowed to work for the County. Mr. Stevens further noted Board members had no direct supervision of County employees as he and Mr. Kinsman had that responsibility.

14. Supplemental Grant Award-$79,451

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Icenhour Jr, Larson, McGlennon, Null
Absent: Hipple

E. BOARD DISCUSSIONS

1. Staffing Discussion

Mr. Stevens addressed County staffing struggles in various departments over at least the past five years. He noted four years earlier the hourly rate to the bottom third of the pay ranges was increased. Mr. Stevens further noted the entry-level hourly rate in December 2000 was $9.64 per hour. He stated the current rate was $16.40 per hour, adding significant improvements had been made at the bottom end of the County's pay scales. Mr. Stevens added the bottom third of the pay ranges had been the concentration point for two years. He noted significant investment to public safety salaries, which included both Police and Fire, was addressed in Fall 2022. Mr. Stevens further noted in Fall 2024, the County implemented a Compensation Study and moved all pay ranges to the 65th percentile. He stated that when residents asked what the increased tax revenue was used for from last year's reassessment, he replied that the majority went to ensure the County salaries were competitive in the region. Mr. Stevens noted the revenue also supported the Williamsburg-James City County (WJCC) School Division's funding requests, adding those two items were the main areas and accounted for $196 million or 74% of the County's $264 million Fiscal Year (FY) 2026 budget. He explained the Operating and Debt Service for the WJCC School Division was $114 million and the County's personnel cost was $82 million, adding those two components were a significant part of the General Fund budget. Mr. Stevens noted he was asked if this investment regarding staff was working to which he replied he believed yes it was working as staffing had improved in many areas. He further noted some difficult positions such as Engineers were harder to fill due to the pay scale differences. Mr. Stevens stated competitive pay and work environment were key indicators of why people chose to work in local government. He noted that prior to the pay increases many of the positions had salaries 10-20% lower than neighboring localities. Mr. Stevens spoke about that point in more detail. He further noted staff turnover rates were tracked on a fiscal basis, adding that from 2014-2019, the County averaged 12% annually. Mr. Stevens stated that percentage was normal due to attrition such as retirement and other factors. He noted an increase in 2020 followed by a peak turnover rate of 20% in 2022. Mr. Stevens stated the rate dropped to 17% in 2023, then to 14% in 2024, and the current rate was 12% for FY 2025. He noted the current rate aligned with pre-COVID-19 pandemic numbers, adding he felt the County was moving in the right direction. Mr. Stevens provided information for departments that recorded improvements. He noted the Board had approved nine new positions in the Fire Department several years earlier. Mr. Stevens further noted those nine positions remained unfilled for several years, but currently there were no vacancies in the Fire Department. He added three overhires were available to fill vacant positions as needed. Mr. Stevens cited the Fire Department had not used mandatory overtime in over two years in addition to approximately 50% reduction in overtime hours. He stated the Police Department as of June 1 would have six vacancies. Mr. Stevens noted some of the specialty units had previously been used in patrol capacities to meet community needs, but those units were being reimplemented in their original capacities. Mr. Stevens stated Police Chief Mark Jamison felt the public safety focus over the past few years had contributed to the retention and recruitment efforts of the Police Department. He noted the pay adjustments in the public safety areas had definitely impacted staffing. Mr. Stevens stated several Department Directors were available to speak to staffing issues.

Ms. Grace Boone, Director of General Services, addressed the Board regarding the staffing impact in her department. She noted the General Services Department was in a stronger staffing position in the current Fiscal Year than in past ones, adding compensation was a key component. Ms. Boone cited several areas where the increased pay showed significant difference. She stated the Grounds Maintenance Division was an area where the department struggled to find qualified applicants. Ms. Boone noted she had previously reported a 94% turnover rate over three years, which impacted the entire division. She cited continual training and outfitting new hires in addition to the lack of institutional knowledge and experience which created additional turnover and impacted the performance of core services. Ms. Boone noted these conditions created additional stress on those workers who took on additional responsibility. She further noted several internal adjustments were made in addition to the compensation study implementation and its impact on salaries in relation to other localities. Ms. Boone stated the Landscape Worker position had a 130% increase in the number of applicants. She noted FY 2024 had 60 applicants compared to 138 applicants in FY 2025. Ms. Boone further noted the Spray Technician position had remained vacant for over 14 months. She stated only five applications were received in FY 2024, but in FY 2025, 56 applications were received with a hiring as a result. Ms. Boone noted the turnover rate in the Grounds Division in FY 2024 was 25.8% compared to the 3.2% rate in FY 2025. She stated the Grounds Division had seen noticeable improvement, which was reflected in the staff's attitude toward work. Ms. Boone noted the Stormwater and Resource Protection Division had also experienced an increase in qualified applicants since the compensation study implementation. She stated there were 19 applicants for the Civil Engineer position in FY 2024, but no hires were made. Ms. Boone noted in FY 2025, there were 57 applicants, which resulted in the hiring of two staff members with one vacancy remaining. She reiterated Mr. Stevens' comment that engineers and project managers were difficult positions to fill. Ms. Boone stated the Fleet and Equipment Division also benefited from the compensation study. She noted the Automotive Technician position only received nine applicants from its posting in June 2024 until October 2024 with no hire as a result. Ms. Boone stated that post-implementation, there was an application increase from October 2024 to February 2025 which included 17 additional qualified applicants. She noted a May 1 hire resulted from those applications. Ms. Boone further noted the importance of public safety support in conjunction with Automotive Technicians, adding the Board had approved the position for July with the posting to be advertised soon. She referenced the Department's Administrative Coordinator position, which opened February 2025 and closed 10 days later, received 144 applications. Ms. Boone noted the importance of having a broader applicant base for selection. She addressed the Facilities Maintenance Division's recent posting for a Facilities Technician, which received 21 applications within seven days and resulted in a June 1 hire. Ms. Boone recognized improvements in many areas, but acknowledged struggles continued with engineering positions. She extended her appreciation to the Board for its support, adding the improvement was great.

Ms. Arlana Fauntleroy, Director of Parks & Recreation, addressed the Board regarding departmental impacts based on the compensation study. She noted the Parks & Recreation Department experienced consistent turnovers of both full-time and part-time staff prior to the compensation study implementation. Ms. Fauntleroy further noted at one point the department was down 12 full-time staff positions as well as shortages with part-time and on-call staff. She stated the high stress levels on existing employees due to the inadequate staffing levels. Ms. Fauntleroy noted various programs such as REC Connect and fitness classes had waitlists. She further noted the daily dilemma if County pools or facilities had to be closed or operated with reduced hours due to staffing shortages. Ms. Fauntleroy stated the Parks & Recreation Department currently had 64 full-time, 86 part-time, and 86 on-call/seasonal staff available which equated to over 200 staff members. She noted the department was approximately 100% with full-time staffing levels, adding one position remained unfilled due to an intradepartmental promotion. Ms. Fauntleroy stated a more qualified pool of applicants was being attracted as well as an increased number of qualified applicants. She noted staff was generally happier and healthier without the extra workload, but staff continued to maintain the level of service patrons expected. Ms. Fauntleroy referenced pay examples within the department and stated an entry-level Recreation Leader position, identified as frontline staff, was paid a rate of $10.36 per hour prior to the compensation study. She noted that rate increased to $16.40, or a 58% increase, after the compensation study. Ms. Fauntleroy stated the lifeguard rate was $10.36 per hour with a current rate of $18.68. She noted the turnover rate with lifeguards was attributed to lifeguards moving to other local pools. Ms. Fauntleroy stated the Park Attendant rate moved from $12.76 to $17.49, adding the County had 17 parks, recreation centers, and a 90-plus hour weekly schedule to maintain staffing for those facilities to remain open to the public. She noted the Parks & Recreation Department was able to successfully maintain the facilities due to the compensation study impacts. Ms. Fauntleroy echoed Ms. Boone in thanking the Board as she acknowledged staff was happier also.

Mr. Paul Holt, Director of Community Development, addressed the Board noting his department had also been impacted by turnover and vacancy challenges. He noted the Building Safety and Permits Division had two front counter Permit Technician positions. He added that more than 14 turnovers occurred in a two-year span regarding those positions, adding those were the people answering phones and processing building permits, adding thousands of building permits were received annually. Mr. Holt stated continuity was an issue when those positions turned over 14 times which impacted the initial process for permits. He noted the Building Safety and Permits Division was currently fully staffed. Mr. Holt further noted the compensation study was a positive factor in retaining those positions, adding many of the vacancies were the result of higher pay elsewhere. He stated the Planning Division had experienced numerous turnovers with several vacancies remaining. Mr. Holt added that the County was more competitive due to the implementation of the compensation study. He noted two of the Principal Planner positions had been filled. Mr. Holt stated several staff had been pursuing other employment opportunities prior to the compensation implementation, but those employees had ceased their searches based on the new pay scale. He noted that even with new hires, more tenured, experienced people were applying based on the new compensation rate which was more competitive. Mr. Holt further noted the applicant base also included recent graduates.

Mr. Stevens noted feedback from several other departments. He further noted the Director of Information Resources Management stated similar comments such as better selection pool, some remaining challenges at the middle and upper levels, and enhanced attraction of retention and retainment of new hires based on the compensation study. Mr. Stevens added that staff employed in the last three years were noted to have stayed with the County to gain more knowledge and insight into its workings, which supported the impact of the compensation study. He highlighted similar trends with retention and recruitment of more qualified applicants in the Social Services Department. Mr. Stevens reported that Ms. Sharon McCarthy, Director of Financial and Management Services (FMS), had stated the number of qualified applicants had greatly increased. He cited one department position that had been advertised prior to the pay study to which no applications were received, but upon implementation of the pay study, that same position had numerous qualified applicants respond. Mr. Stevens noted possible criticism of the timing in relation to the federal workforce. He further noted he was aware of one position where that factor had significantly impacted the County, but the majority of positions had not received an influx of federal applicants. Mr. Stevens stated FMS had received numerous federal applicants for one position, adding those applicants were looking for more employment stability. He noted that the County Attorney's Office experienced difficulty hiring an attorney at the same time the study was taking place. Mr. Stevens further noted he and Mr. Kinsman discussed that situation and hiring within the range that the Bolton Study had recommended. Mr. Stevens stated Mr. Kinsman found Mr. Andy Dean, an experienced attorney who brought immediate and impactful results to the County Attorney's Office. He noted the County was also able to retain Ms. Liz Parman, Deputy County Attorney, as she was regularly sought by other attorney offices to provide legal services for them. Mr. Stevens stated the investment in County staff over the past four years had been significant. He said the difference was noted when the compensation study pay ranges were implemented in conjunction with previous pay adjustments. Mr. Stevens noted a review in another year would offer insights to the effectiveness of the pay scale, but added that both he and the Department Directors felt confident and comfortable with the results of the compensation study.

Mr. McGlennon acknowledged the work put on County staff and the significance of the investment in the workforce.

Mr. Stevens thanked Mr. McGlennon. Mr. Stevens said Department Directors expressed concerns regarding burnout, people leaving, and not focusing solely on the job all the time. He added that those comments had subsided considerably in the past six to 12 months. Mr. Stevens extended his appreciation to the Board.

Mr. Icenhour thanked Mr. Stevens.

2. Williamsburg Regional Library System

Mr. Stevens stated he had invited Ms. Sandy Towers, Director of the Williamsburg Regional Library (WRL), to provide the Board with an update on the need for additional library space and usage. He noted there had been public comments regarding the minimal use of the public library, adding he felt the community used the library extensively.

Ms. Towers addressed the Board noting the WRL was named Virginia Library of the Year in 2023 with consistent rankings among the nation's top 5% of libraries. She noted WRL was a longstanding cornerstone for engagement and enrichment within the community. Ms. Towers highlighted the two libraries, WRL and the James City County Library, which comprised the WRL system, along with meeting rooms and office space at the Stryker Center, in a PowerPoint presentation. She noted statistics for both libraries in the presentation, adding that the WRL was a regional library system that served citizens of James City County, York County, and the City of Williamsburg and operated under a regional contract. Ms. Towers further noted the three localities shared operating costs based on total items checked out by residents. She stated that per the contract, capital building and maintenance costs were the responsibility of the locality where the building was located. Ms. Towers noted benefits of a regional library system included the economies of scale through cost and resource sharing in addition to an increased amount of state aid funding compared to non-regional libraries. She highlighted 2024 WRL statistics which included the circulation of over one million items as well as visits from over half a million visitors. Ms. Towers noted the WRL was used extensively as she shared additional statistics which included attendance at storytimes, concerts, and classes. She cited WRL's community outreach literary program which took place twice weekly at the Abram Frink, Jr. Community Center, weekly Bookmobile service to 15 neighborhoods, monthly service to 16 adult living communities, and 26 childcare centers which included every Head Start and Bright Beginnings classroom. Ms. Towers noted WRL provided free notary service, low-cost printing, and other features and services. She further noted WRL served families and all age groups. Ms. Towers cited the various partnerships WRL shared with other organizations such as the Social Services Departments of James City County and the City of Williamsburg. She noted WRL's fostering of workforce development, technology, and other factors to assist citizens in succeeding in a changing job market. Ms. Towers stated that libraries were an important element of a community's economy. She spoke about that point in more detail. Ms. Towers noted other special library features, such as the Kiwanis Kids Idea Studio at the James City County Library, helped to attract people considering local residency. She further noted in the PowerPoint presentation that library space had not kept pace with population growth. Ms. Towers stated WRL exceeded all state library standards in every category except for building square footage. She continued the presentation highlighting additional benefits from a public library, adding that dynamic features such as technology were key components. Ms. Towers noted that the need for additional library space was not a new concept. She stated a space needs/facility study was conducted by PSA Dewberry in 2007 which identified the need for WRL to expand with a third library located in the County. Ms. Towers noted WRL submitted Capital Improvement Program (CIP) requests to the County for FY 2009-2013, followed by a CIP renewal request in FY 2019. She further noted that renewal request continued to be made each year. Ms. Towers stated the WRL had also submitted a CIP request to the City of Williamsburg for a replacement of the aging Williamsburg library in FY 2019. She continued the presentation highlighting May 2024 when the City of Williamsburg released a Request for Proposals (RFP) for replacement of the new Williamsburg Library building. Ms. Towers noted that the Williamsburg City Council authorized phase one of an interim agreement with Hourigan Construction Corporation to conduct input sessions regarding the design of a replacement Williamsburg library in March 2025. She further noted in March 2025, the James City County Board of Supervisors authorized a change order which incorporated programming and schematic design for a library addition to the proposed Government Center. Ms. Towers presented the concept design idea for the new Williamsburg Library. She stated that WRL staff met with the design team from Hourigan Construction Corporation in addition to community input sessions which were held on May 15 and May 20. Ms. Towers noted the current proposal included an approximately 48,000-square-foot building. She added that a 250-seat theater was also included. Ms. Towers noted WRL staff had also met with the design team from Henderson-Gilbane regarding needs and concepts of a new library at the proposed Government Center. She stated community input sessions were scheduled for July 7 and July 9. Ms. Towers noted the 25,000-square-foot addition to the Government Center offered many community benefits. She spoke in more detail on those benefits, adding WRL was excited to offer new opportunities to present these enhancements to the community. Ms. Towers noted a new library at the Government Center would provide a vibrant citizen hub while remaining fiscally responsible. She addressed additional benefits to a library located at the Government Center. Ms. Towers concluded her presentation and asked the Board if it had any questions.

Ms. Larson noted she had no questions, but she expressed her appreciation of the library as she was a patron and strong supporter. She further noted that WRL staff was incredible as was the available technology in the library. Ms. Larson spoke highly of the power of libraries. She expressed her excitement for the library project and the resulting economic impacts. Ms. Larson thanked Ms. Towers for all her efforts.

Ms. Towers responded that the vision was for each library to have its own unique identity. She noted each library would offer different services with the James City County Library on Croaker Road continuing to be the family hub. Ms. Towers further noted the James City County Library would house the Kiwanis Kids Idea Studio and the upcoming playground. She stated the vision for the Williamsburg Library focused on its continuation as the arts and culture hub with the theater and art gallery on-site. Ms. Towers noted the vision for the proposed Government Center library focused on a high-technology center with a makerspace, 3D printing classes, and other components to appeal to a broad range of ages.

Mr. McGlennon echoed Ms. Larson’s earlier comments. He added the community building that took place at the library was amazing as he referenced the many uses of the library. Mr. McGlennon noted WRL’s attendance at all the community events he attended and its strong community presence at numerous events. He referenced WRL and its impact as noted in the Comprehensive Plan as well as the state level.

Ms. Towers thanked Mr. McGlennon.

Mr. Icenhour referenced square footage and asked if the City of Williamsburg would use the location of the former police station when it was demolished as the location of its library.

Ms. Towers confirmed that was the most likely scenario.

Mr. Icenhour asked if the old library would be used during the construction of the new library. He questioned if use would occur during the entire construction phase.

Ms. Towers stated that was true for most of the construction period. She noted that for about four months the former library would be unavailable for use as it was torn down to allow for construction of the parking lot.

Mr. Icenhour noted the size projection for the library was approximately 108,000 square feet in relation to the current 70,000 square feet. He spoke about that point in more detail. Mr. Icenhour noted the population growth looked to be predominantly James City County users, adding the projected outlooks reflected the same pattern. He further noted the City of Williamsburg looked relatively consistent with a slight increase with York County users. Mr. Icenhour stated the library was a tremendous asset for James City County. He thanked Ms. Towers.

3. Government Center Update

Mr. Brad Rinehimer, Assistant County Administrator, addressed the Board with his monthly update on the Government Center. He noted Ms. Towers had provided great information regarding the library system. Mr. Rinehimer further noted the library programming stage was near completion with schematic designs available soon. He reiterated the July 7 and July 9 public meetings to be held at the James City County Recreation Center and he welcomed citizen input on the library features. Mr. Rinehimer noted additional discussion on the traffic circles, which were not incorporated in the initial site plan, had become necessary with increased interest in a new library at the Government Center. He further noted discussion at meetings and media attention regarding the $50 million price tag for the new library. Mr. Rinehimer stated WRL's CIP request for a new library over the past seven to eight years had been for a 50,000-square-foot library. He noted the library programming proposed for the Government Center would be approximately 25,000 square feet and significantly lower in cost. Mr. Rinehimer stated some of the CIP budget would address the required traffic improvements. He cited ongoing cost-saving discussions with the builder/architect group, adding those discussions were called value engineering. Mr. Rinehimer noted some cost-saving measures had been incorporated, but some design features had remained. He addressed continued LEED discussion and referenced Mr. Hipple's comments regarding an expensive wall plaque for the certification. Mr. Rinehimer noted the importance of being good stewards of County taxpayer money. He highlighted some benefits associated with the incorporation of the LEED certification and its impact on the General Services Department. Mr. Rinehimer stated RFPs were being sent out to gather additional information on costs and other factors. He noted there was exciting news as discussion with the interior decorators had occurred as well as conceptual interior images. Mr. Rinehimer highlighted the PowerPoint slide which focused on Vision/Goals/Guiding Principles, adding these had been foundational points since the Working Group was created. He noted the key phrases which were highlighted in blue in the PowerPoint. Mr. Rinehimer continued the presentation highlighting interior concepts and what staff wanted to include to convey a welcoming and warm work environment. He noted the designers' analogy of the Government Center's design flow as it paralleled the rivers that flowed through James City County. Mr. Rinehimer explained that a color palate was then determined based on feedback. He displayed several color schemes and materials in the PowerPoint which he noted were first looks, much like the building designs he had shown earlier in the planning process. Mr. Rinehimer stated he wanted input similar to what the Board had provided earlier with the design process. He highlighted the lobby schematics in the presentation and provided various renderings. Mr. Rinehimer displayed the open workspace conceptual drawings, adding the renderings were only architectural considerations and not the final design. He stated a Workstation Group comprised of employees was evaluating the workstation options. Mr. Rinehimer noted supervisor offices with glass for transparency and natural light. He displayed a typical corridor for use on the three floors and the Boardroom. Mr. Rinehimer noted possibly replacing the outside glass wall with a solid wall at least partially half the height.

Mr. McGlennon asked about the capacity for a regular Board meeting.

Mr. Rinehimer responded that 200 was the current capacity. He noted no pew seating would be available and that the chairs would be movable should that room need to be rearranged for other events. Mr. Rinehimer stated the Board's Work Session Room was directly across the hall if additional space was needed. He addressed the timeline which included the Special Use Permit (SUP) case slated for the Board's June 10 Regular Meeting. Mr. Rinehimer noted Mr. Holt would present the SUP application request in his absence. He continued the timeline discussion highlighting the final site plan approval was slated for September 2025, construction funding in September/October 2025, followed by the land disturbing permit/site work slated for October/November 2025. Mr. Rinehimer welcomed the Board's feedback and thoughts.

Ms. Larson expressed approval of the color palate Mr. Rinehimer displayed in the PowerPoint. She noted she preferred a partial solid wall for the Boardroom. Ms. Larson referenced the lobby security desk and asked if the staircase was open.

Mr. Rinehimer replied that people would need to pass the security desk to access the stairs. He noted additional discussion on the security desk would take place, but that it likely would have two people seated there. Mr. Rinehimer stated he would share renderings of the interior as they were available.

4. The Virginia Department of Transportation Revenue Sharing Program - Fiscal Years 2029-2030

Mr. Holt addressed the Board noting every other year the Virginia Department of Transportation (VDOT) invited localities to participate in the Revenue Sharing Program. He explained that the program provided funding for construction, reconstruction, improvement, or maintenance of the highway system. Mr. Holt stated VDOT's program matched local funding on a 1:1 basis. He noted the County typically used the Revenue Sharing Program to fund smaller projects, immediately needed improvements, or to supplement funding on existing projects. Mr. Holt stated staff had recommended four projects for the current year for the Board's consideration. He noted one project included Centerville Road and Jolly Pond Road, which was an unsignalized intersection. Mr. Holt further noted Revenue Sharing funds were received two years earlier for a signal light installation, but due to current increased costs, this new application was necessary. He stated this request was necessary to fill the funding gap. Mr. Holt noted the next project provided intersection improvements at Longhill Road and Warhill Trail, which included a new traffic signal, an extension of the right-hand turn lane on Warhill Trail, in addition to other miscellaneous pedestrian improvements at the intersection. He further noted these improvements would directly support the proposed General Services facility. Mr. Holt stated these improvements would feature additional recreational facilities at the Warhill Sports Complex. He added that the proposed improvements aligned with the Longhill Road Corridor Study and the Warhill Trail Traffic Impact Analysis. Mr. Holt noted the third project was the Skiffes Creek Industrial Park improvements, which would bring existing roadway sections into VDOT requirement conformance. He further noted the improvements included road resurfacing, drainage improvements, and sight line improvements for Manufacture Drive and Commerce Boulevard. Mr. Holt stated these roads were nearly 25 years old and the project would correct any deficiencies while also dedicating the streets to VDOT. He added that the County had applied for funding for this project two years earlier, but was unsuccessful, thus, the current funding application. Mr. Holt noted the last project was Jamestown Road and Greensprings Road Improvements which provided intersection improvements to replace the sharp curve on Greensprings Road. He further noted the improvements addressed better alignment of the two roads and increased safety issues regarding high speeds around the curve. Mr. Holt stated the improvements included additional signage, improved sight distance, new intersection construction with Jamestown Road with appropriate striping, realignment of the Virginia Capital Trail crossing in that area, and some regrading to address stormwater issues.

He stated that staff welcomed the Board's feedback on the proposed projects, and if approved then staff would prepare individual resolutions for each project to be presented at the June 10, 2025, Regular Meeting.

Mr. Icenhour questioned if the projects were to be awarded, would the priority match the order in which Mr. Holt had identified them. He asked if the decision was a state one, adding if VDOT noted one project could be done but not another.

Mr. Holt responded that the state had an existing funding priority mechanism. He noted that projects which had existing funding already allocated, but required additional funding tended to be considered first. Mr. Holt stated that based on such criteria, then Jolly Pond Road and Centerville Road would likely be funded closer to the top. He noted the state then prioritized projects with improvements already listed in the CIP. Mr. Holt noted another criteria focused on existing street maintenance, adding that it was not applicable to any of these projects. He stated VDOT's funding formula was the determinant.

Mr. Icenhour questioned how much funding had been received for the traffic light at the Jolly Pond Road and Centerville Road intersection. He also questioned how much more funding was needed.

Mr. Holt responded that initially the amount was approximately $600,000. He added that due to recent cost estimates, the amount was currently approximately $1 million.

Mr. Icenhour noted the balance.

Mr. Holt responded if the County was successful in securing the funding, then the state would split that balance.

Ms. Larson commented on the dangers on both Greensprings Road and Jamestown Road with drop-offs on both sides. She noted it was a heavily traveled area with cars, bicyclists, and pedestrians. Ms. Larson further noted the indication of accidents was also evident in the area. She stated she was pleased to see that project listed and hoped progress would be made there. Ms. Larson thanked Mr. Holt.

5. The Virginia Department of Transportation - Transportation Alternatives Program - Fiscal Years 2027-2028

Mr. Holt addressed the Board noting this item offered the County another funding opportunity. He noted every other year VDOT invited localities to participate in the Transportation Alternatives Program. Mr. Holt explained this program assisted localities in the construction of community-based projects. He noted the projects had to assist in expansion of nonmotorized transportation choices and enhancements. Mr. Holt stated federal transportation funds were available through the program with a reimbursement up to 80% of costs for qualifying projects back to the County. He noted the County then provided the 20% balance of the costs. Mr. Holt cited previous County projects included moving the Norge Depot, restoring the Norge Depot caboose, and Safe Routes to Schools infrastructure projects at James River, Clara Byrd Baker, and Laurel Lane Elementary Schools. Mr. Holt stated staff had recommended four projects for the current year for the Board's consideration. He noted staff had received considerable communication on the first project, an infill sidewalk project along Ironbound Road from Route 5 to Saint Bede Catholic Church. Mr. Holt stated a 5-foot-wide sidewalk along Ironbound Road to Five Forks Road would include pedestrian crossings, signal modification with Ironbound Road and Route 5 for greater pedestrian traffic, rectangular rapid flashing beacons for pedestrian safety, and stormwater improvements. He noted the second project was also an infill project to connect the existing sidewalk at Matoaka Elementary School to two existing sidewalks along Centerville Road. Mr. Holt further noted this project also included a 5-foot-wide sidewalk, pedestrian crossings, and ADA curb ramps. He stated the next project was the

Pocahontas Trail project which proposed a road diet from Route 199 to the City of Williamsburg. Mr. Holt noted the road currently had two travel lanes in each direction with a center turn lane for a total of five-lane road cross section. He stated development was only on one side of the road due to railroad tracks with Pocahontas Trail reduced to a two-lane road at the city limits. Mr. Holt explained that the road diet would redesign the travel lanes to reduce one vehicle travel lane in each direction with the saved space dedicated to use as a bike lane.

Mr. McGlennon questioned potential problems at the Route 199 and Pocahontas Trail intersection. He noted eastbound Pocahontas Trail and westbound Route 199 as an area of congestion as cars waited to turn onto Route 199. Mr. McGlennon questioned potential impacts.

Mr. Holt responded that those details would need to be evaluated if the funding was approved. He noted that level of engineering detail would be later in the transition period, adding the goal was to enable the bike traffic but not complicate the traffic congestion.

Mr. Hipple noted the removal of two traffic lanes for a bike lane. He further noted he felt the traffic should keep moving, adding that the Fort Magruder property was slated for housing. Mr. Hipple stated that housing would increase traffic in the proposed project area as well as increased traffic around other area projects. He noted, in his opinion, that it made no sense to change a road for a bicycle. Mr. Hipple spoke on other points regarding this project.

Ms. Null echoed Mr. Hipple's comments. She noted she favored retaining the car lanes versus the bike lane.

Ms. Larson noted correspondence had been received from a citizen specifically regarding Ironbound Road. She further noted the correspondence focused on retaining connectivity in that area. Ms. Larson stated she was pleased to see that project and the connectivity aspect.

Mr. McGlennon noted both Mr. Hipple's and Ms. Null's comments warranted some additional analysis regarding changes. He further noted the southern side of Route 60 as an area for possible development. Mr. McGlennon questioned potential impacts there and from the Greater Williamsburg Sports and Events Center.

Discussion ensued.

Mr. Icenhour noted he drove this route regularly. He further noted he was not opposed to the bike lane, but favored trading the center turn lane for it. Mr. Icenhour echoed Mr. Hipple's comment on maintaining the four lanes for traffic flow. He suggested a dual-direction bike lane on one side of the road. Mr. Icenhour also referenced the speed limit and close proximity to bicycles as another factor. He noted his constituents in The Meadows expressed concern about traffic issues around Saint Bede Catholic Church, adding he received numerous requests for sidewalks in that area. Mr. Icenhour stated he was glad to see this project on the list.

Mr. McGlennon asked if the same funding opportunities existed for a multiuse path on the side with no railroad tracks.

Mr. Holt responded it could be. He explained this project worked within the existing asphalt and restriping could be a possible fix. Mr. Holt added there would be no need for new physical construction. He stated that once the project moved off the asphalt then easements and rights-of-way increased the costs. Mr. Holt addressed the length of the project and its viability to be completed at one time.

Mr. McGlennon noted the Historical Triangle Bicycle Advisory Committee had advanced this proposal on numerous occasions.

Mr. Holt confirmed yes. He cited a regional study done by the Hampton Roads Transportation

Planning Organization which reviewed roads throughout Hampton Roads. Mr. Holt noted the study, which focused on projected traffic volume, identified Pocahontas Trail as being overbuilt currently for the need. He further noted additional changes were likely with additional study as well. Mr. Holt stated the fourth project was an additional sidewalk segment on Richmond Road with infill between Bush Springs Road and 7691 Richmond Road. He noted continuous sidewalks from Norge to Toano was the ultimate goal. Mr. Holt stated the project included improvements to crosswalks as well as drainage and culvert improvements. He noted the proximity of Toano Middle School to the project limits which provided additional Safe Routes to Schools. Mr. Holt stated that staff welcomed the Board's feedback on the proposed projects. He noted the next steps to meet VDOT's program requirements included a public hearing prior to the Board's consideration on the resolutions for these projects. Mr. Holt further noted June 10, 2025, was the scheduled date for that action.

F. BOARD CONSIDERATION(S)

1. Disposal of County Property Located at 4601 Ironbound Road

Mr. Holt addressed the Board referencing the public hearing at the Board's May 13, 2025, Regular Meeting, in which discussion on a 14-acre portion of the Eastern State Hospital property ensued. He noted the property was declared surplus by the Commonwealth of Virginia and would be transferred to the County in compliance with the adopted state budget requirements. Mr. Holt further noted that staff recommended approval of the resolution in the Board's Agenda Packet. He further noted the property would then be transferred to Colonial Behavioral Health.

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

G. BOARD REQUESTS AND DIRECTIVES

Mr. Hipple noted he had no report.

Ms. Null noted she had attended the graduation ceremony at the Virginia Peninsula Regional Jail (VPRJ) for those in the drug rehabilitation program. She stated there were approximately 25 graduates. Ms. Null referenced the Police Awards Ceremony with the Officer of the Year presentation and the Valor presentation. She extended her thanks to Mr. Icenhour for writing thank you notes to each recipient.

Ms. Larson noted her participation in the Ford's Colony Town Hall meeting with Mr. Hipple and Mr. Icenhour. She extended her appreciation to Ford's Colony for hosting the event. Ms. Larson noted the Police Awards Ceremony was very moving. She further noted the pride surrounding the life-saving activity that became apparent during such a ceremony. Ms. Larson extended her appreciation to several James City County people who attended the Williamsburg Corporate Breakfast for the Walk to End Alzheimer's. She noted her pleasure that the County had a team participating in the New Town event on Saturday, October 25, 2025. Ms. Larson encouraged interested people to contact her. She noted the impact of Alzheimer's on many people and the show of support for community members with dementia as well as their caretakers.

Mr. McGlennon noted VPRJ events where inmates used their time while in the facility to advance themselves was rewarding. He further noted the Police Awards Ceremony was very well done in recognizing the great work of the County's Public Safety workers. Mr. McGlennon referenced his attendance at the May 23 reopening of The Big Bad Wolf: The Big Bad Wolf's Revenge. He noted he rode the rollercoaster, adding the ride was designed for the entire family as long as all members met the ride criteria for height and such. Mr. McGlennon stated later that same day he attended the 40th anniversary of Williamsburg Landing. He noted it was a great opportunity for fellowship, food, and music as he extended his congratulations to the organization for that landmark achievement.

Mr. Icenhour stated he had joined other Board members at the Police Awards Ceremony. He noted he was very moved by the ceremony. Mr. Icenhour echoed Ms. Larson's comments on the positive, life-saving activities that occurred in the community and most people were unaware of them. He acknowledged the 2025 Officer of the Year, Officer Andrew Crockett. Mr. Icenhour noted Officer Crockett's partner, Maverick, was not present at the ceremony. He stated he attended the Alzheimer's Walk kickoff on May 20. Mr. Icenhour noted his attendance at the Naval Weapons Station Yorktown. He further noted his attendance at various functions at the U.S. Coast Guard Training Center Yorktown as part of the Military Affairs Committee on the Greater Williamsburg Chamber of Commerce Board of Directors, adding that this was the first time to join the Navy for a ceremony. Mr. Icenhour stated that later on May 20 he attended the Ford's Colony Town Hall meeting with Mr. Hipple and Ms. Larson. He noted attendees talked about trash consolidation with a launch date of October for that community. Mr. Icenhour further noted he currently paid over $40 monthly for the service while the new rate would be approximately $23. He stated there was some validity in the County's consolidated trash study as evidenced in several communities. Mr. Icenhour noted he had attended a ribbon-cutting ceremony in New Town at the new Chicken Salad Chick.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens stated hurricane season started June 1 and ended November 1. He reminded citizens to have three days' worth of supplies for family members and pets in the event of inclement weather. Mr. Stevens reminded everyone that New Town Tunes had officially started its season and would occur every Wednesday through June 18. He noted the concerts started at 5 p.m. behind Legacy Hall and encouraged everyone to attend. Mr. Stevens stated the concert series was presented in conjunction with the New Town Commercial Association. He reminded everyone of mosquito season, adding that the County's General Services Department provided mosquito dunks. Mr. Stevens noted if anyone was interested, the dunks were available for pickup and were safe for animals when put in water. He spoke about the mosquito dunk program in more detail. Mr. Stevens noted information could be obtained by calling 757-259-4080.

Mr. McGlennon requested an opportunity to return to Board Requests and Directives. He noted talk regarding federal budget cut impacts on local agencies and nonprofit organizations. Mr. McGlennon referenced the $300,000 funding allocated to Jamestown Island for its project which was canceled. He noted another organization was House of Mercy. Mr. McGlennon asked if representatives could be available for the July 22, 2025, Business Meeting, to provide information regarding the areas of impact and possible actions to address those impacts. He asked if the Board was interested in such an action.

The Board acknowledged an interest.

I. CLOSED SESSION

A motion to Enter a Closed Session was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

At approximately 2:32 p.m., the Board of Supervisors entered Closed Session.

At approximately 3:00 p.m., Ms. Larson left the meeting.

At approximately 3:32 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those matters indicated that it would speak about in Closed Session was made by John McGlennon, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, McGlennon, Null
Absent: Larson

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; specifically, a parcel of real property situated in the Berkeley District along Jamestown Road, pursuant to Section 2.2-3711 (A)(3) 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

    a. Economic Development Authority Appointments

A motion for Reappointment to the Economic Development Authority of Ms. Ellen Smith Gajda for a term expiring May 31, 2029, and Mr. Brandon Nice for a term expiring May 31, 2029, was made by John McGlennon, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, McGlennon, Null
Absent: Larson

    b. Stormwater Program Advisory Committee Appointments

    c. Colonial Community Criminal Justice Board Appointments

A motion for Appointment to the Colonial Community Criminal Justice Board of Mr. Brandon Waltrip for a term expiring February 28, 2028, as the code mandated the position of a local defense attorney, and Police Chief Mark Jamison to serve a new term expiring on February 28, 2028, was made by John McGlennon, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, McGlennon, Null
Absent: Larson

3. Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia, and pertaining to the contract for the joint operation of schools between the County and the City of Williamsburg.

4. Certification of Closed Session

J. ADJOURNMENT

1. Adjourn until 5 pm on June 10, 2025 for the Regular Meeting

A motion to Adjourn was made by Barbara Null, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, McGlennon, Null
Absent: Larson

At approximately 3:34 p.m., Mr. Icenhour adjourned the Board of Supervisors.

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: Lynette Diaz, Assistant Director of Social Services

SUBJECT: Grant Award - $283,500 - James City County Child Health Initiative

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The James City County Child Health Initiative has received funding through a grant received by the Williamsburg Health Foundation to operate the program through the Department of Social Services for the eighth year. The program is a collaborative effort between the Williamsburg Health Foundation, Child Development Resources, Williamsburg-James City County Public Schools, Williamsburg Department of Human Services, Williamsburg/James City County Community Action Agency, and James City County Department of Social Services.

Through the program, community families who need support with effectively managing health, educational, and public service systems work in partnership with a three-person Care Team. The Care Team brings professional and natural support teams together to partner with families using a two-generation (2Gen) approach, working with children and the adults in their lives together. With support, education, and navigation, children and families can build social connections, access community resources, and address their health in a more preventative way. The program focuses specifically on families who have children aging out of preschool and/or home visiting programs and who are transitioning into the public school system.

The Williamsburg Health Foundation's grant award in the amount of $283,500 is for the continuation of the program from July 1, 2025, through June 30, 2026. During Fiscal Year (FY) 2025, Care Team staff assisted 65 individuals (40 children and 25 adults) with connecting to services and/or programs to support health and socioeconomic goals, including achieving general education development, housing stability, system navigation, public school support, addressing untreated medical and dental needs, and advocacy with service providers.

Included in the grant is full funding for the continuation of three full-time positions under the Department of Social Services - Care Team Coordinator, Social Work Case Manager, and Community Health Specialist.

Staff respectfully requests that the Board accept the grant award in the amount of $283,500 and approve the continuation of the three full-time positions for FY26.

LD/md
GA-ChHlthInt25-mem

Attachment

R E S O L U T I O N

GRANT AWARD - $283,500 - JAMES CITY COUNTY CHILD HEALTH INITIATIVE

WHEREAS, the Williamsburg Health Foundation seeks to continue the James City County Child Health Initiative, the goal of which is to improve health outcomes for children by eliminating barriers and promoting positive social determinants of health; and

WHEREAS, the program is a collaborative effort between the Williamsburg Health Foundation, Child Development Resources, Williamsburg-James City County Public Schools, Williamsburg Department of Human Services, James City County Department of Social Services, and Williamsburg/James City County Community Action Agency; and

WHEREAS, the Williamsburg Health Foundation has awarded $283,500 (the "Grant") to James City County to continue implementation of the James City County Child Health Initiative, to include the continuation of three full-time positions under the supervision of the Department of Social Services; and

WHEREAS, no direct financial support is needed from the County to continue the James City County Child Health Initiative except in-kind services provided by the Department of Social Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby directs the County Administrator to execute the Grant contract and authorizes the acceptance of the Grant, the continuation of three positions, and the following appropriation amendment to the Special Projects/Grants Fund:

Revenue:	
Williamsburg Health Foundation	$283,500
Expenditure:	
James City County Child Health Initiative	$283,500

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

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

GA-ChHlthInt25-res

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: Carla T. Brittle, Tourism and Centers Administrator

SUBJECT: Grant Award - $8,412 - Chesapeake Bay Restoration Fund Grant

James City County's Department of Parks & Recreation has been awarded a $8,412 Chesapeake Bay Restoration Fund Grant from the Commonwealth of Virginia's Division of Legislative Services.

The purpose of the matching grant is to assist with the cost of offering a special environmental education program for every REC Connect Summer Camp site for children to study the Chesapeake Bay Watershed and its importance to the community. As part of the experience, children will visit a local park to conduct water quality testing and go on an eco-boat tour of the Chesapeake Bay.

Staff recommends approval of the attached resolution to accept the $8,412 grant for the special marine camp, and to appropriate the funds as described in the attached resolution.

CTB/md
GA-CBRestoreFund-mem

Attachment

R E S O L U T I O N

GRANT AWARD - $8,412 - CHESAPEAKE BAY RESTORATION FUND GRANT

WHEREAS, the Chesapeake Bay Restoration Fund, which is funded through the sale of Chesapeake Bay license plates, has made funds available for the restoration and education of the Bay; and

WHEREAS, funds are needed to provide an enriching environmental component to the Department's REC Connect Summer Camp Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, accepts the $8,412 grant awarded by the Chesapeake Bay Restoration Fund to help with the additions to the summer camp program.

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

Revenue:

From the Commonwealth	$8,412

Expenditure:

Chesapeake Bay Restoration Fund	$8,412

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

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

GA-CBRestoreFund-res

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: Barbara E. Watson, Director of Social Services

SUBJECT: Grant Award - $5,000 - Sponsoring Partnerships and Revitalizing Communities Program Administrative Funding

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Virginia Housing has designated an interest rate subsidy for mortgage loan financing for purchasers of single-family dwelling homes in James City County through Virginia Housing's Sponsoring Partnerships and Revitalizing Communities Program (SPARC). Under SPARC's Homeownership Project Permanent Mortgage Financing Commitment Agreement, Virginia Housing has reserved $2,000,000 to provide mortgage loans to eligible James City County homebuyers supporting SPARC's programmatic priorities. The funds will be disbursed directly from Virginia Housing to the lender and will not pass through the County.

The County currently has several qualified first-time homebuyers who are active in the home purchase process and several potential homebuyers working to become qualified who are eager to purchase a home in the County.

James City County Social Services Housing Unit is responsible for administering the SPARC program in accordance with the Grant Award Notification Agreement and has been awarded $5,000 for associated administrative costs.

Staff recommends approval of the attached resolution authorizing the County Administrator to execute documents necessary to participate in this program and to appropriate the SPARC administrative funds.

BEW/md
GA-SPARCAdminFdg-mem

Attachment
A. FY25 Allocation Award Notification (GAN)

R E S O L U T I O N

GRANT AWARD - $5,000 - SPONSORING PARTNERSHIPS AND REVITALIZING

COMMUNITIES PROGRAM ADMINISTRATIVE FUNDING

WHEREAS, Virginia Housing has designated an interest rate subsidy for mortgage loan financing for purchasers of single-family dwelling homes in James City County through Virginia Housing's Homeownership Project Permanent Mortgage Financing Commitment Agreement under the Sponsoring Partnerships and Revitalizing Communities Program (SPARC); and

WHEREAS, Virginia Housing has reserved $2,000,000 to provide mortgage loans supporting SPARC's programmatic priorities for eligible James City County homebuyers; and

WHEREAS, funds will be disbursed directly from Virginia Housing to the lender and will not pass through the County; and

WHEREAS, James City County Social Services Housing Unit is responsible for administering the SPARC program in accordance with the Grant Award Notification Agreement and has been awarded $5,000 for associated administrative costs; and

WHEREAS, no local match is required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute those documents necessary to accept the grant and the following appropriation to the Housing and Neighborhood Development Fund:

Revenue:
State - Virginia Housing SPARC Program Funding $5,000

Expenditure:
Virginia Housing SPARC Program Administration $5,000

____
James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

VOTES	AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

GA-SPARCAdminFdg-res

Grant Award Notification (GAN)					
1. Contact Information	James City County 101 D Mounts Bay Road Williamsburg Virginia 23185 Lauren Tolly, lauren.tolly@jamescitycountyva.gov				
2. Virginia Housing Contact	Katrina Booker, katrina.booker@virginiahousing.com				
3. Grant ID & Title	FY25 SPARC				
4. Funding Opportunity	308731				
5. Grant Agreement Type	Award				
6. Grant Award Type	New				
7. Grant Award Amount	**SPARC Administrative Fee**			**SPARC Allocation by Loan Production**	
	$5,000.00	Original Award		$2,000,000.00	Original Award
		Current Award			Current Award
	$5,000.00	Total Award		$2,000,000.00	Total Award
8. Period of performance	7/1/2024 - 6/30/2025				
9. Grant Authority	Virginia Housing				
10. FAIN	NA				
11. Award Date	7/1/2024				
12. Fund Source	Virginia Housing				
13. Indirect Cost Rate	N/A				
14. Special Terms & Conditions					
15. Program Specific Instructions	*Please complete the execution of this document within five business days of receiving this agreement.*				

Monique S. Johnson

Monique S. Johnson, Ph.D.
Chief of Programs

Date: Jul 14, 2024

Virginia Housing's Sponsoring Partnerships and Revitalizing Communities Program (SPARC)
Homeownership Project Permanent Mortgage Financing Commitment Agreement

THIS AGREEMENT, dated as of 7/1/2024 this is made by and between Virginia Housing Development Authority, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as the "Virginia Housing") and James City County (hereinafter referred to as the "Sponsor").

WHEREAS, Virginia Housing has designated an interest rate subsidy for mortgage loan financing for purchasers of single-family dwelling homes in the Sponsor's jurisdiction (the "Homes") which is incorporated herein by reference; and

WHEREAS, Virginia Housing desires to provide such financing subject to the terms and conditions set forth below:

Article 1 – General Terms & Conditions

A. **Reservation of Funds; Underwriting of Mortgage Loans**. Subject to the terms and conditions herein, Virginia Housing hereby agrees to reserve funds in the amount of $2,000,000.00 to be used to provide mortgage loans to support programmatic priorities under Virginia Housing's Sponsoring Partnerships and Revitalizing Communities ("SPARC") set-aside (the "Reserved Funds"). The Sponsor hereby acknowledges such reservation. The mortgage loans to be financed with the Reserved Funds shall be originated by a Virginia Housing approved Originating Lender (the "Originating Lender") in accordance with Virginia Housing's Rules and Regulations for Single Family Mortgage Loans to Persons and Families of Low and Moderate Income (the "Rules and Regulations"). In order to be approved for financing under this Agreement, each application for a mortgage loan must satisfy and comply with all of the criteria and requirements in the Rules and Regulations and in this Agreement.

B. **Reservation Period**. Subject to the provisions hereof, the Reserved Funds will be reserved for use in the Sponsor's jurisdiction until June 30, 2025, provided that if any portion of the Reserved Funds are not used for mortgage loans by June 30, 2025 such portion of the reserved Funds shall no longer be reserved for the Sponsor, except as Virginia Housing may otherwise notify the Sponsor in writing.

C. **Rate of Interest and Term of Mortgage Loans**. The interest rate(s) on the mortgage loans to be made from the Reserved Funds will be determined by Virginia Housing at the time funds are locked for each individual borrower and shall be as follows:

   1. $2,000,000.00 at one (1%) below the applicable rate for Virginia Housing's applicable loan program. Notwithstanding anything to the contrary herein, in no event shall the interest rate for the Virginia Housing mortgage loan be reduced to a rate less than two percent (2.0%) per year under the SPARC Program. The term of such mortgage loans shall be thirty (30) years.

D. **Location and Completion of Homes**. Virginia Housing will have no obligation to make any loan in an amount (as determined in accordance with Virginia Housing's Rules and Regulations) exceeding the applicable maximum amounts allowed by Virginia Housing for its applicable loan program.

E. **Sponsor Review of Eligibility of Purchasers**. The Sponsor is responsible for ensuring that borrowers meet Virginia Housing's income-eligibility requirements and Program priorities; Underserved Markets, Rural Areas, and Community Revitalization for the SPARC program. Program Priorities details are provided in the Funding Opportunity and SPARC Program Handbook.

F. **Housing Counseling.** Sponsor is responsible for ensuring all borrowers receive both Housing Counseling and Housing Education from a HUD-approved Housing Counseling organization prior to receiving an allocation of SPARC funding. Housing Counseling and Education requirements are outlined in the SPARC Program Handbook.

G. **Reduction of Amount of Reserved Funds**. Upon thirty (30) days prior written notice to the Sponsor, Virginia Housing may at any time, and from time to time, reduce the amount(s) of the Reserved Funds in the event that Virginia Housing determines that it is (i) unlikely that mortgage loans will be reserved by June 30, 2025 (ii) or that the Sponsor has failed to comply with the terms of this Agreement. Upon request of Virginia Housing, the Sponsor shall provide such information and records as Virginia Housing may require in order to determine the status of the Sponsor's prior and anticipated use of the Reserved Funds.

H. **Announcements and Publicity**. The Sponsor shall give Virginia Housing reasonable notice of, and right to approve in advance, all communication to the press or the general public (including, without limitation, press releases, public announcements, advertisements, promotional materials, signage, interviews in newspapers or on television or radio, and promotional and publicity events) by or on behalf of the Sponsor regarding the Homes or the financing provided by Virginia Housing pursuant to this Agreement. Such right of approval shall include, but not be limited to, the right to approve the content, appearance, timing, manner of release or distribution, recipients, participants, and location, as applicable, of each such communication. The Sponsor shall give Virginia Housing the opportunity to participate in all releases and distributions of such communication, all interviews in news publications including in newspapers, or on television, radio, or social media, and all promotional and publicity events regarding the Homes or such financing and shall otherwise coordinate and cooperate with Virginia Housing with respect to all such communication. Notwithstanding the foregoing, the Sponsor may notify the following Originating Lenders of the full execution of this Agreement:

I. **Authorized Official(s)**. An Authorized Official is identified in the application. An Authorized Official is/are authorized, on behalf of the Sponsor, to engage in all transactions and dealings with Virginia Housing under this Agreement. Virginia Housing reserves the right to designate from time to time one or more contacts at Virginia Housing and, if so designated, the Sponsor shall direct all communication with Virginia Housing to such contact(s).

J. **Confidential Information**. The Sponsor shall not, without the prior written approval of Virginia Housing, disclose any mortgage loan applicant's personal information or other loan application information to any third party other than the prospective Originating Lender or Virginia Housing, except as may be required by law. Sponsor shall at all times respect the privacy of the mortgage loan applicants and shall not improperly interfere in the loan application process.

K. **Conflict of Interest Provisions**. No board member, officer or employee of Sponsor (or immediate family member of such individual) shall be eligible to receive an allocation of the reserved funds without the prior written approval of Virginia Housing.

L. **Miscellaneous**. This Agreement constitutes the entire and final agreement between the parties with respect to the Reserved Funds and supersedes all prior negotiations. This Agreement may be amended only in writing signed by both parties. This Agreement shall be constructed in accordance with the laws of the Commonwealth of Virginia. All provisions contained herein are severable and should any provision be held invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

M. **Acceptance of Agreement**. This Agreement shall not be effective unless an executed original signed by an authorized officer of Sponsor is returned to Virginia Housing within 30 days from the date hereof.

Article 2 – Administrative Fee

A. The Sponsor is eligible to receive an administrative fee, not to exceed $5,000, which shall be disbursed in up to two installments. Disbursements will be prorated based upon utilization of the program funds. Disbursements shall be made in:
   - January 2025– for the period of July 1, 2024 – December 31, 2024
   - July 2025– for the period July 1, 2024 – June 30, 2025

Article 3 – Oversight

A. By entering into this Agreement, Sponsor, including any subsidiary or affiliate of Sponsor, agrees to cooperate fully with the monitoring and oversight efforts as conducted by Virginia Housing, its agents, authorized representatives, and third-party contractors, through site visits, file audits, and other methods. Oversight may include, but is not limited to, remote inspection or on-site performance reviews by Virginia Housing and/or third parties acting on behalf of Virginia Housing. Sponsor must cooperate with all Virginia Housing oversight activities, to include requests for access to facilities, access to Sponsor's records and requests for information. If Sponsor has other obligations that require client information to be kept confidential, measures must be taken to ensure that Virginia Housing and/or third parties acting on behalf of Virginia Housing has access to client files and information for audit and oversight purposes that demonstrates to the satisfaction of Virginia Housing the requirements of this Agreement are being or have been met.

Article 4 - Recordkeeping, Compliance, and Recording Keeping

A. **Record Keeping Requirements**. Sponsor agrees to retain all financial records, supporting documentation, statistical records, and all other records pertinent to this Agreement for a period of three (3) years after completion of this Agreement. However, if any litigation, claim or audit relating to this Agreement is started before expiration of the three (3) year period, the records shall be retained until such litigation, claims or audit findings involving the records have been resolved and final action taken.

B. Note that the Sponsor may also be subject to record retention requirements under other applicable laws and regulations.

C. **Type of Record Keeping System**. Sponsor may use any record keeping system provided that the chosen system results in a complete and accurate set of records that are retained per the requirements in this agreement. The resulting records must enable easy monitoring by Virginia Housing when conducting a performance review of the Sponsor's activities.

D. [Reserved.]

E. **Compliance**. Sponsor must comply with all requirements to include applicable handbooks, current legislative & programmatic requirements, as well as requirements for program eligibility, approval, delivery of services, record keeping, reporting, performance monitoring, and all other documentation related to this Agreement.

F. Sponsor is required to notify Virginia Housing if they are the subject of any pending investigation related to the disbursement of funds, financial reporting, and use of funds, related to this Agreement.

G. **Auditing**. The Sponsor agrees to cooperate fully with Virginia Housing, its agents, authorized representatives, and third-party contractors as they perform evaluation, monitoring, quality control, audit, audit-related activities and compliance reviews.

H. Whenever possible, Virginia Housing and/or third parties acting on behalf of Virginia Housing will give the Sponsor fifteen (15) days' notice before conducting an on-site review. However, in situations where a specific concern warrants immediate action, Virginia Housing and/or third parties acting on behalf of Virginia Housing reserves the right to give less than fifteen (15) days' notice.

I. Virginia Housing and/or third parties acting on behalf of Virginia Housing shall have the right to request, and the Sponsor hereby agrees to comply with any and all requests by Virginia Housing, copies of financial audits conducted during the Agreement period.

Article 5 - Default, Remedy, Suspension, and Termination

A. Virginia Housing reserves the right to immediately upon notification, suspend or terminate this Agreement if Sponsor fails to comply with the terms and conditions of the Agreement up to and including:

1. Any material failure by the Sponsor to comply with the terms and conditions of this Agreement;

2. Any material failure by the Sponsor to comply with a statute, regulation, or other requirement applicable to its role in the SPARC program

3. The Sponsor becomes the subject of a federal, state, or local investigation, whether criminal, civil or otherwise;

4. [Reserved]

5. [Reserved]

6. Sponsor becomes insolvent, defunct, or commences bankruptcy proceedings.

7. Any director, officer or manager of Sponsor engages in fraud, willful misconduct, or gross negligence.

8. Acts or omissions made by the Sponsor and/or third parties acting on behalf of the Sponsor, in the sole and reasonable determination of Virginia Housing, may cause Virginia Housing significant reputational harm

9. [Reserved]

10. Any misrepresentation by Sponsor which, if known by Virginia Housing, would have resulted in funds not being disbursed.

B. If non-compliance occurs, the Sponsor agrees to notify Virginia Housing. In the event that Virginia Housing becomes aware of an issue, Virginia Housing *shall provide the Sponsor a* reasonable opportunity to respond or to take corrective action as appropriate. Virginia Housing reserves the right to suspend access to SPARC's reduced interest rate under this Agreement during this corrective action time period, commensurate with the seriousness of the non-compliance*, in Virginia Housing's sole discretion*. Virginia Housing reserves the right to place additional conditions on the continuance of the Agreement if appropriate.

C. **Suspension.** If the Sponsor is unable to address the non-compliance to the satisfaction of Virginia Housing within the timeframe specified *by Virginia Housing*, the Sponsor shall be placed in "Suspended" status until the time that the non-compliance is addressed to the satisfaction of Virginia Housing, but no longer than six months from the date of the notice of suspension. During the time suspension period, payments shall be discontinued and/or withheld until the non-compliance is addressed to the satisfaction of Virginia Housing. Virginia Housing reserves the right to extend "Suspended" status for a reasonable time period beyond six months under special circumstances as defined by Virginia Housing.

D. **Default and Termination**. If the Sponsor fails to resolve the non-compliance to the satisfaction of Virginia Housing within six months of the date of the notice of suspension, or within any extended timeframe previously approved, Virginia Housing may take one or more of the following actions: (1) de-obligate subsidy, (2) terminate the Agreement for cause, or (3) take other remedies that may be legally available.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, by their duly authorized representatives, as of the day and year first above written.

Virginia Housing Development Authority

Signature: Monique S. Johnson

Print: Monique S. Johnson, Ph.D.

Title: Chief of Programs

Date: Jul 14, 2024

Sponsor: James City County

Signature: Barbara E Watson

Print: Barbara E Watson

Title: Director Social Services

Date: Jul 15, 2024

FY25 SPARC James City County-Revised

Final Audit Report 2024-07-15

Created:	2024-07-11
By:	Ashley Brown (Ashley.Brown@Virginiahousing.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAActpVvmQSrhn4q_TNr0wmSPRsOy8gzZQa

"FY25 SPARC James City County-Revised" History

Document created by Ashley Brown (Ashley.Brown@Virginiahousing.com)
2024-07-11 - 7:14:10 PM GMT- IP address: 72.236.147.164

Document emailed to monique.johnson@virginiahousing.com for signature
2024-07-11 - 7:14:49 PM GMT

Email viewed by monique.johnson@virginiahousing.com
2024-07-15 - 0:00:16 AM GMT- IP address: 104.47.64.254

Signer monique.johnson@virginiahousing.com entered name at signing as Monique S. Johnson
2024-07-15 - 0:00:36 AM GMT- IP address: 74.110.212.27

Document e-signed by Monique S. Johnson (monique.johnson@virginiahousing.com)
Signature Date: 2024-07-15 - 0:00:38 AM GMT - Time Source: server- IP address: 74.110.212.27

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2024-07-15 - 0:00:41 AM GMT

Email viewed by Lauren Tolly (lauren.tolly@jamescitycountyva.gov)
2024-07-15 - 11:59:53 AM GMT- IP address: 216.12.61.82

Document signing delegated to Barb Watson (barbara.watson@jamescitycountyva.gov) by Lauren Tolly (lauren.tolly@jamescitycountyva.gov)
2024-07-15 - 12:02:06 PM GMT- IP address: 216.12.61.82

Document emailed to Barb Watson (barbara.watson@jamescitycountyva.gov) for signature
2024-07-15 - 12:02:06 PM GMT

Signer Lauren Tolly (lauren.tolly@jamescitycountyva.gov) entered name at signing as Barbara E Watson
2024-07-15 - 12:36:46 PM GMT- IP address: 216.12.61.82

Document e-signed by Barbara E Watson (lauren.tolly@jamescitycountyva.gov)
Signature Date: 2024-07-15 - 12:36:48 PM GMT - Time Source: server- IP address: 216.12.61.82

Agreement completed.

2024-07-15 - 12:36:48 PM GMT

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: Barbara E. Watson, Director of Social Services

SUBJECT: Budget Amendment - $55,000 - Housing and Urban Development Housing Assistance Payments

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The James City County Social Services Housing Unit (Housing) is designated as a Housing and Urban Development (HUD) approved Public Housing Agency (PHA) responsible for administering the Housing Choice Voucher (HCV) Program. Since 2001, the HCV Program has been directly managed by James City County through the Office of Housing (previously known as the Office of Housing and Community Development).

As a result of ongoing rent increases in James City County, Housing has seen Per Unit Costs (PUC) rent increases from $932 in July 2024 to $1,057 in June 2025. PUC represents the average cost per unit that the program pays as a portion of HCV Program rents. Due to PUC increases throughout Calendar Year (CY) 2024, HUD has increased the PHA's funding for CY2025. The attached CY2025 Housing Assistance Payments (HAP) Renewal Funding increases the PHA's allocation from $1,703,485 in CY2024 to $1,923,626 in CY2025.

Due to these ongoing increases in PUC, Housing also anticipates that its current Fiscal Year (FY) 2025 budget will not be sufficient to fully cover program expenditures for June 2025. To address this anticipated increase in expenditures and reflect HUD's increase to the PHA's CY2025 allocation, Housing requests a budget amendment of $55,000 in FY2025 for the HCV Program's HAP due to increased PUC.

Staff recommends that the Board of Supervisors adopt the attached resolution authorizing an appropriation of $55,000 for the HCV Program in the Housing and Neighborhood Development Fund.

BEW/md
BdgAmdFY25HUDHAP-mem

Attachments:
1. Resolution
2. CY25 HAP Renewal Funding

R E S O L U T I O N

BUDGET AMENDMENT - $55,000 - HOUSING AND URBAN DEVELOPMENT

HOUSING ASSISTANCE PAYMENTS

WHEREAS, the James City County Social Services Housing Unit (Housing) is designated as a Housing and Urban Development (HUD) approved Public Housing Agency (PHA) responsible for administering the Housing Choice Voucher (HCV) Program; and

WHEREAS, Housing has seen ongoing Per Unit Cost (PUC) rent increases from $932 in July 2024 to $1,057 in June 2025 resulting in a need for additional funding to cover increased program expenditures anticipated in Fiscal Year (FY) 2025; and

WHEREAS, the U.S. Department of Housing and Urban Development has increased the PHA's allocation of funding for the HCV Program from $1,703,485 in Calendar Year (CY) 2024 to $1,923,626 in CY2025 due to ongoing PUC rent increases; and

WHEREAS, a budget amendment is needed to adjust Housing's FY2025 budget to reflect this additional allocation of funding, which will be used to cover the related anticipated increase in expenditures of approximately $55,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby appropriates this funding in the Housing and Neighborhood Development Fund as follows:

Revenue:

Federal - HUD HCV Program Funding	$55,000

Expenditure:

HCV Program Housing Assistance Payments	$55,000

____

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

ATTEST:

____

Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

Calculation of Calendar Year 2025 Renewa
Housing Choice Voucher Prog

1 HA Number:

2 HA Name:

CY 2025 Renewal Funding

3 **CY 2025 HCV Renewal Funding after Offset and Amounts Owed HUD**

CY 2025 Non-Renewal Funding

4 CY 2025 Non-Renewal Funding (TPVs, VASH, etc.) to Date

5 CY 2025 Estimated RAD 1 Funding For First Full Year After Conversion

6 CY 2024 Proration Increase

7 Total CY 2025 HCV Renewal and Non-Renewal Funding

Eligibility

8 Total CY 2024 Unit Months Leased per VMS

9 Total CY 2024 Unit Months Available

10 Capping Percentage

11 Total CY 2024 HAP Expenses per VMS

12 Total CY 2024 Capped HAP Expenses (Line 11 x Line 10)

13 Renewal Funding Inflation Factor

14 Inflated Eligibility Sub-Total (Line 12 x Line 13)

15 First Time Renewals - Appendix II

16 Transfers In or Out

17 Total DHAP Eligibility

18 Total Renewal Eligibility (Line 14 + Line 15 + Line 16 + Line 17)

19 Proration Factor

20 Prorated Eligibility (Line 18 x Line 19)

Offset

21 Offset Amount (Total Funds Available for Offset, See Appendix I)

Funding

22 **Total CY 2025 Renewal Funding after Offset**

23 Renewal Funding Obligations, January through May 2025

24 Remaining to Obligate for CY 2025 Prior to Reduction for Funds Due to HUD (Line 22 - Line 23)

25 Reduction for Funds Due to HUD

26 Remaining to Obligate for CY 2025 after Reduction for Funds Due to HUD (Line 24 - Line 25)

27 Total Eligibility through May 2025

28 Additional Obligations Due to PHA through May, 2025 (Line 27 - Line 23, if Line 27 is higher; else 0)

29 Excess Obligations through May, 2025 (Line 23 - Line 27, if Line 23 is higher; else 0)

30 **CY 2025 Inflated Per Unit Cost**

This value is calculated as total inflated VMS Expenses, minus HAP Costs After the First of the Month, divided by total Unit Months Leased.

31 Comments

Enclosure A

l Funding
gram

VA041
JAMES CITY COUNTY HSG & COMMUNITY DEVELEPOMENT

$1,935,783	
$0	
$0	
$0	
	$1,935,783
1,834	
2,028	
100%	
$1,703,485	
$1,703,485	
1.12923	
$1,923,626	
$0	
$0	
$0	
$1,923,626	
	100.632%
	$1,935,783
	$0
	$1,935,783
	$742,554
	$1,193,229
	$0
	$1,193,229
	$806,576
	$64,022
	$0
	$1,027.73

Line Number	*Title*
CY 2025 RENEWAL FUNDING	
3	CY 2025 Renewal Funding after Offset and Amounts Due HUD
CY 2025 NON-RENEWAL FUNDING	
4	CY 2025 Non-Renewal Funding (TPVs, VASH, etc.) to Date
5	CY 2025 Estimated RAD 1 Funding For First Full Year After Conversion
6	CY2024 Proration Increase
7	Total CY 2025 Renewal and Non-Renewal Funding
ELIGIBILITY	
8	Total Unit Months Leased per VMS - CY 2024
9	Total Unit Months Available - CY 2024
10	PHA's Capping Percentage
11	Total CY 2024 HAP Expenses per VMS
12	Total CY 2024 Capped HAP Expenses
13	Renewal Funding Inflation Factor

14	Inflated Eligibility Sub-Total
15	First Time Renewals
16	Transfers In or Out
17	Total DHAP Eligibility
18	Total Renewal Eligibility
19	Proration Factor
20	Prorated Eligibility
OFFSET	
21	Offset Amount
FUNDING	
22	Total CY 2025 Renewal Funding after Offset
23	Renewal Funding Obligations, January thru May, 2025
24	Remaining to Obligate for CY 2025, Prior to Reduction for Funds due HUD
25	Reduction for Funds due HUD
26	Remaining to Obligate for CY 2025, After Reduction for Funds due HUD
27	Total Obligations Due through May 2025
28	Additional Obligations Due through May 2025

29	Excess Obligations through May 2025
30	CY 2025 Inflated Per Unit Cost
31	Comments

DESCRIPTIONS

Description
Total prorated renewal funding is the amount of funds that will be obligated to the PHA for CY 2025, based on the data and calculations shown on Enclosure A. Obligated funds are available to be disbursed to the PHA as needed, based on calculation of monthly needs and PHA documented requests for additional disbursements. Funds obligated but not disbursed are held for the PHA by HUD.
The total funds awarded to the PHA for new incremental vouchers, such as tenant protection and VASH funding, that is available for CY 2025. The total funding in each increment is divided by the number of months in the term to determine a monthly amount, which is multiplied by the number of months the increment is funded for CY 2025. Disbursement of these funds is typically based on equal monthly installments across the increment term.
The estimated funding that will be needed by and provided to the PHA for RAD 1 vouchers for CY 2025. This represents funding that is transferred from the Public Housing accounts and, therefore, is not part of the Voucher renewal funding. The amount is an estimate and is subject to change based on the PHA's actual RAD 1 HAP and vacancy costs during the year.
Carryover funding reprorated and available in CY 2025.
The sum of the three preceding amounts, this is the total new funding currently available for the PHA for CY 2025. This does not include any Restricted Net Position (RNP) funds held by the PHA or any excess prior year funds held for the PHA by HUD.
Total unit months leased reported by the PHA in VMS for CY 2024 (January 1, 2024 through December 31, 2024). This includes leasing reported for the first of the month in each category of vouchers in VMS, except for Mainstream Vouchers. This value reflects any changes submitted by the HA during the data review period through February 9th, 2025, and accepted by HUD, and any changes required by HUD thereafter.
Total unit months available for CY 2024, consisting of the units under Annual Contributions Contract as of the first day of each month of CY 2024. This includes all categories of vouchers other than Mainstream Vouchers and DHAP to HCV conversion vouchers, which are separately funded. It also excludes RAD 1 vouchers in the year of conversion, as the leasing of these vouchers is not reported in VMS.
The percentage of actual HAP costs which are eligible for inclusion in the funding calculations, in order that costs for over leasing are not included. This is calculated as the unit months available (UMAs) divided by the unit months leased (UMLs), both for CY 2024 (Line 9 divided by Line 8). For example, if a PHA had 90 UMAs and 100 UMLs, and was thus over leased, the capping percentage would be 90.91%, indicating that 90.91% of the total actual HAP costs pertain to 100% of the UMAs; the balance of the costs pertain to the UMLs that exceed UMAs, and may not be included in the renewal calculations.
Total Housing Assistance Payments (HAP) Expenses reported by the HA in VMS for CY 2024 (January 1, 2024 through December 31, 2024). This includes amounts reported in each category of first of the month voucher expenses in VMS, except Mainstream Vouchers and DHAP to HCV conversion voucher HAP expenses. It includes the amount reported in the category of HAP Expenses for All Contracts Effective After the First of the Month and FSS Escrow Deposits. This value reflects any changes submitted by the HA during the data review period that ended February 9th, 2025, and accepted by HUD, and any changes required by HUD thereafter.
The Total HAP Expenses multiplied by the capping percentage. This value represents the eligible CY 2024 HAP costs for baseline units. (Line 11 times Line 10).
A national renewal inflation rate is calculated based on a forecasting model using expected annual change in the average per unit cost (PUC) from FY 2024 to FY 2025 for the voucher program on a national basis. The inflation factor for an individual geographic area is based on the national inflation rate, disaggregated to each PHA area on the basis of each one's Fair Market Rent increase. Where Fair Market Rents have decreased, the inflation factor is always 1.000.

The Capped HAP Expenses on Line 12 multiplied by the Renewal Funding Inflation Factor on Line 13.
First time renewal funding is typically provided for two categories of vouchers: (1) An additional year of inflation for new increments effective in 2024 for those months funded in 2025 from the initial increment, based on the Renewal Funding Inflation Factor and the initial funding amount. This additional inflation is provided to cover any increased costs that may be incurred due to the time elapsed since the effective date of the increment. (2) Funding to complete the initial 12 months of new increments previously funded for a shorter term. All affected increments are identified in Appendix II.
An adjustment is provided for transfers into or from the HA's voucher inventory which affects funding eligibility for CY 2025. Transferred amounts are based on VMS reporting by the divesting HA for all months in the baseline period prior to the date of the transfer and are inflated per the Renewal Funding Inflation Factor of the divesting HA.
Renewal funding is provided for remaining DHAP-IKE vouchers, based on the number of these vouchers under lease per December 2024 VMS reporting plus movers not leased in December and the higher of the December per unit cost (PUC) or the average CY 2024 DHAP PUC, inflated via the Renewal Funding Inflation Factor. Funding is provided for twelve months. These vouchers are not re-issued as participants leave the program, and are removed from the ACC at that time.
Total renewal eligibility consists of the sum of the items on Lines 14 thru 17.
The percentage of total eligibility which serves as the basis for each HA's funding. The total appropriation available for allocation for all renewal vouchers is divided by the total 2025 renewal eligibility for all PHAs. The resulting proration factor is applied to the Total Renewal Eligibility of each PHA.
Prorated Eligibility consists of Total Renewal Eligibility on Line 18 multiplied by the Proration Factor on Line 19. This is the renewal funding that will be available to the PHA for CY 2025. These amounts may not be fully obligated to the PHA if the PHA has an offset of reserves in 2025.
CY 2025 Offset Reallocation. Offset amounts come from excess program reserves reconciled through December 31, 2024. Protection to offset inlcudes amounts up to 4, 6, or 12 percent of PHAs’ calculated 2025 renewal funding eligibility, for PHAs administering 500 or more, 250 to 499, or less than 250 authorized vouchers, respectively. (See Appendix I).
Total CY 2025 renewal funding after offset to be obligated to the PHA.
The total CY 2025 HAP renewal funding already obligated to the PHA for the months of January through May 2025. This includes regular monthly obligations and any renewal funds obligated to provide frontload disbursements.
The CY 2025 HAP renewal funding remaining to be obligated to the PHA, calculated as Line 22 minus Line 23.
The portion of the excess renewal that has not been recouped by HUD to date is being deducted from the CY 2025 funding to be obligated to those PHAs.
The net CY 2025 HAP renewal funding remaining to be obligated to the PHA, calculated as Line 24 minus Line 25.
The total CY 2025 renewal funding applicable to the months of January through May; the amount that would have been obligated for this period if the funding allocation had been known at the start of the year.
The additional obligation is due to the PHA if there was any under-obligation for the period of January through May. An under-obligation has occurred if the total obligations due to the PHA for January through May exceeded the amount that was provided for that period, based on the total CY 2025 prorated eligibility. It is calculated as the total obligations due through May minus the obligations provided through May, if the former is higher. That is Line 27 minus Line 23, if Line 27 is higher.

An excess obligation has occurred if the total amount obligated to the PHA for January through May exceeded the amount due to the PHA for that period. It is calculated as the obligations provided through May minus the obligations due through May, if the former is higher. The amount of the excess obligation is reduced from the June obligation, and later months' obligations as needed, to result in obligations for the year equaling the prorated renewal funding. That is Line 23 minus Line 27, if Line 23 is higher.
This value is calculated as total VMS Expenses For CY 2024, minus FSS Escrow Deposits and HAP Costs After the First of the Month, divided by the total Unit Months Leased and multiplied by the Renewal Funding Inflation Factor. This PUC will be used to fund any incremental vouchers awarded to the PHA henceforth in CY 2025.
Information as needed for individual PHAs.

CY 2025 Offset Reallocation

HA Number:
HA Name:

A CY 2024 End of Year Reserves

PROTECTED CATEGORIES

B Portion of CY 2025 Renewal Eligibility (Based on units under ACC):

4% - 500 and above units;
6% - 250 to 499 units;
12% - Less than 250 units

C Total Protected funding from Offset (2025 Total Eligibility times Line B)

D Total Funds Available for Offset (Line A minus Line C)

E **Offset Amount (Total Funds Available for Offset x 100%)**

F **Prorated Eligibility After Offset**

Appendix I

VA041	
MES CITY COUNTY HSG & COMMUNITY DEVELOPEME	
	$25,833
12%	
	$230,835
	$0
	$0
	$1,935,783

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: Nathan R. Green, Commonwealth's Attorney

SUBJECT: Compensation Board Allocation - $171,640 - Commonwealth's Attorney

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The Commonwealth's Attorney has been allocated $171,640, beginning July 1, 2025, in additional personnel funding from the Compensation Board for the Commonwealth of Virginia. This allocation will provide funding to establish one new full-time Attorney I/II position to assist in the prosecution of misdemeanors and felonies and to support an existing attorney position, which is currently funded by the locality. The Compensation Board allocated these funds to be used for permanent positions beginning in Fiscal Year (FY) 2026.

The attached resolution appropriates these funds to the General Fund in FY2026 and establishes one new full-time Attorney I/II position effective July 1, 2025.

Staff recommends adoption of the attached resolution.

NRG/md
CompBdAllocat-CA-mem

Attachment

<u>**R E S O L U T I O N**</u>

<u>COMPENSATION BOARD ALLOCATION - $171,640 - COMMONWEALTH'S ATTORNEY</u>

WHEREAS, the Commonwealth's Attorney for the City of Williamsburg and James City County has been allocated $171,640 in additional funding for Fiscal Year (FY) 2026 from the Compensation Board for the Commonwealth of Virginia, and

WHEREAS, this allocation would provide funding to establish one additional full-time permanent Attorney I/II position to assist in the prosecution of misdemeanors and felonies and to support one existing attorney position that is currently funded by the locality.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this funding, the creation of one new full-time Attorney I/II position effective July 1, 2025, and the following appropriation to the General Fund's FY2026 budget:

<u>Revenue</u>:

State - Commonwealth's Attorney's Office	<u>$171,640</u>

<u>Expenditure</u>:

Commonwealth's Attorney's Office	<u>$171,640</u>

____
James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

CompBdAllocat-CA-res

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator
Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Community Land Trust Presentation

Since January, staff have been working with their consultant, Burlington Associates, to explore the Community Land Trust (CLT) model as a potential tool for permanently preserving affordable and workforce housing in James City County.

At the meeting, staff will present what they have learned to date about the tool and how it might be applied in James City County. Staff will also share upcoming opportunities and discuss possible next steps.

Staff looks forward to the Board's questions and feedback on this topic.

AVP/TMR/ap
CommLndTrPres-mem

Attachment

Exploration of Community Land Trusts (CLTs) As a Potential Tool for James City County

June 24, 2025, Board of Supervisors Meeting

Goals of Today's Presentation

I. Share our historical approach
II. Introduce the Community Land Trust tool
III. Talk about its applicability in James City County
IV. Discuss next steps
V. Answer questions and receive direction

I. Our Historical Approach

1. Building an affordable workforce housing stock

PUBLIC

- Forest Glen
- Grove Subdivision
- Toano Trace
- Ironbound Square
- Forest Heights/Neighbors Dr.

PRIVATE

- Lots within developments
- Payments in lieu

I. Our Historical Approach, cont.

2. Providing mortgage assistance to homebuyers

SUPPORT THROUGH PROGRAMS

- First-Time Homebuyers Programs
  - ➢ Homeowner Education Classes
  - ➢ Housing Counseling
  - ➢ Down Payment Assistance
  - ➢ Closing Cost Assistance
- SPARC reduced rate mortgages
- Employer Assisted Matching Funds

II. Our Historical Approach

What led us to research CLTs?

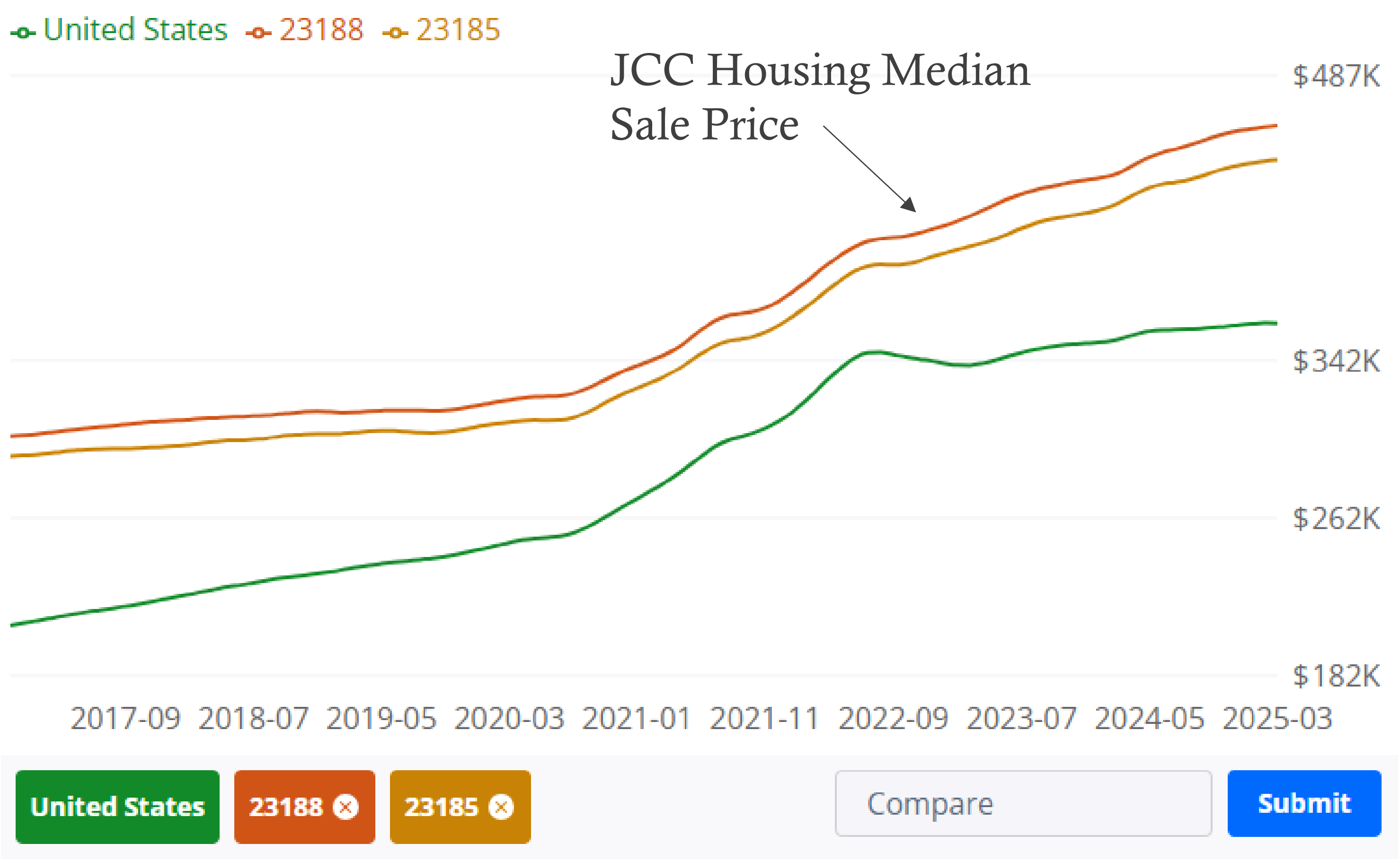
We've heard concerns about:

- How we can "preserve" the affordability
- How we can retain the number of units created
- How we can avoid losing units to the market over time

At the same time, strong desires to:

- Keep a balance of affordability in our housing stock
- Protect public investment

I. Local and National Challenges



II. Our Research

How are other communities tackling this challenge?

Many are having success with Community Land Trusts

- 350 in the United States
- 5 in Virginia
  - 2008 - Piedmont (Charlottesville region)
  - 2016 - Maggie Walker (Richmond region)
  - 2020 - Lighthouse Beloved (Lynchburg)
  - 2021- Statewide (for areas unserved by a local CLT)
  - 2023 - New River (Blacksburg/Montgomery County)

II. What is a Community Land Trust (CLT)?

An affordable housing model that separates the ***ownership*** of the land from the house (a) to make the home more affordable to the homeowner and (b) to ensure affordability of the home in perpetuity.

HOUSE (IMPROVEMENTS)
- **owned by homeowner and builds equity**
- **Limited Equity allows for the home to remain affordable for the next buyer**

LOT (LAND)
- **owned by CLT**
- **leased to homeowner through renewable ground lease**

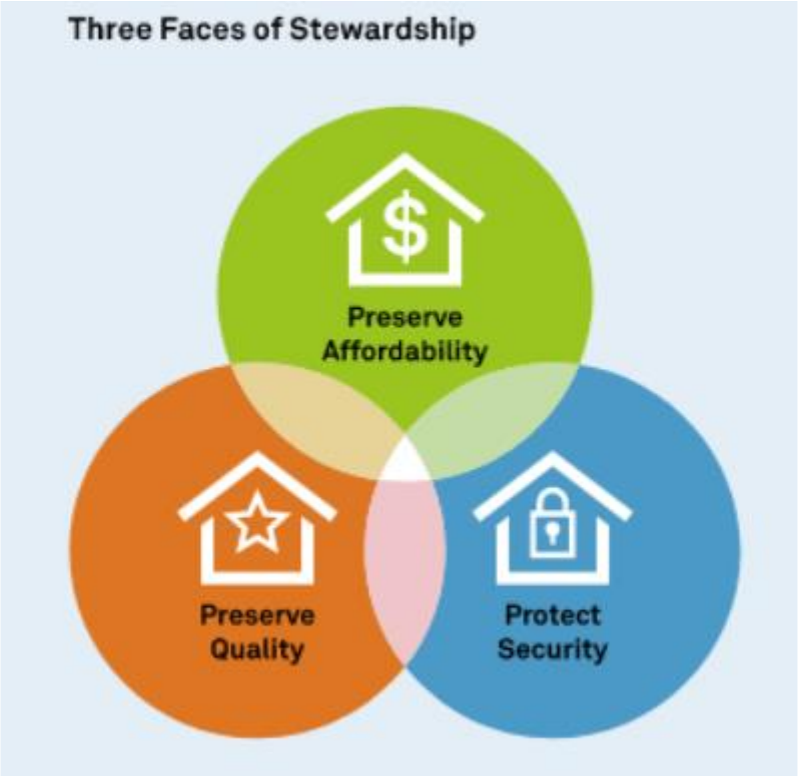
II. What is a Community Land Trust (CLT)?

An affordable housing model that also provides ***ongoing stewardship*** of the homes, so they are secure for generations of homebuyers

- PRESERVES AFFORDABILITY – Performs tasks that keep the cost of housing within the financial reach of lower income households, (e.g., managing the process of transferring ownership)

- PRESERVES QUALITY – Takes on activities that keep the buildings in good repair (e.g., monitors and enforces compliance with expectations set forth in the ground lease)

- PROTECTS SECURITY – Develops relationships with homeowners to ensure matters are looked after (e.g., reviews/approves financing, monitors payment of fees).



Source: "Preserving Affordable Homeownership, Lincoln Institute of Land Policy

II. What value can a CLT add?

PORTFOLIO OF HOMES

- Repository for affordable housing stock in perpetuity and associated administrative functions
- Community Housing Development Organization (CHDO) designation can channel new resources into our community

STEWARDSHIP

- High touch assistance to homeowners
- Trusted resource for homeowners

PARTNERSHIP

- Additional affordable housing partner in our region

III. Applicability in James City County

What we've also learned

- Ground leasing, the main mechanism used by CLTs, offers **advantages over other mechanisms** (deed restrictions, covenants and deeds of trust) which we use today.
- During listening sessions to introduce this concept, local stakeholders and potential partners expressed **significant interest in this tool.**
  - housing non-profits
  - builders
  - realtors
  - adjacent localities and
  - private developers

III. Applicability in James City County, cont.

Pipeline Opportunities

COUNTY DEVELOPMENTS	
• Clark Lane, Phase I	8 homes
• Clark Lane, Phase II	37 homes
• Moses Lane	Unknown
PRIVATE DEVELOPMENTS	Potential
PARTNER PROJECTS	Potential
DONATIONS/GRANTS TO CLT	Potential

IV. NEXT STEPS

Before proceeding further…

Today

- What are your questions?
- Would you like to staff to continue investigating this tool?
- If so, what additional items would you like addressed in the feasibility study?

September

- Return to the Board with answers to questions and highlights from the feasibility plan
- Determine if we proceed to next stage of development

Exploration of Community Land Trust

Questions?

M E M O R A N D U M

DATE: June 24, 2025

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Assistant County Administrator

SUBJECT: Change Order - Second Interim Agreement, Consolidated Government Center/Off-site Roadway Improvements

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On December 10, 2024, the Board of Supervisors (the “Board”) approved a resolution authorizing the County Administrator to execute the Second Interim Agreement (the “Agreement”) for the proposed consolidated Government Center. That Agreement provided the County with an option to move forward with the programming and schematic design for a public library which was approved by the Board at its March 25, 2025, Business Meeting. After completing an updated traffic study, it was determined that traffic roundabouts would be required at the intersections of Longhill Road and DePue Drive and Ashbury Lane and DePue Drive. Funding is available from the County’s Transportation Match budget for this expenditure.

A change order approved by the Board would provide for the engineering and design of these two traffic roundabouts. The attached resolution authorizes Henderson/Gilbane, a Joint Venture (HGJV) to conduct the engineering and design at an amount not to exceed $900,000.

Staff recommends adoption of the attached resolution.

BJR/md
CO-IntAgr2RdImpr-mem

Attachment

R E S O L U T I O N

CHANGE ORDER - SECOND INTERIM AGREEMENT,

CONSOLIDATED GOVERNMENT CENTER/OFF-SITE ROADWAY IMPROVEMENTS

WHEREAS, the James City County Board of Supervisors (the "Board"), on December 10, 2024, directed the County Administrator to execute a Second Interim Agreement for the complete design of a consolidated Government Center (the "Project"); and

WHEREAS, James City County selected Henderson, Inc., a Virginia stock corporation ("Henderson"), and Gilbane Building Company, a Virginia stock corporation, ("Gilbane"), jointly and severally, hereinafter ("HGJV"), as the primary contractors for this Project; and

WHEREAS, the Second Interim Agreement has been signed and a change order was issued for the programming and schematic design of a branch library on the site in the space previously designated for School Administration; and

WHEREAS, an updated traffic study showed the need to add traffic roundabouts at the intersections of Longhill Road and DePue Drive and Ashbury Lane and DePue Drive. The County desires to move forward with the engineering and design of these traffic roundabouts and funding is available in the County's Transportation Match budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby approve a change order to the Second Interim Agreement for the engineering and design of traffic roundabouts at the intersections named above, the cost of which shall not exceed $900,000.

____
James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

	VOTES			
	AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of June, 2025.

CO-IntAgr2RdImpr-res