AGENDA
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
February 24, 2026
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

1. Proclamation - Larry Waltrip
2. James City Clean County Commission 2025 Annual Report
3. Presentation - Laura Hill
4. Presentation - Colonial Behavioral Health

D. CONSENT CALENDAR

1. Acceptance of Funds - $544 - Federal Asset Forfeiture Program
2. Grant Award - $47,797 - Commonwealth’s Attorney - V-STOP Grant Program Fund
3. Grant Award - $20,000 - Virginia DEQ CBPA Support Grant 2026
4. Grant Award - $20,000 - Virginia Housing Community Impact Planning Grant
5. Grant Award - $573,641 - Virginia Stormwater Local Assistance Fund
6. Contract Awards - Annual Engineering Services
7. Contract Award - $172,600 - Chickahominy Riverfront Park Slope Repair
8. Contract Award — $238,273 — Police Firing Range Lighting and Electrical Installation
9. Contract Award — $385,106.52 — Police Firing Range Tower and Pavilion Construction
10. Contract Award - $625,772 - Law Enforcement Center Outdoor Air Rooftop Replacement
11. Minutes Adoption
12. Revisions to Chapter 4 of the James City County Personnel Policies and Procedures Manual

E. BOARD DISCUSSIONS

1. Government Center Update
2. James City County Community Land Trust (CLT) Key Decisions
3. Landscape Ordinance
4. Budget Discussion
5. Development Oversight

F. BOARD CONSIDERATION(S)

1. Fiscal Year 2025 School Year-End Spending Plan Appropriation - $2,169,906

G. BOARD REQUESTS AND DIRECTIVES

H. REPORTS OF THE COUNTY ADMINISTRATOR

I. CLOSED SESSION

1. Discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure, pursuant to Section 2.2-3711(A)(19) of the Code of Virginia.
2. Consideration of a personnel matter, the appointment of individuals to County Board and/or Commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia
   a. Appointments – Parks and Recreation Advisory Commission
   b. Appointments - Wetlands Board and Chesapeake Bay Board
3. Certification of Closed Session

J. ADJOURNMENT

1. Adjourn until 5 pm on March 10, 2026 for the Regular Meeting

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: Peg Boarman, Clean County Commission Chair

SUBJECT: James City Clean County Commission 2025 Annual Report

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James City Clean County Commission requests Chair, Peg Boarman, present the Clean County Commission 2025 Annual Report to the Board of Supervisors on February 24, 2026.

PB/ap
CCC2025AnnRpt-mem

Memo

To: The Board of Supervisors

From: Laura D. Hill

Date: February 24, 2026

RE: Presentation to the James City County Board of Supervisors on February 24, 2026

Laura Hill, President of the Virginia Racial Healing Institute, will share a PowerPoint presentation titled "***Restoring the Amblers House: Reclaiming a 19th Century Legacy in James City County***." The presentation is based on research findings of William & Mary graduate Jaeyna Cooper, who spent 10 weeks researching the history of the property and people who lived at the antebellum farmstead where 13 people were enslaved by original property owner, John Coke.

The Virginia Racial Healing Institute, a local non-profit organization, aims to partner with James City County Parks and Recreation to provide educational programming to increase community awareness and visibility. Initial plans include:

1. Sponsoring a historical highway marker through the Virginia Department of Historic Resources

2. Leading a presentation and panel discussion next month during the 16th annual William & Mary Lemon Project Symposium

3. Organizing the "Historic Ambler House Tour" to provide an opportunity to view the exterior of the property, as well other local institutions that Coke had ties to.

The Virginia Racial Healing Institute works collaboratively with community organizations from the government, business, non-profit, education and faith-based sectors, to build bridges to foster reconciliation and healing.

Website: https://www.varacialhealinginstitute.org/

February 24, 2026

JCC
Board of Supervisors

Wellness, Support & Recovery Services

Colonial
Behavioral Health

Brief Overview

- Founded 1971
- Statutory Agency (§ 37.2 - 5.1 of the Virginia State Code)
- Unincorporated 501(c)(3) nonprofit
- 15-member Board of Directors
  - Five (5) appointees
    - Chief Ryan Ashe (Chair)
    - Donyale Wells (Executive Committee)
    - Roy Witham
    - Lynette Diaz
    - Vacant

2

Service Demographics FYs 21-25

FISCAL YEAR	JCC RESIDENTS SERVED
2021	1,687
2022	1,528
2023	1,288
2024	1,269
2025	1,189
5-Year Average	1,392

FYs 21-25 Demographics

	Hispanic/ Latino	Black/ African-American	Asian	White/ Caucasian	Other
FY 2021	4	23	1	63	9
FY 2022	5	24	1	64	6
FY 2023	6	24	1	64	5
FY 2024	6	25	1	63	5
FY 2025	6	26	1	62	5

Services Provided

- Emergency/Crisis Services – now including mobile crisis
- Outpatient – MH, SUD, Geriatric, Child, Adult, Individual and Group
- Psychiatry – Adult, Child and Geriatric
- Permanent Supportive Housing – Adult MH
- Case Management – MH, SUD, ID/DD, Child, Adult, Geriatric
- Intensive Outpatient Services – MH/SUD
- Veterans & Active Duty Military services
- Prevention services

Services Provided

- DD Residential Services
- DD Day Support (Transportation available)
- Psychosocial Rehabilitation (MH)
- Part C/Early Intervention Services (via contract with CDR)
- Recovery support – partner with SpiritWorks
- Forensic discharge planning with VPRJ
- Services at Merrimac Detention Center

Local Coordination Efforts

- Marcus Alert plan development
- Partner in planning to develop co-response model with JCC EMS
- Support of individuals affected by the WHOM housing program closure
- Ongoing efforts through the Historic Triangle Drug Prevention Coalition
- WJCC Behavioral Health Court Docket

Community Outreach

National Drug Take-Back Days

- Partnership (since 2020) with the Historic Triangle Drug Prevention Coalition (HTDPC) to:
  - Disseminate HTDPC information bags containing
    - “The Dangers of Pain Medication” brochure
    - Coalition Membership and Youth Engagement material
    - Safe Medication Disposal information
    - CADCA Teen Medicine Abuse flier
    - Flier on dangers of vaping
    - 988/Mobile Crisis Response flier
    - Deterra Drug Disposal kit
    - Vaultz Locking Medication Pouch

Outreach Efforts

988/Lock & Talk Pizza Box

- May – MH Awareness Month
- September – Suicide Awareness Month
- Partners include FTH Pizza, Bellissimo, Brickhouse Tavern, & Little Charlie's

Lock & Talk Banners
Athletic Fields & High Schools

Major Service Trends

- Utilization decreased during and following COVID
  - Pre-COVID service levels did not return until FY25
- FY26 is on track to double the FY25 number of agency intakes
- Increased complexity of cases including involvement with multiple systems (DSS, criminal justice, schools, housing, food insecurity, etc.)
- Increased focus on trauma-informed care
- Increased focus on prevention/wellness efforts

Current Challenges

- Workforce – recruitment and retention
- Federal funding uncertainties
- State funding uncertainties
- Insufficient provider rates for most services for the DD population
- Access to state hospital beds within Region 5
- Planned redesign of Medicaid-funded behavioral health services

Current Projects

- Marcus Alert planning
- Integrated Primary Care/BH Services
- CCBHC (Certified Community Behavioral Health Clinic) Program
  - Virginia seeking opportunity to join national effort
  - Transformative to community systems across the nation (funding model, outcomes, workforce, etc.)

Planned for 2026

- New crisis services center
  - **Center for Support & Wellness**
  - Fully funded by *Right Help Right Now* program
  - Scheduled to open Fall 2026
  - JCC staff instrumental for this project

In Planning Stages

- Supported Employment Services (Adult)
- Revised Psychosocial Rehabilitation (for adult SMI population) model of services
- Partnership to provide integrated behavioral health, primary care and dental services
- Marcus Alert

Summary

- There is much more we do
- We are proud of our work, and of the privilege of serving Williamsburg
- We are always available for questions, concerns, facility tours, etc.

For Further Information . . .

- David Coe, Executive Director
  dcoe@colonialbh.org

- Agency Website:
  www.colonialbh.org

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: Mark L. Jamison, Chief of Police

SUBJECT: Acceptance of Funds - $544 - Federal Asset Forfeiture Program

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The James City County Police Department participates in the Asset Forfeiture Program (AFP) managed by the Department of Justice (DOJ). The Comprehensive Crime Control Act of 1984 (P.L. 98-473), codified in 28 U.S.C. § 524(c), established the Assets Forfeiture Fund as a special fund within the Treasury to receive the proceeds of forfeiture. The statute further allows for payments to local law enforcement agencies for assistance in forfeiture cases. The expenditure of forfeited funds is restricted to law enforcement activities specified by the DOJ.

AFP allows the James City County Police Department to receive disbursements from the Bureau of Alcohol, Tobacco, Firearms and Explosives, Drug Enforcement Administration, Federal Bureau of Investigation, Money Laundering Narcotics and Forfeiture Section, Organized Crime Drug Enforcement Task Forces, United States Marshals Service, United States Attorneys' Offices, Food and Drug Administration, Defense Criminal Investigative Service, Department of State, Bureau of Diplomatic Security Service, United States Department of Agriculture, Office of the Inspector General, or United States Postal Inspection Service.

Funds have been dispersed to the James City County Police Department in the amount of $544.

Staff recommends acceptance of the funds and adoption of the attached resolution.

MLJ/tm
AccFds-FAFProgFeb26-rev-mem

Attachment

R E S O L U T I O N

ACCEPTANCE OF FUNDS - $544 - FEDERAL ASSET FORFEITURE PROGRAM

WHEREAS, the James City County Police Department participates in the Asset Forfeiture Program managed by the Department of Justice; and

WHEREAS, the Comprehensive Crime Control Act of 1984 (P.L. 98-473), codified in 28 U.S.C. § 524(c), established the Assets Forfeiture Fund as a special fund within the Treasury to receive the proceeds of forfeiture; and

WHEREAS, the statute allows payments to local law enforcement agencies for assistance in forfeiture cases; and

WHEREAS, funds have been dispersed to the James City County Police Department in the amount of $544.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts these funds and authorizes the following appropriation to the Special Projects/Grants Fund.

Revenue:

Federal - Police Department Federal Asset Forfeiture Funds	$544

Expenditure:

Police Department Federal Asset Forfeiture Funds	$544

John J McGlennon
Chair, Board of Supervisors

ATTEST:

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 February, 2026.

AccFds-FAFProgFeb26-res

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: Nathan R. Green, Commonwealth's Attorney

SUBJECT: Grant Award - $47,797 - Commonwealth's Attorney - V-STOP Grant Program Fund

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

The attached resolution appropriates these funds to the Special Projects/Grants Fund through December 31, 2026.

Staff recommends approval of the attached resolution.

NRG/ap
GA-VSTOPProg26-mem

Attachment

R E S O L U T I O N

GRANT AWARD - $47,797 - COMMONWEALTH'S ATTORNEY -

V-STOP GRANT PROGRAM FUND

WHEREAS, the Commonwealth's Attorney for the City of Williamsburg and James City County has been awarded a $47,797 federal grant (Federal Share $28,372; County Match $19,425), which is awarded annually from the V-STOP Grant Fund through the State Department of Criminal Justice Services; and

WHEREAS, this grant would fund the personnel costs to advocate for victims of crimes involving domestic violence, sexual abuse, and stalking beginning January 1, 2026 through December 31, 2026; and

WHEREAS, this grant requires a local cash of $19,425, which is available in the Commonwealth's Attorney's General Fund account.

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

Revenues:

Federal - Calendar Year (CY) 2026 V-STOP	$28,372
CY26 V-STOP James City County Matching Funds	19,425
Total	$47,797

Expenditure:

CY26 V-STOP Grant Program	$47,797

John J. McGlennon
Chair, Board of Supervisors

ATTEST:

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 February, 2026.

GA-VSTOProg26-res

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

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

SUBJECT: Grant Award - $20,000 - Virginia Department of Environmental Quality Chesapeake Bay Preservation Act Support Grant 2026

On January 24, 2023, the Board of Supervisors approved a grant award of $10,000 from the Virginia Department of Environmental Quality (DEQ) through the Chesapeake Bay Preservation Act (CBPA) Support Program to assist 16 low- to moderate-income households with the costs of on-site septic tank pump-outs. Subsequently, James City County (JCC) received modifications to the original grant agreement totaling $44,000. To date, JCC has pumped 136 tanks through this grant since January 2023. This grant modification, received on February 3, 2026 for $20,000 will fund approximately 45 additional septic tank pump-outs for income-eligible households during the calendar year 2026. From this latest modification, $1,000 is allocated to cover the costs of supplies necessary for the effective disbursement of the grant.

The Stormwater and Resource Protection (SRP) Division maintains a database and tracks the number of septic tanks in the County along with the septic tank pump-out dates provided by property owners. The database identifies which properties are delinquent, in that the County has no record of a septic tank pump-out in more than five years. Letters are sent to the property owners reminding them of the County Code requirement for pump-out every five years and requesting pump-out notification.

JCC has no program to provide septic tank pump-out financial assistance for those properties where the five-year pump-out has not been completed due to financial concerns by the property owner. This additional funding through the CBPA Implementation Grant would provide the means for the County to continue to assist in pumping septic tanks within the County exceeding the five-year pump-out requirement, improving water quality in County tributaries and the Chesapeake Bay. The SRP Division will continue to work with the Neighborhood Development Division on the income verification process required as part of the grant to identify eligible households.

If accepted, this most recent grant modification, along with the previous grant funds, aggregate to a total of $74,000 in funding allocated for the support of septic tank pump-outs for income-eligible households. Acceptance of this latest grant extends the grant's operational period through January 15, 2027, increasing the potential number of income-eligible property owners who can benefit from this program and providing an additional year for potential recipients to receive awards. The DEQ has continued to offer these funds to JCC this year in acknowledgment of the program's substantial benefits to low- to moderate-income households and its significant contribution towards enhancing water quality in our streams and rivers. With this augmented funding, staff anticipates extending support to even more families throughout the calendar year 2026.

Staff recommends that the Board of Supervisors adopt the attached resolution to authorize acceptance of these funds and appropriate these funds to the Special Projects/Grants Fund.

TES/ap
GA-DEQCBPA26-mem

Attachment

R E S O L U T I O N

GRANT AWARD - $20,000 - VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

CHESAPEAKE BAY PRESERVATION ACT SUPPORT GRANT 2026

WHEREAS, the Stormwater and Resource Protection Division was offered a grant award of $20,000 by the Virginia Department of Environmental Quality (DEQ) through the Chesapeake Bay Preservation Act (CBPA) Support Program; and

WHEREAS, the additional grant funding will be used to assist low- to moderate-income households in paying for on-site septic tank pump-outs during calendar year 2026; and

WHEREAS, funding through this CBPA Implementation Grant would provide the means for the County to continue to assist in pumping septic tanks within the County exceeding the five-year pump-out requirement, improving water quality in County tributaries and the Chesapeake Bay; and

WHEREAS, the grant requires no local match other than existing staff time to oversee the septic pump-out program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts this award modification from DEQ, and authorizes the County Administrator to execute those documents necessary to accept the grant and the following appropriation amendment to the Special Projects/Grants Fund.

Revenue:

State - DEQ CBPA Support Grant	$20,000

Expenditure:

DEQ CBPA Support Grant	$20,000

____
John J. McGlennon
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 February, 2026.

GA-DEQCBPA26-res

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Neighborhood Development Administrator

SUBJECT: Grant Award - $20,000 - Virginia Housing Community Impact Planning Grant

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On June 11, 2024, the Board of Supervisors approved the rezoning of approximately 15.57 acres of County-owned land to R-3, Residential Redevelopment, to allow the development of 47 affordable and workforce dwelling units in the Clark Lane area. The new neighborhood will be known as "The Moores" and the units are anticipated to be placed in the Community Land Trust, once established. Due to development costs, the project will be constructed in phases. In Phase 1, Habitat for Humanity will build four duplexes to be sold to eight low-income households. The Phase 1 site plan is currently in the final stages of administrative plan review. Phase 2 will consist of the remaining units and is still in the design stage.

In the meantime, Neighborhood Development Division staff is creating a funding strategy to cover costs associated with developing Phase 2. The County's most frequently used source of development funding, Community Development Block Grants (CDBG), is limited and will not be sufficient to cover all anticipated development costs. As a result, staff intends to seek additional grant funding from the Federal Home Loan Bank (FHLB) system. Funding from this opportunity first requires the completion of an area market study to document the need for affordable housing.

To cover these costs, the Neighborhood Development Division applied for a $20,000 Virginia Housing Community Impact Planning Grant which will provide staff the ability to retain a consultant to prepare the required area market study. Virginia Housing has approved the County's application. Board approval is now requested to accept the Planning Grant funds.

Staff recommends approval of the attached resolution authorizing the County Administrator to execute the Virginia Housing Planning Grant Agreement and other documents necessary to participate in the Planning Grant program, and to appropriate the Planning Grant funds. No local funding is required.

AVP/ap
GA-VAHsgCIPG-mem

Attachment

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

<u>GRANT AWARD - $20,000 - VIRGINIA HOUSING</u>

<u>COMMUNITY IMPACT PLANNING GRANT</u>

WHEREAS, on June 11, 2024, the Board of Supervisors approved the rezoning of approximately 15.57 acres of County-owned land to R-3, Residential Redevelopment, to allow the development of 47 affordable and workforce dwelling units in the Clark Lane area ("The Moores"); and

WHEREAS, staff intends to seek development grant funding from the Federal Home Loan Bank (FHLB) system, which requires an area market study to document the need for affordable housing; and

WHEREAS, on December 15, 2025, James City County Neighborhood Development Division applied for a $20,000 Virginia Housing Community Impact Planning Grant (CIPG) to complete an area market study for The Moores; and

WHEREAS, the Planning Grant funds will be used to pay for a consultant to complete the area market study; and

WHEREAS, Virginia Housing notified James City County of the award of $20,000 of Virginia Housing CIPG funds.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to sign the Virginia Housing Agreement Planning Grant Agreement to contract with the Virginia Housing, and to sign other agreements and documents necessary to participate in and implement the Planning Grant.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance and appropriation of funds to the Housing and Community Development Fund as follows:

<u>Revenue</u>:

Virginia Housing CIPG	<u>$20,000</u>

<u>Expenditure</u>:

Virginia Housing CIPG	<u>$20,000</u>

John J. McGlennon
Chair, Board of Supervisors

ATTEST:

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 February, 2026.

GA-VAHsgCIPG-res

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

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

SUBJECT: Grant Award - Virginia Stormwater Local Assistance Fund - $573,641 and Fiscal Year 2026 Appropriation - $195,116

The Stormwater and Resource Protection Division has been awarded a grant of $573,641 from the Stormwater Local Assistance Fund (SLAF) through the Virginia Department of Environmental Quality. The source of funds is the Virginia General Fund. The grant funds the planning, design, and implementation of stormwater Best Management Practices that address cost efficiency and commitments related to reducing water quality pollutant loads. Since the Stormwater Local Assistance Grant was established in 2013, the Stormwater and Resource Protection Division has been successful in obtaining grant funds totaling approximately $4.7 million. This year's award specifically funds the following projects:

- Ware Creek Manor - Ney Court Restoration Plan: Tributary 2
- Nina Lane Stream Restoration

The County's Fiscal Year (FY) 2026 budget for the Capital Projects Fund includes funding for both projects and $378,525 of anticipated SLAF grant revenues. This grant award will provide for an additional $195,116 of revenues and expenditures in FY26 for these projects.

Staff recommends the Board approve the attached resolution in order to accept the grant and appropriate the new funding in the Capital Projects Fund for the Ware Creek Manor - Ney Court Restoration Plan and Nina Lane Stream Restoration projects.

TES/tm
GA-FY26SLAF-mem

Attachments:
1. Resolution
2. Project Location Map

R E S O L U T I O N

GRANT AWARD - VIRGINIA STORMWATER LOCAL ASSISTANCE FUND - $573,641

AND FISCAL YEAR 2026 APPROPRIATION - $195,116

WHEREAS, in Fiscal Year (FY) 2026, the Stormwater and Resource Protection Division was awarded a grant from the Stormwater Local Assistance Fund (SLAF) through the Virginia Department of Environmental Quality; and

WHEREAS, this grant would fund the planning, design, and implementation of stormwater Best Management Practices that address cost efficiency and commitments to reducing water quality pollutant loads; and

WHEREAS, this year's award specifically funds the following projects: Ware Creek Manor - Ney Court Restoration Plan: Tributary 2 and Nina Lane Stream Restoration; and the grant revenues anticipated to support this project were appropriated in the FY26 Adopted Budget; and

WHEREAS, the FY26 Adopted Budget included funding for these projects and $378,525 of anticipated SLAF grant revenue, and the award represents new funding for these projects in the amount of $195,116.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts this grant award for the purposes described above, authorizes the following appropriation in the Capital Projects Fund, and hereby authorizes the County Administrator to sign the necessary applications, agreements, and other documentation necessary to administer this project:

Capital Projects Fund - Funding Source:	
Stormwater Grants - State	$195,116
Capital Projects Fund - Funding Uses:	
Stormwater Capital Projects	$195,116

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John J. McGlennon
Chair, Board of Supervisors

ATTEST:

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Teresa J. Saeed
Deputy Clerk to the Board

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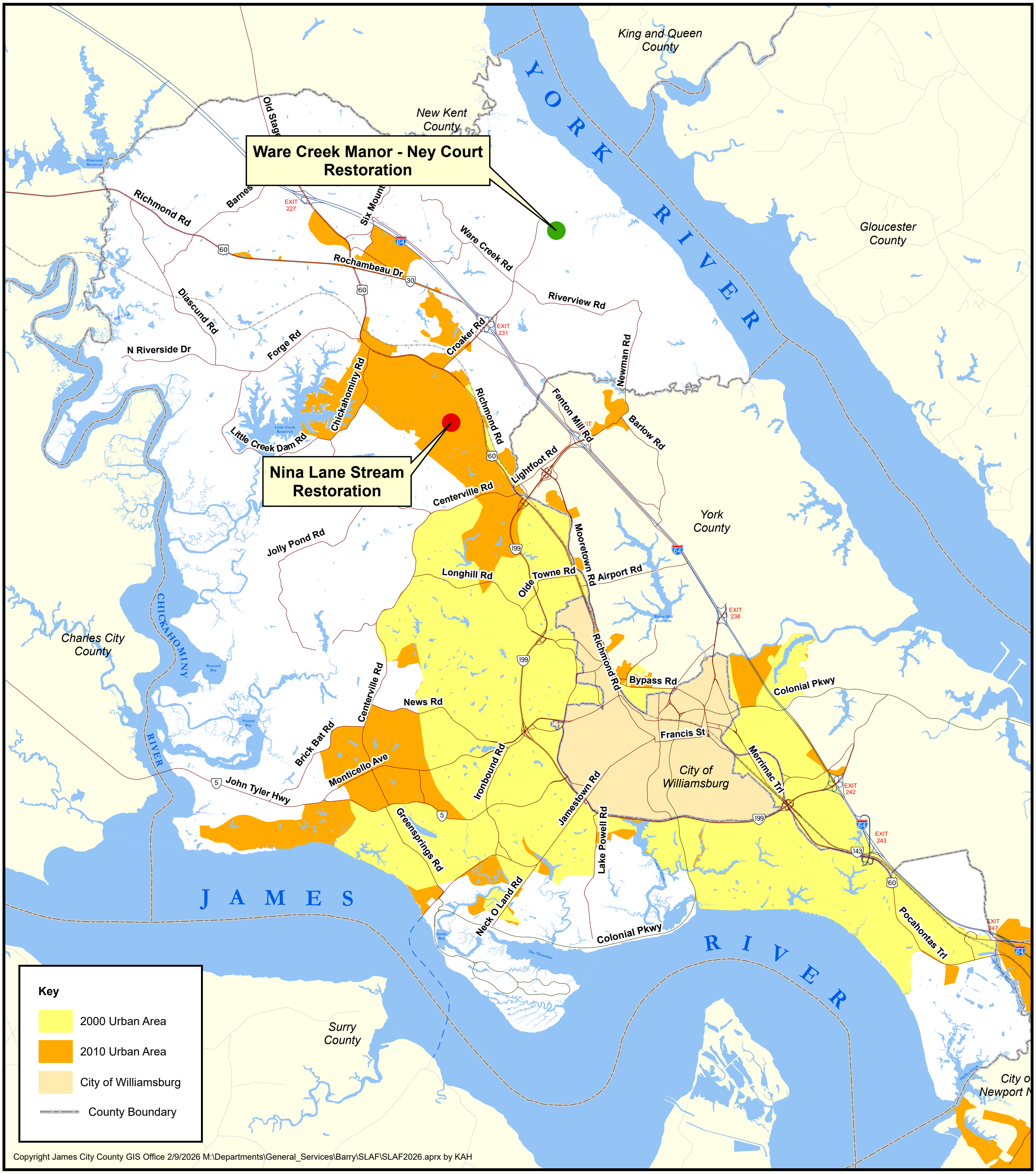
Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of February, 2026.

GA-FY26SLAF-res

James City County
FY 2026 Project Location Map



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M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: Shawn A. Gordon, Chief Civil Engineer, Capital Projects

SUBJECT: Contract Awards - Annual Engineering Services

A Request for Proposals (RFP) was solicited from qualified engineering firms to simplify the purchasing process and efficiently expedite work when minor design and technical engineering assistance is required by having a firm pre-selected based upon their qualifications per the requirements of the Virginia Public Procurement Act and establishing a contract for professional engineering services. The required engineering services were organized into nine major groups with sub-groups as listed below with the total number of proposals received listed after each group name. Group 1 has five sub-groups which are (A) - Civil, (B) - Structural, (C) - Mechanical, Electrical, and Plumbing, (E) - Construction Inspections/Administration and (F) - Commissioning. Group 3 has two (2) sub-groups which are (A) - Water and (B) - Wastewater.

Major Group	Proposals Received
Group 1 - Basic Engineering Services	39
Group 2 - Environmental Engineering Services	11
Group 3 - James City Service Authority (JCSA) Water and Wastewater	14
Group 4 - Landscape Planning and Landscape Architecture	6
Group 5 - Site Plan Review	5
Group 6 - Surveying	8
Group 7 - Stormwater Infrastructure	4
Group 8 - Geotechnical	3
Group 9 - Traffic and Transportation	6

Interested firms responded to the RFP by describing their interest, qualifications, project approach, and experience in performing similar work. Evaluation Panels consisting of staff members representing Stormwater and Resource Protection, Environmental Sustainability, Planning, Capital Projects, JCSA, Williamsburg-James City County (WJCC) School Division, and Purchasing evaluated the proposals and selected the most qualified firms in each group. Rate schedules were negotiated with the selected firms. The rate schedules will be used to calculate the cost for individual projects performed under these annual contracts. The contract limits are established at $750,000 per project and capped at $3 million total per year.

The contracts have an initial term of one year with an option for three additional one-year renewals available to the County, JCSA and the WJCC School Division. Firms selected for contract award are listed by group and sub-group as applicable.

Staff recommends approval of the attached resolution authorizing the contract award to the following firms listed in Attachment A.

SAG/ap
CAs-AnnEngSvcs-mem

Attachments:
1. Resolution
2. Attachment A

R E S O L U T I O N

CONTRACT AWARDS – ANNUAL ENGINEERING SERVICES

WHEREAS, the Request for Proposals has been advertised and evaluated for Annual Engineering Services; and

WHEREAS, Evaluation Panels consisting of staff members representing Stormwater and Resource Protection, Environmental Sustainability, Planning, Capital Projects, James City Service Authority (JCSA), Williamsburg-James City County (WJCC) School Division, and Purchasing evaluated the proposals and selected the most qualified firms in each group; and

WHEREAS, rate schedules were negotiated with the selected firms and will be used to calculate the cost for individual projects performed under these annual contracts; and

WHEREAS, the contract limits are established at $750,000 per project and capped at $3 million total per year; and

WHEREAS, the contracts have an initial term of one year with an option for three additional one-year renewals available to the County, JCSA, and WJCC School Division; and

WHEREAS, the firms listed in Attachment A to this resolution were determined to be the best qualified to provide the required engineering services in their respective groups.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the contracts for Annual Engineering Services to the firms listed in Attachment A.

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John J. McGlennon
Chair, Board of Supervisors

ATTEST:

____
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 February, 2026.

CAs-AnnEngSvcs-res

Attachment A - Contract Awards - Annual Engineering Services, 20251153	
Group 1A - Civil	
	Term
AES Consulting Engineers	2026-2030
Kimley-Horn & Associates, Inc.	
Stantec Consulting Services, Inc.	
Timmons Group, Inc.	
Vanasse Hangen Brustlin, Inc. (VHB)	
Group 1B - Structural	**Term**
	2026-2030
Terracon	
The Structures Group, Inc.	
Timmons Group, Inc.	
Group 1C - MEP (Mechanical, Electrical, and Plumbing)	**Term**
	2026-2030
Burgess & Niple	
Colonial Engineered Solutions, Inc.	
Kimley-Horn & Associates, Inc.	
Moseley	
PACE Collaborative	
Group 1E - Construction Inspections/Administration	**Term**
	2026-2030
Alpha Corporation	
Johnson, Mirmiran & Thompson, Inc. (JMT)	
MBP	
Terracon	
Group 1F - Commissioning	**Term**
	2026-2030
Facility Dynamics	
Five 9s Company	
PACE Collaborative	
MBP	
Group 2 - Stormwater	**Term**
	2026-2030
ECS Mid-Atlantic, LLC	
Kimley-Horn & Associates, Inc.	
Schnabel Engineering	
Stantec Consulting Services, Inc.	
Rummel, Klepper & Kahl, LLP (RK&K)	
Timmons Group, Inc.	
Group 3A/3B - Water/Wastewater	**Term**
	2026-2030
Rummel, Klepper & Kahl, LLP (RK&K) 3A/B)	

Bowman (3A/B)	
Timmons Group, Inc. (3A/B)	
Hazen and Sawyer (3A)	
McGill (3A)	
Kimley-Horn & Associates, Inc. (3A)	
Group 4 - Landscape Planning/Architecture	**Term**
	2026-2030
AES Consulting Engineers	
McGill	
Stantec Consulting Services, Inc.	
Timmons Group, Inc.	
Group 5 - Site Plan Review	**Term**
	2026-2030
A. Morton Thomas and Associates, Inc.	
Stantec Consulting Services, Inc.	
Timmons Group, Inc.	
Group 6 - Surveying	**Term**
	2026-2030
AES Consulting Engineers	
Timmons Group, Inc.	
Precision Measurements, Inc.	
Cardinal Civil Resources	
Bowman	
Group 7 - Stormwater Infrastructure	**Term**
	2026-2030
AES Consulting Engineers	
Kimley-Horn & Associates, Inc.	
Stantec Consulting Services, Inc.	
Timmons Group, Inc.	
Group 8 - Geotechnical	**Term**
	2026-2030
ECS Mid-Atlantic, LLC	
Terracon	
Timmons Group, Inc.	
Group 9 - Traffic and Transportation	**Term**
	2026-2030
VHB	
Timmons Group	
Rummel, Klepper & Kahl, LLP (RK&K)	
Kimley-Horn & Associates, Inc.	

***Initial contract term effective from date of signing**	
Option for 3 renewals through 2030.	

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: Barry Moses, Capital Projects Coordinator

SUBJECT: Contract Award - $172,600 - Chickahominy Riverfront Park Slope Repair

The James City County (JCC) Chickahominy Riverfront Park Slope Repair project involves the stabilization of an unstable section of slope on Gordon Creek. The area to be repaired was outside of the limits of the previous shoreline stabilization project. The repair will consist of regrading the slope, placing riprap to provide slope reinforcement and the installation of a stormwater inlet and pipe to stop any future slope erosion. This repair will protect the campsites and adjacent utilities. Care will be taken during construction activities to preserve the mature tree roots in the vicinity by using timber mats.

An Invitation for Bids was publicly advertised and the following four firms submitted bids to be considered for contract award:

Firm	Amount
Harbor Dredge & Dock	$246,820
Gilley Construction, LLC	$172,600
Ryan Construction Co., Inc.	$770,850
David A. Nice Builders, Inc.	$309,000

Gilley Construction, LLC, has performed satisfactory work for JCC in the past and was determined to be the lowest responsive and responsible bidder. The approved Capital Improvement Program budget contains funding for this project.

Staff recommends approval of the attached resolution authorizing the contract award to Gilley Construction, LLC.

BM/tm
CA-ChickRvrPrkSlRp-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD - $172,600 - CHICKAHOMINY RIVERFRONT PARK SLOPE REPAIR

WHEREAS, an Invitation for Bids for the Chickahominy Riverfront Park Slope Repair project was publicly advertised, and four bids were received and considered for award; and

WHEREAS, Gilley Construction, LLC, was determined to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the contract in the amount of $172,600 to Gilley Construction, LLC, for the Chickahominy Riverfront Slope Repair project.

____
John J. McGlennon
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of February, 2026.

CA-ChickRvrPrkSlRp-res

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: Mark Abbott, Capital Projects Coordinator, General Services

SUBJECT: Contract Award - $238,273 - Police Firing Range Lighting and Electrical Installation

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This project at the Police Firing Range will consist of installing the outdoor sports lighting with new energy-efficient LED lighting and web-based controls. The new lighting will provide remote operational capability with dimming control to meet the Department of Criminal Justice Services requirements for shooting at different light conditions. This project will also consist of a new electrical service connected to Dominion Energy.

General Services, in consultation with the Purchasing Division, under the Sourcewell Contract#041123-MSL determined that Musco Sports Lighting, LLC's proposal to install the outdoor sports lighting and electrical service at a proposed cost of $238,273 using approved Capital funds from the James City County Police budget is reasonable in comparison to other current County outdoor sports lighting and current construction cost indices.

Staff recommends approval of the attached resolution authorizing the contract award of installation services from Musco Sports Lighting, LLC, in the amount of $238,273, for the Police Firing Range Lighting and Electrical Installation.

MA/ap
CA-PFRLtg-ElecInstall-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD - $238,273 - POLICE FIRING RANGE

LIGHTING AND ELECTRICAL INSTALLATION

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

WHEREAS, the Police Firing Range Lighting and Electrical Installation will occur; and

WHEREAS, it has been determined by General Services, in consultation with the Purchasing Division, that under the Sourcewell Contract#071619-MSL, Musco Sports Lighting, LLC, will install the outdoor lighting and electrical service; and

WHEREAS, Musco Sports Lighting, LLC, submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable, and approved Capital funds will be used.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of $238,273 to Musco Sports Lighting, LLC, for the. Police Firing Range Lighting and Electrical Installation.

____
John J. McGlennon
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of February, 2026.

CA-PFRLtg-ElecInstall-mem

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: Mark Abbott, Capital Projects Coordinator, General Services

SUBJECT: Contract Award - $385,106.52 - Police Firing Range Tower and Pavilion Construction

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The James City County Police Firing Range Tower and Pavilion Construction involves the erection of a tower and pavilion. The tower will be a 16-foot by 16-foot two-story structure with an attached 9-foot by 9-foot restroom. The second story of the tower will be utilized as a means of controlling the range and targeting system. The first floor will be used as storage for the Range. The pavilion will be a 16-foot by 16-foot open-sided structure to provide a space for the officers to gather in between sessions.

General Services, in consultation with the Purchasing Division, and under the Job Order Contract for Construction Services (20240155A), determined that The Matthews Group, Inc., proposal for the Police Firing Range Tower and Pavilion Construction at a proposed cost of $385,106.52 is reasonable in comparison to other current County construction projects and current cost indices. This project is part of the Police Capital Improvement Program budget.

Staff recommends approval of the attached resolution authorizing the contract award to The Matthews Group, Inc.

MA/ap
CA-PFRTwr-Pavl-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD - $385,106.52 - POLICE FIRING RANGE

TOWER AND PAVILION CONSTRUCTION

WHEREAS, the James City County Police Firing Range Tower and Pavilion Construction will occur; and

WHEREAS, it has been determined by General Services, in consultation with the Purchasing Division, that under the Job Order Contract for Construction Services (20240155A), that The Matthews Group, Inc., will construct the Police Firing Range Tower and Pavilion; and

WHEREAS, The Matthews Group, Inc., submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable, and adequate funds are available in the Police Capital Improvement Program budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of $385,106.52 to The Matthews Group, Inc., for construction of the Police Firing Range Tower and Pavilion.

John J. McGlennon
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of February, 2026.

CA-PFRTwr-Pavl-res

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: Mark Abbott, Capital Projects Coordinator, General Services

SUBJECT: Contract Award - $625,772 - Law Enforcement Center Outdoor Air Rooftop Replacement

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The existing Outdoor Air system has reached the end of its service life and will be replaced with a new, energy-efficient unit. The primary function of the unit is to condition outside air before it enters the building, while simultaneously removing exhaust air from the interior spaces. This process significantly improves indoor air quality, maintains comfortable temperatures, and reduces the overall energy load on the HVAC system.

The replacement project is aimed at ensuring a more reliable and effective ventilation system that meets current standards for energy efficiency and occupant comfort. Work will be scheduled to minimize disruption to the operations of the building.

General Services, in consultation with the Purchasing Division, and under the Contract for HVAC Equipment, Installation, Service, Controls and Related Products (19-13739), determined that Warwick Mechanical Group's proposal to replace the Rooftop unit at a proposed cost of $625,772 is reasonable in comparison to other current County HVAC installations and construction cost indices. This project is part of the Capital Improvement Program budget.

Staff recommends approval of the attached resolution authorizing the contract award of installation services from Warwick Mechanical Group in the amount of $625,772 for the Law Enforcement Center Outdoor Air Rooftop replacement.

MA/tm
CA-LEC-RfRpl-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD - $625,772 - LAW ENFORCEMENT CENTER

OUTDOOR AIR ROOFTOP REPLACEMENT

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

WHEREAS, the James City County Law Enforcement Center replacement of the rooftop unit for means of conditioning outside air is necessary; and

WHEREAS, it has been determined by General Services, in consultation with the Purchasing Division, that under the Contract for HVAC Equipment, Installation, Service, Controls and Related Products (19-13739), that Warwick Mechanical Group will install the HVAC equipment required; and

WHEREAS, Warwick Mechanical Group submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable, and adequate funds are available in the Capital Improvement Program budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of $625,772 to Warwick Mechanical Group for the James City County Law Enforcement Center Outdoor Air Rooftop replacement.

____
John J. McGlennon
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of February, 2026.

CA-LEC-RfRpl-res

MINUTES

JAMES CITY COUNTY BOARD OF SUPERVISORS

REGULAR MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM

101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

January 13, 2026

5:00 PM

A. CALL TO ORDER

Mr. McGlennon called the meeting to order at approximately 5:03 p.m. following the James City Service Authority (JCSA) Board of Directors Regular Meeting.

B. ROLL CALL

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

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

Mr. McGlennon invited Ms. Sandy Towers, Director of the Williamsburg Regional Library, to lead the Board and citizens in the Pledge of Allegiance after the Moment of Silence.

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

Ms. Towers led the Board and citizens in the Pledge of Allegiance.

E. PUBLIC COMMENT

1. Ms. Donnie McDaniel, Executive Director of Community of Faith Mission (COFM), P.O. Box 6357, addressed the Board noting that the organization administers the emergency shelter program for the Greater Williamsburg area. She noted that, to date, 85 individuals had utilized the emergency shelter, and 45% of those individuals were residents of James City County (JCC). Ms. McDaniel referenced the recently established Heads Up Program, highlighting the advantages it had already brought forth. She detailed the shelter occupants' demographics, specifically gender and age, explaining that funding limitations necessitated accurate age-range reporting. Ms. McDaniel provided an update on the Heads Up Program, including how many shelter residents were participating and how many individuals were awaiting entry into the program. She extended thanks to JCC and its Social Services Department, noting their agreement to provide the shelter with an eight-visit life skills course. Ms. McDaniel pointed out that while volunteers helped with job placements, securing funding for housing was still an obstacle. She did, however, confirm that COFM was awarded a grant to hire a caseworker for the Heads Up Program. Ms. McDaniel thanked the Board for its continuous support.

2. Ms. Peg Boarman, 17 Settlers Lane, addressed the Board to talk trash. She expressed concern about the significant amount of trash along County roadways, noting that the situation appeared

worse than she had observed in a long time. Ms. Boarman emphasized the need for community unity in addressing the issue. In her view, the impending Annual County-wide Spring Cleanup and Great American Cleanup would foster enhancements. Ms. Boarman noted that the Clean County Commission would be presenting its Annual Report to the Board at its January 27, 2026, Business Meeting. She briefly discussed the forthcoming Annual Litter Survey Index. Ms. Boarman encouraged public efforts to keep the community clean. She thanked the Board for its time.

Mr. McGlennon expressed his gratitude to Ms. Boarman and the Clean County Commission for their dedicated efforts in maintaining the community's beauty.

3. Mr. Jay Everson, 6923 Chancery Lane, addressed the Board. He noted that the Planning Commission had extended a Resolution of Appreciation to Mr. Scott Maye upon his departure the previous week. He highlighted Mr. Maye's extensive involvement across numerous community boards and expressed his desire to acknowledge the significant contributions Mr. Maye had made, stating that he would be missed as a true asset to the County. Mr. Everson thanked the Board for its time.

4. Mr. Chris Henderson, 101 Keystone, addressed the Board. He offered a special welcome to Ms. Tracy Wainwright, the newest addition to the Board. Mr. Henderson expressed his sincere desire that her tenure, and that of all members, would prove to be a fulfilling experience. He recognized the community's understanding of the significant personal sacrifice inherent in their service and, despite any differences, acknowledged and valued the time, energy, and commitment dedicated to serving County citizens. Mr. Henderson requested the Board to consider holding meetings at a later time to provide the public with a greater opportunity to attend. Additionally, he asked the Board to consider adopting a proper invocation for future meetings. He addressed the County's homelessness situation, requesting a study this year to determine possible solutions for those in need. He noted that the treatment of the County's most vulnerable citizens reflected its values and encouraged the Board to find creative solutions, expressing his belief that both the County and the Board valued all humanity. Mr. Henderson highlighted a significant traffic issue at the Route 199/Richmond Road interchange (near the area where area drivers turn left toward the Williamsburg Pottery), specifically noting that rush hour congestion had become severe. He explained that heavy traffic volume was causing traffic to back up from the intersection onto the main through lane of Route 199. To improve traffic flow in this area, he requested the installation of a dual left-hand turn signal. Mr. Henderson mentioned a significant and dangerous pothole on News Road near Powhatan Secondary, noting it was a hazard that needed attention. He requested that the Board study urban areas for potential crosswalk additions aimed at enhancing pedestrian safety. Mr. Henderson mentioned a conversation with the County Administrator about speed cameras on Interstate 64 (I-64). He inquired about the current status of the America250 initiative. Mr. Henderson expressed his willingness to serve as an at-large member of the Planning Commission.

Mr. McGlennon thanked Mr. Henderson. He confirmed the conclusion of the Public Comment segment.

F. CONSENT CALENDAR

Mr. McGlennon asked if any Board member wished to pull an item. As there were no requests, Mr. McGlennon sought a motion on the Consent Calendar.

1. Grant Award - $37,500 - James City County CONECT Program

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

2. Grant Award - $191,990 - Child Abuse and Neglect State Grant (Kinship Navigator Program)

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

G. PUBLIC HEARING(S)

1. Pre-Budget Public Hearing

Ms. Sharon McCarthy, Director of Financial and Management Services, addressed the Board noting that this meeting offered a public comment opportunity on the upcoming budget. She indicated that citizen input would provide guidance to aid staff during the budget process. Ms. McCarthy advised that there was no Board action required at this time.

Mr. McGlennon opened the Public Hearing.

1. Ms. Michele Geesaman, 3297 N. Riverside Drive, Lanexa, addressed the Board. She voiced concern about the scale and pace of ongoing and planned projects within the County. Ms. Geesaman highlighted the absence of a public vote on the new Consolidated Government Center and library, questioning why projects with such high costs were not subject to a referendum. She requested Board consideration on a referendum for high-expenditure projects, arguing that the entire community would be impacted and should have a voice in the decision.

2. Mr. Charles Colegrove, 110 Blackheath, addressed the Board. He reiterated Mr. Henderson's request to begin the Board meetings later. Mr. Colegrove urged the Board to consider a no-tax increase budget.

3. Mr. Mike Joseph, 6631 Rexford Lane, addressed the Board noting that he was in attendance to discuss the upcoming budget. He requested the Board's support for the Williamsburg-JCC (WJCC) School Board's proposed budget, with specific emphasis on funds designated for teachers. Mr. Joseph detailed the Virginia Department of Education (VDOE)'s Elevate '28 Program initiatives, focusing on recent changes to Standards of Learning (SOL) performance benchmarks and new growth measurements for student success. He explained that the findings from a VDOE analysis for the 2024-2025 calendar year were released in December, highlighting the results specifically for the WJCC School Division. Mr. Joseph noted that Jamestown High School was the only school considered "distinguished" (the highest rating), 13 of the 16 schools were rated as "on track", Matthew Whaley Elementary School was considered "off track", and James River Elementary School was indicated as needing "intensive support." He requested that the Board provide funding for these two schools to ensure student proficiency standards were being met. Mr. Joseph addressed the necessity of competitive compensation within the WJCC School Division, aligning with neighboring areas to enhance recruitment of instructional personnel. He elaborated further on his point and thanked the Board for its time.

4. Ms. Linda Wise, 6631 Rexford Lane, addressed the Board. She requested that the Board consider the following actions: implement a tax moratorium and avoid increased real estate taxes, provide a line-by-line comparison of the upcoming budget increases relative to last year's, itemize all new expenses and capital expenditures not previously defined in the last budget, and achieve financial savings by scaling down the scope and budget for the new Consolidated Government Center and library. Ms. Wise encouraged the Board to support the WJCC School Board's budget, highlighting its importance for students.

5. Mr. Jack Haldeman, 5633 Boatwright Circle, addressed the Board. He advocated for the Board to restore the Purchase of Development Rights Program, which had been discontinued in

2005. Mr. Haldeman indicated that the Capital Budget would face substantial demands. He mentioned that the current population of JCC was approximately 84,000, with projections from credible researchers estimating that this figure would increase to 120,000 by 2045. Mr. Haldeman projected a need for approximately 17,000 additional homes, based on an estimated household occupancy of two people. He stated that he took some figures from the Institute of Transportation Engineering Manual and projected that those new households would generate approximately 120,000-130,000 average daily car trips in addition to the existing daily car trips. Mr. Haldeman drew attention to a number of intersections throughout the County, emphasizing that the issue would lead to significant traffic congestion, worsening a pre-existing problem. He explained the significant environmental impact, emphasizing that the addition of these homes would create hundreds of acres of new impervious surface. Mr. Haldeman noted that neither Best Management Practices nor engineers could mitigate the damage this development would cause to the County's already impaired watersheds. He also highlighted the rise in government spending, referencing a foundational principle of local public finance: government's per capita cost increases in tandem with population density. Mr. Haldeman lamented the erosion of the County's character. He encouraged the Board to issue a 30-year fixed-rate bond to purchase assets, anticipating a net interest rate of approximately 3.5% due to the County's excellent credit rating. Mr. Haldeman explained that after the 30-year term, the bond would be fully paid off, leaving the County with the remaining assets. He specified these assets would manifest as increased community character, enhanced quality of life, and an improved environment.

6. Mr. Henderson, 101 Keystone, addressed the Board. He advocated for the forthcoming budget to be developed as a zero-based budget. Mr. Henderson pointed out that the previous year's budget had already burdened County residents with the cost of high-expenditure projects. He questioned the strategies aimed at making the County affordable, suggesting that the current situation prevented young families from being able to afford living in the community, a point which he elaborated on in further detail. Mr. Henderson proposed the County establish a business executive task force to develop the budget, highlighting potential advantages like improved fiscal planning and community benefits from private sector expertise, suggesting a more strategic business-oriented approach to County finances for efficiency and growth. He suggested the County address the WJCC Schools challenges by using consultants to recruit experienced, retired staff for stipends and performance bonuses, instead of hiring many new full-time employees, focusing on efficient, result-driven solutions for the schools. Mr. Henderson noted that since not all students pursue a college education, the community should increase the availability of local vocational training options.

7. Mr. Wit Derby, 2976 River Reach, addressed the Board. He stated that he resided in Governor's Land at Two Rivers and wished to share some viewpoints. Mr. Derby explained that the values of properties, particularly those of high-end homes, had been declining. In his neighborhood, he noted that 40 homes were sold last year; however, those properties were on the market for a duration of two to three times longer than in past years, and nearly every home required multiple price reductions before a sale could be finalized. He mentioned a bifurcation tax base and requested that the Board consider the current economic conditions, relevant events, and potential strategies for addressing the situation. Mr. Derby stated his belief that the County's population would not increase significantly because developers were focusing their attention on other regions, such as Charles City County, due to its favorable tax rate and more conservative approach. He noted that the community's restaurant sector faced significant hardship, exacerbated by a 50% decrease in profitable liquor sales and concurrent tax increases from the County, all occurring amidst reduced customer footfall. Mr. Derby acknowledged that both the Old Chickahominy House and Carrot Tree Kitchens, long-standing Williamsburg eateries, were closing in January after many years. He called for Board action to support the stressed hospitality industry, emphasizing its vital role. Mr. Derby explained that the high cost of living was making the area less appealing for its inhabitants, who were "asset-rich yet cash-poor," a problem that persisted even without an increase in the official tax rate.

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

Mr. McGlennon indicated that Mr. Everson was the Planning Commission representative for the meeting.

2. Z-25-0007/MP-25-0005. 6810 Richmond Road, The Williamsburg Pottery Proffer and Master Plan Amendment

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

Ms. Sarah Propst, Principal Planner, addressed the Board noting that Ms. Dawn Griggs of Thalhimer Realty Partners, on behalf of Coastal Community Church, had applied for a Master Plan and Proffer Amendment to allow for institutional uses on the previously adopted Master Plan. She indicated that the property known as the Williamsburg Pottery consisted of three large buildings and a smaller outbuilding. Ms. Propst cited the specifics of the Special Use Permit (SUP) application included in the Agenda Packet. She noted that a Master Plan Amendment change was needed to allow Coastal Community Church, an institutional use, to occupy Building B. Ms. Propst stated that the church had a proposed seating capacity of 1,000 people with 208 parking spaces. She explained that the Zoning Ordinance required 200 parking spaces for the proposed capacity. Ms. Propst stated that the applicant had proffered a parking agreement, to be recorded prior to the issuance of a Certificate of Occupancy, that provided an additional 50 parking spaces through a parking easement to alleviate parking congestion between services. She noted that Proffer No. 3 required a 30-minute interval between public assemblies that exceeded 50 people and traffic management would be provided by Proffer No. 5. To further mitigate impacts, Ms. Propst stated that Proffer No. 4 limited weekday public assemblies to 250 peak-hour vehicle trips, excluding holidays. She further stated that at its December 3, 2025, meeting, the Planning Commission voted 6-0 to recommend approval of the Master Plan Amendment and rezoning request to the Board of Supervisors. Ms. Propst noted that staff recommended approval to the Board of Supervisors, subject to the proposed conditions. She welcomed any questions the Board might have and noted that the applicant was also available.

Mr. McGlennon asked if the Board had questions for staff.

Ms. Larson noted her initial concern regarding parking, but staff clarified the various amendments and conditions that addressed those worries.

Mr. Everson informed the Board that the Planning Commission discussed the parking aspect of the application, but had no further discussion on the matter. He noted that the Planning Commission then voted 6-0 to recommend approval of the application to the Board of Supervisors.

Mr. McGlennon opened the Public Hearing.

1. Mr. Saun Brown, Applicant, addressed the Board, conveying the applicant team's enthusiasm for reaching this milestone and expressed gratitude to County staff and the Planning Commission for their assistance throughout the process. He highlighted his position as the pastor of Coastal Community Church and mentioned that if the Board wished to incorporate an invocation, he had a team of pastors currently present and available for that purpose. Mr. Brown opened the presentation by acknowledging the rezoning request and Master Plan Amendment needed for the Building B purchase. He highlighted the exterior and interior plans for the building. Mr. Brown discussed the history and expansion of Coastal Community Church, emphasizing the positive impacts the organization would offer the community. He indicated that the church's current lease at 1100 Jamestown Road would be replaced by a permanent facility, offering stability for the Williamsburg campus. The PowerPoint presentation acknowledged

members of the Applicant team. Mr. Brown concluded his remarks and welcomed any questions the Board might have.

Mr. McGlennon asked if the Board had any questions.

Ms. Null expressed her enthusiasm for the application, stating that while she did not have a question, she was excited about the proposed use for the property, which had been vacant for years, and viewed it as a positive development for the community.

2. Mr. Chris Henderson, 101 Keystone, addressed his support for this application. He felt that there were beneficial factors to this proposed use. He voiced concern that the proposed use would exacerbate existing traffic congestion in nearby areas. Additionally, he pointed out that the County would lose revenue because the organization's tax-exempt, nonprofit status would remove one of the County's most valuable commercial locations from the tax roll, a significant financial consideration requiring careful thought.

Mr. McGlennon closed the Public Hearing.

Mr. Icenhour expressed pleasure in conversing with the Applicant team regarding their submission, conveying his strong positive impression of the church's proposal. He noted that Mr. Henderson raised a valid point of lost revenue, but argued that empty storefronts were also a significant issue. Mr. Icenhour expressed his belief that this was a good reuse of an existing facility that was otherwise lying dormant and deteriorating. He noted that after careful consideration and weighing the various factors, he was inclined to support the application.

3. SUP-25-0014. 4300 John Tyler Hwy., Williamsburg School for the Arts & Innovation

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

Ms. Allison Jackura, Senior Planner, addressed the Board noting that Ms. Krista John, Williamsburg School of Arts & Innovation, had applied for an SUP to allow for a school within the existing buildings located at 4300 John Tyler Highway. She cited the specifics of the SUP application included in the Agenda Packet. Ms. Jackura noted that although Bright Horizons Day Care Center had received an SUP in 1989, built two buildings, and previously operated on the property, the organization had since ceased operations and the property was now vacant. She indicated that the applicant planned to utilize the existing buildings to establish a private school, primarily serving homeschool students with a focus on art and theater. Rehearsals were anticipated to include approximately 25 to 30 students, with a schedule featuring staggered class times throughout the week, as well as occasional evening or weekend sessions. Ms. Jackura pointed out that the applicant's plan did not include any exterior modifications, focusing solely on interior remodeling to create the intended school layout. She stated that because the 2045 Comprehensive Plan classified schools as an appropriate use within the zoning district, staff recommended approval of the application. Ms. Jackura welcomed any questions the Board might have.

Mr. McGlennon asked if the Board had questions for staff.

Mr. Icenhour asked Ms. Jackura how long the property had been vacant.

Ms. Jackura replied she was uncertain and deferred the question to the applicant.

Ms. Larson stated that, to her knowledge, the Bright Horizons Day Care Center location was sold, and she believed that Childcare Network subsequently acquired and operated a daycare in those same two buildings for a significant period. She inquired whether this specific type of commercial use of the property would generate revenue for the County.

Ms. Jackura replied she believed so.

Mr. Everson addressed the Board and highlighted that numerous public speakers had expressed support for the application and that the Planning Commission voted 6-0 to recommend approval.

Mr. McGlennon opened the Public Hearing.

1. Mr. Gary John, Applicant, 4 Sheffield Road, addressed the Board requesting its support in approving the SUP to establish an educational facility. He pointed out his wife in the audience, noting that she was the director and founder of the Williamsburg School for the Arts & Innovation. Mr. John explained that the property had been vacant for more than a year (exact timing uncertain) and that the goal was to repurpose it under private ownership, thereby becoming a new source of tax revenue for the County. He provided an overview of the organization's mission, which was to fill a community gap and expand arts opportunities for local youth. Due to the organization's growth, Mr. John indicated the need for a permanent facility. He emphasized several key program aspects: small class sizes, flexible education scheduling for homeschool and school-aged students, and a supportive, creative environment centered on hands-on learning. Mr. John provided a comprehensive overview of the organization's program offerings during the PowerPoint presentation. He drew attention to the constructive community aspects, the role of being a good neighbor, and the dedication to joining forces with local businesses for meaningful contributions. Mr. John concluded his remarks and welcomed any questions the Board might have.

Mr. McGlennon asked if the Board had any questions.

Ms. Larson asked if there were plans to do performances at the school.

Mr. John noted the possibility of small-scale performances occurring at the school, with potentially one or two major performances taking place annually at the Kimball Theatre.

Mr. McGlennon thanked Mr. John.

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

4. SUP-25-0007. 4797 Fenton Mill Road Contractor's Office

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

Mr. Will Albiston, Planner, addressed the Board noting that Mr. Pedro Fuster, Heavy Duty Brothers, LLC, had applied for an SUP to allow for the construction of an approximately 3,500-square-foot building to be used as a contractor's office located at 4797 Fenton Mill Road. He cited the specifics of the SUP application included in the Agenda Packet. Mr. Albiston stated that in the A-1, General Agricultural Zoning District contractors' warehouses, sheds, and offices required an SUP. He highlighted that the business specialized in residential new construction, remodeling, concrete services, and light excavation, with a workforce of three to five full-time employees. Mr. Albiston noted that the project entailed partial demolition and reconstruction within the existing footprint to create a new space containing a shop area, a storage area, an office, and a bathroom. He further noted that the applicant was anticipated to be the primary occupant. Mr. Albiston emphasized both the initial proposed SUP conditions and the subsequent revisions to the SUP conditions. He explained that although the proposal was not for agricultural or forestal purposes, staff deemed it a very low-intensity operation, compatible with the area's rural character and aligned with Rural Lands Development Standards. Mr. Albiston indicated that based on the proposed SUP conditions, Master Plan, and Zoning Ordinance requirements, staff determined that the proposal was compatible with surrounding development and generally aligned with the 2045 Comprehensive Plan and the Zoning Ordinance. He noted that staff recommended approval of the application, subject to the proposed SUP conditions. Mr. Albiston invited questions from the Board, noting that the applicant was also present.

Ms. Larson raised concern regarding the compatibility of this use with the surrounding area.

Mr. Albiston explained that County staff deemed the use compatible by referencing the "Secondary Use" provision with the Rural Lands designation of the Comprehensive Plan. He noted that the proposal met the criteria outlined in the Rural Lands Development Standards.

Mr. McGlennon asked if there were any other businesses along that stretch of Fenton Mill Road.

Mr. Albiston indicated that, based on his knowledge, there was another contractor's office and a Christmas tree farm.

Mr. Icenhour inquired about the size of the equipment stored in the facility, specifically asking if it would be smaller.

Mr. Albiston confirmed yes.

Mr. Icenhour inquired about the weekly number of vehicles parked at the contractor's office or overnight.

Mr. Albiston deferred the question to the applicant.

Ms. Wainwright asked if County staff had visited the property.

Mr. Albiston confirmed yes.

Ms. Null expressed concern that the application did not align with the Comprehensive Plan.

Mr. Everson informed the Board that the Planning Commission had raised questions regarding landscaping, lighting, and signage. While a Planning Commissioner had inquired about potential expansion under the SUP, that allowance was later withdrawn. He noted that two citizens spoke at the Public Hearing raising concerns with the proposal. Mr. Everson highlighted the Planning Commission discussion to include the property's history, the permissibility of a contractor's office in the A-1 Zoning District, and the storage of petroleum products on-site. He indicated that the Planning Commission approved the application by a vote of 5-1. Mr. Everson concluded his remarks.

Mr. McGlennon opened the Public Hearing.

1. Ms. Elizabeth Boley, 4803 Fenton Mill Road, addressed the Board. She indicated that she resided directly adjacent to the site and expressed concerns regarding increased traffic, noise, and lighting, as well as the overall impact on property values and the tranquil environment. Ms. Boley explained that the community's tranquility had already been diminished by increased highway noise following recent tree removal. She noted that residents moved to this area, expecting a quiet, non-commercial environment and argued that introducing this business would further exacerbate these issues. Ms. Boley requested that, if approved, the application include a buffer zone and privacy fence to mitigate noise and activity. She further requested that business operations be restricted to weekdays, 8 a.m. to 5 p.m., with no large equipment use in the early morning or evening.

2. Mr. James Brinkley, 109 Providence Lane, Yorktown, VA, addressed the Board. He expressed support for the application, highlighting his connection to Mr. Fuster and praising the company's professionalism and consideration for neighbors. Furthermore, he noted his belief that the project would increase property values.

3. Mr. Joshua Bowen, 2908 Thomas Smith Lane, addressed the Board. He emphasized his background as a lifelong resident and noted his 15-year history as a local small business owner. Mr. Bowen endorsed the Fuster family and Heavy Duty Brothers, LLC, noting his five-year acquaintance, its top-tier professionalism, and history of building multiple homes for him, including work on his personal residence. He urged the Board to support the application, emphasizing that the property's proximity to I-64 made it better suited for business over residential use, while also advocating for the support of hardworking, family-run enterprises.

4. Mr. Douglas Steven Mallory, 4650 Fenton Mill Road, addressed the Board. He expressed concern regarding traffic safety, specifically noting that a previously approved contractor's office had resulted in multiple near-miss accidents at its entrance and exit. Mr. Mallory noted that when interstate traffic backed up, GPS rerouted drivers to Fenton Mill Road, causing significant traffic issues. He explained that the property sat on a curve along this stretch of Fenton Mill Road, where the speed limit was 55 miles per hour. Mr. Mallory voiced his opposition to the proposal.

5. Ms. Shannon White, 4809 Fenton Mill Road, addressed the Board. She noted her concern regarding traffic safety. Ms. White mentioned that the curve had been prone to multiple accidents throughout her time living there. She explained that she bought her house specifically for its zoning. Ms. White noted the high truck traffic volume stemming from the other contractor's office and highlighted community concerns regarding small-scale projects expanding beyond their original scope.

6. Ms. Victoria Brinkley, 94 Knollwood Drive, addressed the Board. She voiced her support for this application and the organization. She noted that she was a lifelong resident of the County and mentioned her role as the Executive Director of Edgeworth Park in New Town. Ms. Brinkley praised Heavy Duty Brothers, LLC, for its work during a lobby leak at Edgeworth Park, highlighting its professionalism, cleanliness, and dedication to resident safety. She indicated that Edgeworth Park intended to utilize Heavy Duty Brothers, LLC, services in the future, expressing confidence in their commitment to respecting surrounding residents.

7. Ms. Felicia Manley, 4807 Fenton Mill Road, addressed the Board. She indicated that her property was adjacent to the subject property. She expressed gratitude to County staff for visiting the site to witness the neighbors' situation firsthand. Ms. Manley acknowledged the favorable comments from the public but highlighted that these individuals were not directly affected by the matter. She explained that the conditions of the road made it highly dangerous for additional traffic. She reaffirmed that the area was receiving diversions from I-64 constantly. Ms. Manley voiced concern regarding decreased property values. She recognized surrounding neighbors present in the audience who would also be impacted. Ms. Manley asked the Board to deny the application.

8. Ms. Shantel Brinkley, 4857 Fenton Mill Road, addressed the Board noting that her property was adjacent to the subject property. She stated that she bought the property because of its rural, residential nature. Ms. Brinkley noted that residents were already dealing with one approved contractor's office and adding a second one would create the impression that further commercial development was planned for the area. She asked the Board to deny the application, citing a desire to keep the area peaceful.

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

Mr. Icenhour requested a review of the site plan PowerPoint slide to confirm if the green area represented the transitional buffer and fencing mandated by Proffer No. 3. He looked to Mr. Albiston for clarification.

Mr. Albiston replied that was correct.

Mr. Icenhour asked about the fencing around the perimeter of the property.

Mr. Albiston pointed out that the red line on the site plan was a preliminary, general placement for the fence, not exact, and its specific location would be finalized later during the site plan stage.

Ms. Null raised concern regarding the narrow shared driveway, noting that large construction vehicles could impede Ms. Boley's access to the property. She proposed a 30-foot-wide driveway, with a portion to be transferred by deed to Ms. Boley. Ms. Null noted a reduction in area home values. She raised significant safety concerns, stating that incorporating construction traffic into the existing infrastructure would further jeopardize public safety. Ms. Null indicated her opposition to the proposal.

Mr. Icenhour noted his appreciation for all the public input. He stated that after visiting the site, he had expressed significant concern regarding the subject property's small size and close proximity to the road. Mr. Icenhour noted that unlike the other contractor's office, which was well-buffered and private, this location would dominate the surrounding residential area. He stated his belief that this proposal would negatively impact local property values. Mr. Icenhour expressed reservations regarding the proposal and indicated a need to review the Comprehensive Plan to ensure it matched the Board's endorsed strategy for rural lands.

Ms. Wainwright stated that visiting the property provided a significantly different perspective than viewing it on a map, describing the location as a very intimate residential area. Drawing from her experience living in an A-1 District, she emphasized the need to consider the residents' perspective. She clarified that her concerns were not about the organization's quality of work, but rather whether this was the appropriate use for this specific area. Ms. Wainwright expressed concern regarding the small size of the property and the movement of large construction vehicles in a heavily populated residential area. She expressed gratitude for the presence of such a business in the County, yet articulated significant concern regarding the suitability of the location.

Ms. Larson indicated that she had no further input, reiterating that despite the business's quality, the heavy residential presence remained a concern. She noted that increased acreage and additional buffering were key factors that could have improved the proposal's reception.

Mr. McGlennon highlighted the dilemma of this case, balancing the company's ambitious growth and positive reputation against the negative impact on the local residential community. He acknowledged the numerous SUP amendments intended to address resident concerns. However, he noted that if business growth required limiting equipment movement, restricting operating hours, and sacrificing space for a showroom, this site was ultimately unsuitable for this business. He mentioned that he would be unable to endorse this application.

5. SUP-25-0013. 5255 Riverview Road Family Subdivision

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

Mr. Albiston addressed the Board noting that Mr. Chase Grogg of Landtech Resources, Inc., had applied for an SUP on behalf of Ms. Hazel Richardson for a family subdivision to create one new parcel of 3.01 acres with one remainder parcel of 36.76 acres inside the Croaker Agricultural and Forestal District. He cited the specifics of the SUP application included in the Agenda Packet. Mr. Albiston noted that the new parcel would be owned by Mr. Jacob Sechrist, the grandchild of Ms. Richardson, in accordance with the Family Subdivision Ordinance. He stated that the new parcel required an SUP, as it was smaller than the by-right minimum in the A-1 District. Mr. Albiston indicated that staff had reviewed the preliminary plat and found the proposal could meet Ordinance requirements. He indicated that the property was located outside of the Primary Service Area and would require private well and septic systems. Mr. Albiston advised that the Virginia Department of Health had confirmed that the soils could adequately accommodate these systems. Mr. Albiston noted that approval of this application required the applicant to complete the subdivision plat process. Furthermore, a family subdivision affidavit and a draft agreement had already been submitted. He stated that staff found the proposed family subdivision to be compatible with surrounding development and consistent with the intent of the Comprehensive Plan. Mr. Albiston noted that staff recommended approval of the application, subject to the proposed conditions. He welcomed questions from the Board and noted that the applicant was also available.

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

Mr. McGlennon opened the Public Hearing.

1. Mr. Chase Grogg, Landtech Resources, Inc., 205 Bulifants Boulevard, Suite E, addressed the Board. He explained it was a simple family subdivision involving a three-acre lot, from a grandmother to her grandson. He noted the presence of a trailer on the property, which was occupied by a brother. Mr. Grogg welcomed any questions the Board might have.

Mr. Icenhour noted uncertainty regarding the plat, specifically questioning if the existing residence was positioned on the foremost tract.

Mr. Grogg acknowledged that to be correct.

Mr. Icenhour asked for the location of the subdivided parcel.

Mr. Grogg pointed out the new parcel outlined in the PowerPoint presentation.

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

6. SUP-25-0015. 4900 Stadium Rd & 4620 Opportunity Way, General Services Headquarters

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

Ms. Propst addressed the Board noting that Mr. Andrew McKinley of VIA design architects, pc, had applied for an SUP on behalf of JCC for the development of an approximately 60,500-square-foot General Services Headquarters. She advised that an SUP was required in all zoning districts for a governmental institution or office building exceeding 30,000 square feet of floor area. Ms. Propst stated that the General Services Headquarters would provide office space, large meeting room, workshop space, and equipment storage for General Services Administration, Capital Projects, Environmental Sustainability, Grounds, and Solid Waste Divisions. She further stated that the complex would be primarily located on 4900 Stadium Road with some clearing and grading occurring on 4620 Opportunity Way. Ms. Propst cited the specifics of the SUP application included in the Agenda Packet. She noted that the site would be accessed from Stadium Road via two entrances, one in line with Warhill High School's entrance and one at the Virginia Dominion Energy easement. Ms. Propst further noted that General Services employees had a staggered schedule which should decrease traffic conflicts with Warhill High School; however, a turn lane evaluation was required by SUP Condition No. 4 prior to site plan approval. She indicated that the Traffic Impact Analysis evaluated the intersections with Warhill Trail and Longhill Road to the south, Centerville Road and Opportunity Way to the north, Centerville Road and Route 60 (Richmond Road), as well as eastbound and westbound ramps from Route 60 onto Route 199. Ms. Propst noted that the intersection at Longhill Road and Warhill Trail was currently unsignalized but planned improvements including a traffic signal, lengthening the southbound right-turn lane to accommodate queuing traffic and sidewalk and crosswalk additions leading to improved bus stops would result in an overall Level of Service (LOS) B for the intersection. Ms. Propst advised that no other traffic improvements were recommended or proposed. She indicated that SUP Condition No. 2 required that the building comply with the County's Sustainable Building Policy by being designed to meet Silver LEED requirements and energy efficiency criteria. Ms. Propst stated that the final architectural design would be approved by the Director of Planning per the County's Character Design Guidelines. She highlighted the stormwater management for the site and additional stormwater measures were met, specifically required by the County Code. Ms. Propst stated that at the December 3, 2025, Planning Commission meeting, the Planning Commission recommended approval of this application, subject to the proposed conditions by a vote of 6-0. She noted that staff found the proposal to be compatible with surrounding development and consistent with the Comprehensive Plan and Zoning Ordinance. Ms. Propst further noted that staff recommended approval to the Board, subject to the proposed conditions. She invited any questions the Board might have and noted that the applicant was also available.

Mr. McGlennon asked if the Board had any questions.

Ms. Wainright questioned the traffic signalization proposal, interpreting it as a requirement.

Ms. Propst explained that the improvement was already planned, stemming from a comprehensive study of Longhill Road and eight years of identified needs following amendments to the Warhill Sports Complex. She noted that while the traffic light would prioritize main road traffic, it would also assist with traffic flow during large events.

Ms. Wainwright noted that the difficulty of turning left onto Longhill Road negatively impacted overall traffic flow at the intersection, a situation compounded by the nearby Centerville Road light.

Ms. Propst replied that she could only speak to what had been identified and what was determined to be required. She deferred further clarification to Mr. Paul Holt, Director of Community Development.

Mr. Holt addressed the Board, acknowledging that while the proposed signal was close to existing traffic signals on Longhill Road, the Virginia Department of Transportation (VDOT) did not view this proximity as a concern or required special design criteria. He explained that previous traffic studies for the Warhill Sports Complex Master Plan indicated that any substantive increase in traffic would cause the intersection to fail. Therefore, due to the regular, recurring, and peak-hour traffic added by General Services staff, staff incorporated the signal into this SUP project.

Mr. Icenhour highlighted the critical need for a traffic signal at Longhill Gate and Warhill Trail, citing staff report data that indicated significant improvements in the 2040 Build scenario. He also inquired whether Stadium Road connection improvements were included in the SUP or if they constituted a separate project.

Mr. Holt clarified that this would be a separate project, noting that opportunities to connect already existed, independent of any future master plan improvements designed to enhance connectivity.

Mr. Icenhour asked if this would make it easier for JCSA vehicles to access the Headquarters site from either direction.

Mr. Holt confirmed yes.

Mr. Everson informed the Board that the Planning Commission discussed the project, particularly regarding its exclusion from the new Consolidated Government Center. He noted a request for staff to utilize approved Special Stormwater Criteria to reduce water treatment. Mr. Everson reported that the Commission voted 6-0 to recommend approval.

Mr. McGlennon opened the Public Hearing.

1. Mr. Andrew McKinley, VIA design architects, pc, 319 E Plume Street, addressed the Board. He explained that General Services Department managed all County facilities and grounds, including HVAC maintenance and lighting, noting that their responsibilities cover a vast amount of physical territory. Mr. McKinley emphasized that the project was separate from the Consolidated Government Center. He explained that the duties involved were not suitable for a location with high public traffic. He highlighted that this was the first time General Services would be housed together, explaining the setup as a shared space with JCSA. Mr. McKinley indicated that the County had surpassed the capacity of its current infrastructure, both internally and externally, despite prior efforts to optimize it. Mr. McKinley highlighted that the new General Services Headquarters was designed to provide substantial meeting space, emergency shelter, and Silver LEED-certified sustainability. He welcomed any questions the Board might have.

2. Mr. Chris Henderson, 101 Keystone, addressed the Board. He questioned the legitimacy of the application process, noting the absence of required environmental, archaeological, and endangered species studies, as well as a proffered site plan and design guidelines. Mr. Henderson pointed out the lack of a detailed engineered site plan and raised concerns regarding buffering for nearby residential areas. Additionally, citing the County's existing $250 million investment in the Consolidated Government Center, he requested transparency regarding the project's costs and funding sources, ultimately urging the Board to reevaluate the proposal.

Mr. McGlennon closed the Public Hearing.

Mr. McGlennon sought verification from staff that the County held itself to the same SUP standards as private applicants.

Ms. Propst confirmed that the application satisfied all County SUP requirements and that all necessary documents were submitted and reviewed.

Mr. McGlennon asked the applicant team to speak to the stormwater aspect of the application.

Mr. Dan Ruby, Timmons Group, addressed the Board. He verified that the project would comply with the Special Stormwater Criteria. He highlighted the advantage of a downstream pond with significant spare capacity. Furthermore, he explained that the specific criteria remained open to maintain flexibility during the site plan phase and to avoid restrictive commitments early on.

Mr. McGlennon requested that staff confirm whether private developers were required to disclose additions meant to meet Special Stormwater Criteria in advance.

Ms. Propst explained that the Special Stormwater Criteria were selected based on specific requirements and were determined during the site plan process, following necessary research and studies to ensure appropriateness for the site.

Discussion ensued.

Ms. Larson inquired about the construction date of the current General Services building and whether its original purpose was solely to house that department.

Ms. Grace Booner, Director of General Services, addressed the Board. She indicated that the facilities were in place at the start of her employment in 1986, estimating their existence to be well over 40 years. She confirmed that JCSA had a new facility but the County facilities in close proximity had been modified numerous times.

Ms. Larson sought clarification from Ms. Boone regarding whether the buildings were designed as temporary, not permanent, housing for General Services.

Ms. Boone explained that the "butler buildings" typically had a 30-year lifespan, but additions and modifications had led to significant roof leaks. She noted that because the Board had previously visited the site, these issues were made aware in addition to the parking constraints.

Ms. Wainwright noted the site plan indicated a 100-foot buffer between the General Services Headquarters and the residential area, then asked Ms. Propst to clarify that detail.

Ms. Propst confirmed this, adding that the Resource Protection Area created extra separation.

Ms. Wainwright requested the figures for this project.

Ms. Propst directed the question to the applicant.

Ms. Boone noted that the County was currently engaged in cost negotiations, asserting that disclosing details would be contrary to the County's best interests.

H. BOARD CONSIDERATION(S)

None.

I. BOARD REQUESTS AND DIRECTIVES

Ms. Wainwright expressed her gratitude to her fellow Board members and County staff for their warm welcome. She mentioned that she attended the County's and JCSA's Christmas parties. Ms. Wainwright expressed her enthusiasm for the new role, highlighting her commitment to future community investments and continued local improvement.

Ms. Null noted her attendance at both Christmas parties, where she took the opportunity to thank staff for their dedicated efforts.

Mr. Icenhour noted that, following the Christmas parties, he had another opportunity to visit the Jamestown Beach Event Park campground for the Lafayette Trail Sign Unveiling Ceremony and acknowledged Ms. Larson's attendance. He commended the event, its historical context, and the participants.

Ms. Larson noted that she attended the Lafayette Sign Unveiling Ceremony and thanked the County's Parks & Recreation Department for their hard work in organizing the event. She urged the public to participate in the upcoming 250th Commemoration events, highlighting them as excellent opportunities to connect with history. Ms. Larson mentioned meeting with Delegate-elects Mark Downey and Jessica Anderson to discuss area tourism. She reported that she, Mr. McGlennon, and Mr. Stevens attended a Greater Williamsburg Chamber of Commerce legislative forum and praised the event.

Mr. McGlennon expressed his enthusiasm for the Board's collaborative goals for the new year and noted his attendance at the recent legislative forum. He highlighted an upcoming trip to Richmond for Local Government Day in early February and praised the Winter Lantern Festival at Jamestown Settlement.

J. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens reminded residents that the County's Convenience Centers were accepting Christmas trees for free through the end of January, provided all lights, decorations, and ornaments were removed beforehand. Mr. Stevens recognized the Clean County Commission as a co-sponsor of the Virginia Peninsula Clean Business Forum. He highlighted the County's initiative to identify businesses deserving of recognition for their environmental stewardship and beautification efforts, inviting nominations from the public. He stated that the County selected one business quarterly, and the application was available on the County's website. Mr. Stevens highlighted that Kongsberg Defence & Aerospace was moving forward with its plans announced in late 2024 to construct a new manufacturing facility for their naval and joint strike missiles, with the groundbreaking ceremony taking place on Friday, January 16.

Ms. Larson asked Mr. McGlennon if the Board could take a five-minute recess before entering into Closed Session.

Mr. McGlennon confirmed yes.

At approximately 7:54 p.m., the Board recessed for a short break.

At approximately 8:01 p.m., the Board reconvened.

K. CLOSED SESSION

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

At approximately 8:02 p.m., the Board entered Closed Session.

At approximately 8:17 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 James Icenhour, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

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

   a. Citizen Terms Expiring in 2026

   b. Planning Commission Appointments

   c. Social Services Advisory Board Appointment

A motion to Appoint Ms. Deborah Naglee to the Social Services Advisory Board to fill an unexpired term that would expire September 24, 2028, 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. Certification of Closed Session

L. ADJOURNMENT

1. Adjourn until 1 pm on January 27, 2026 for the Business Meeting

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

At approximately 8:18 p.m., Mr. McGlennon adjourned the Board of Supervisors.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
January 27, 2026
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

C. PRESENTATION(S)

1. VDOT Quarterly Update

Mr. Rossie Carroll, Williamsburg Residency Administrator for the Virginia Department of Transportation (VDOT), addressed the Board to present the VDOT Quarterly Update. He reported that between October 1 and December 31, staff completed 436 of the 499 maintenance work orders received, resulting in an 87.4% completion rate for the quarter. He noted that the largest categories of maintenance work orders involved pothole patching, dead animal removal, sign repairs, and debris removal. He further stated that 97.4% of work orders entered by staff, along with 84.3% of those submitted through the customer service center were completed, for a combined completion rate of 87.4%. Mr. Carroll reported that staff responded to two snow events during the quarter, on December 8 and December 14. He stated that primary and major secondary roads were completed; however, some subdivision streets were inaccessible due to vehicles parked along inclines, creating hazardous conditions for staff and heavy equipment. He encouraged residents to park in driveways during winter weather events to allow larger equipment to access roadways safely. He stated that primary litter pickup for the County was scheduled to begin on February 2, followed by secondary litter pickup on February 20. He also noted that the first primary mowing cycle for the County was scheduled for April 2 and would continue monthly through October. Mr. Carroll then discussed VDOT projects in the design phase. He first referenced the Longhill Road shared-use path project, with a projected award date of April 5, 2027. He went on to discuss Mooretown Road/Richmond Road improvements, noting that it was a Smart Scale project shared between James City County (JCC) and York County, with a project award date of July 8, 2030. Additional projects included the Jamestown High School sidewalk and crosswalk design, along with right-in/right-out improvements at Route 5 and Centerville Road, and Route 30 at Old Stage Road/School House Lane. He stated that the project had been advertised and a bid was received, but the bid was deemed non-responsive; he noted that the project would be advertised again the following month in hopes of receiving responsive proposals. He also discussed the Pocahontas Trail widening and complete street project (Phase One), projected for award on March 29, 2028, and a cross-drainpipe replacement project, noting that completion was planned for June of the current year. He noted that due to site constraints, pipe replacement work would be performed under traffic. Mr. Carroll proceeded to review projects under construction. He first mentioned the guardrail contract, noting that five of five hits were replaced during the second term. He then discussed the Croaker Road widening project, which carried a fixed completion date of November 18, 2027. He explained that roadway grading and drainage features, along with installation of cross drains and drainage structures, would continue throughout the project. Upcoming activities included placing base rock, preparing for roadway paving, and shifting traffic at apartment entrances. He reported that the hydraulic lifting system for the Jamestown Transfer Bridge had been completed, though the project had not yet been closed out due to remaining cleanup work. He also discussed the Revenue Sharing project involving signal installation at Centerville Road and Jolly Pond Road, noting that the project had been awarded on November 10, 2025, remained under construction, and was awaiting delivery of materials needed for the signal installation. Mr. Carroll then reviewed upcoming paving projects, noting that several projects were scheduled for the summer. One such project involved marking and striping the Croaker Road Park and Ride. He also referenced a paving contract covering specific areas along Route 5, Route 60 eastbound, and Route 60 westbound. Another project, in which he identified it as PM5R, had evolved over time; originally planned to include portions of Kingspoint, it was modified due to sewer and water work planned by the James City Service Authority. As a result, the paving focus shifted to Powhatan Shores, Springhill, and Monticello Woods. He further discussed a project along Route 60 near Anderson's Corner extending toward the New Kent County line. He noted that an unbonded concrete overlay had been advertised, but no bids met the estimate. A revised approach was selected for the upcoming summer: patching the westbound concrete near Anderson's Corner and the eastbound concrete section from New Kent County. These areas would be patched during the summer, followed by an asphalt overlay at a later time. Mr. Carroll then addressed the Interstate 64 Gap Segment C design-build project, noting that it remained under construction with an estimated completion date of April 20, 2027. He reported that Fiscal Year (FY) 2026 funding for County safety and improvement projects had been fully expended, with completed work including pipe lining, curb and gutter repairs, and sidewalk repairs. He continued with a summary of quarterly traffic studies, including a speed limit review for Monticello Avenue, which resulted in the limit remaining at 45 mph. He also discussed a safety review of Route 661 (Jackson Drive) and Adams Road intersection. He noted that stop signs and yield signs had been installed or replaced as needed. He reported on a "no turn on red" evaluation at Monticello Avenue and Casey Boulevard, which resulted in no recommended changes. Following a recommendation, a work order was submitted to install double yellow lines at the Route 30 crossover to separate traffic lanes. He also noted that a speed limit review on Greensprings Plantation Drive resulted in a reduced limit and updated signage. Mr. Carroll concluded by outlining current studies, including a completed roadway safety analysis for Route 30, a project pipeline study for Centerville Road/Richmond Road and Route 199, and the ongoing Surry Crossing Study, which was expected to be completed by late November 2026. He concluded his remarks and invited comments or questions from the Board.

Mr. McGlennon conveyed his appreciation to Mr. Carroll for providing periodic updates and indicated his interest in establishing a schedule for additional updates throughout the remainder of the year.

Ms. Null asked for clarification regarding the meaning of the acronym RSA.

Mr. Carroll clarified that RSA stood for Roadway Safety Analysis.

Mr. Icenhour noted that he had questions regarding the ongoing study for a potential crosswalk at Old News Road and requested additional details about what was anticipated as part of the study.

Mr. Carroll stated that the study for Old News Road had been completed and that he expected to receive information within the next 60 days or more regarding the other crossing projects previously discussed. He noted that the crosswalk near Old News Road would be addressed and that VDOT and the County would partner to complete the project.

Mr. Icenhour noted that the crosswalk was frequently used and stated that concerns had increased after a pedestrian was struck. He further stated that when entering Route 199 westbound near Longhill Road, the pavement beyond the curb was rough. He suggested that the area be patched again and asked whether temporary patching could be provided.

Mr. Carroll noted that the area would be patched again and that it was currently included in the 2027 schedule.

Mr. Icenhour went on to state that the pavement along the edges of News Road was crumbling and that several potholes were present. He asked Mr. Carroll to review a few of those patches as well. He then congratulated VDOT staff and expressed his appreciation for the excellent work the Department had done in clearing the roads.

Ms. Larson stated that the pretreatment had been highly effective. She also thanked VDOT staff and expressed her appreciation to Mr. Carroll for attending the Board meeting. She also clarified that the award date for the Jamestown High School sidewalk crosswalk project was December 2027.

Mr. Carroll confirmed December 29, 2027.

Ms. Larson then confirmed that readvertisement was required for this project.

Mr. Carroll confirmed that readvertisement would be done next month.

Ms. Larson thanked the Department for having the contractor add the new pavement markings at the location previously discussed and expressed her appreciation to the JCC Police Department for its efforts to address illegal turning activity occurring there.

Mr. Carroll noted that follow-up studies completed in other areas indicated a 30%-40% reduction over the past four years.

Ms. Larson noted that she imagined a similar reduction had occurred in the area discussed and believed the change had been beneficial. She noted that the current traffic pattern was intended to promote safety.

Ms. Larson asked for clarification regarding the follow-up process that VDOT used when staff were unable to access roads because of street parking.

Mr. Carroll noted that this was typically not an issue during most snowstorms; however, when ice was present, staff must be mindful of the hazard. He added that calls were not made to each homeowners association due to time constraints, but by identifying the risk areas during such events, staff could avoid being placed in unsafe situations.

Ms. Larson expressed that the information shared was helpful, noting that there were areas in the County with extremely narrow streets and that she could see how access could become an issue.

Mr. Carroll noted that typically extensive maintenance was not performed on subdivision roads, though efforts were made to treat them as needed.

Ms. Larson then discussed pedestrian safety and asked what was required to implement crosswalk enhancements that would alert drivers when a pedestrian was crossing a road.

Mr. Carroll explained that this was implemented in areas with high pedestrian and traffic volumes and noted that rectangular rapid flashing beacons were used at mid-block crossings. He added that these devices were not appropriate for every situation and were typically installed only when conditions warrant it. He then identified the roads where these installations were already in place to illustrate current use.

Ms. Larson concluded her remarks by thanking Mr. Carroll for following up on the questions she had received from citizens and reminded him to look into another concern submitted by a resident when time permitted.

Mr. McGlennon again congratulated VDOT staff on their strong performance during the storm, noting that the ice had made conditions particularly challenging. He then discussed the condition of roads in the Grove Community, referencing a recent stormwater project and observing that the roadway conditions both before and after the project had been difficult. He asked whether the pavement in this area could be upgraded.

Mr. Carroll stated that he had reviewed the pavement evaluations for 2027 and noted that the Composite Condition Index for the Grove area was not below the 60% threshold. He noted that this evaluation was completed prior to the drainage project. He stated that he would investigate the matter further and prepare a cost estimate for paving the entire community.

Mr. McGlennon expressed that the area tended to be overlooked.

Mr. Carroll stated that a preventative overlay was completed approximately seven years ago, which was generally the expected lifespan of such work.

Mr. McGlennon thanked Mr. Carroll for his attention to the issue discussed.

Ms. Null asked about the status of pavement markings on Route 60, noting that the work had not yet been completed.

Mr. Carroll confirmed the work request had been submitted but stated that he would follow up on the request. He also noted that the previous snow event involved wet, heavy snow and significant ice. He stated that a few mailboxes were damaged during snow-removal operations and explained that residents who replaced their mailboxes for this reason may submit a tort claim.

Ms. Larson asked where residents could find information on submitting a tort claim.

Mr. Carroll stated that the information was available on the VDOT website at www.vdot.virginia.gov/policies/tort-claims/.

Mr. McGlennon then discussed the ongoing challenges related to Lake Powell Road, noting that a resident had been struck by a vehicle while checking her mail. He expressed appreciation for the improved signage that had since been installed in the area.

2. James City Clean County Commission 2025 Annual Report (Postponed to a later date)

Mr. McGlennon noted that Ms. Peg Boarman, Chair of the JCC Clean County Commission, was unable to attend due to a death in her family, and that her presentation would be rescheduled for a future meeting.

D. CONSENT CALENDAR

Mr. McGlennon asked whether any Board member wished to pull an item from the Agenda. Ms. Larson moved approval of the Consent Agenda but noted that she would appreciate additional information regarding Item 2, *Contract Award - $1,161,272 - Replacement Fire Pumper*.

1. Grant Award - $24,992 - Litter Prevention and Recycling Program

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

2. Contract Award - $1,161,272 - Replacement Fire Pumper

Fire Chief Ryan Ashe addressed the Board. He noted that the replacement fire pumper was included in the department's Capital Improvement Program (CIP) budget and was an integral component of the department's long-range apparatus replacement plan. He reported that the contract had been awarded to Atlantic Emergency Solutions, noting that the department had previously procured fire trucks from the same vendor. He further indicated that the design would mirror that of a recently delivered unit and that an additional apparatus was already on order. Chief Ashe explained that, in prior years, the department had budgeted for an apparatus and completed its replacement within the same fiscal year, when delivery times for a fire pumper averaged approximately nine months. He noted that current delivery times had extended to roughly 48 months. He also stated that apparatus replacements generally occurred on a 20-year cycle, consistent with recommendations issued by the National Fire Protection Association.

Mr. McGlennon inquired whether the contract had been issued through the Houston-Galveston Area Council and, if so, whether it contained a provision permitting other fire departments to utilize the same pricing.

Chief Ashe explained that the department had relied on this contract for approximately 15-18 years, using it to purchase both fire apparatus and ambulances. He added that the equipment's design and customization were guided by the specifications laid out in the cooperative contract.

Ms. Larson inquired as to how the department determined the appropriate station or location for placement of the apparatus.

Chief Ashe stated that the department would remove the oldest truck and would assign the new truck to front-line service at one of the fire stations based on the mileage, maintenance history, and overall condition of the other vehicles in the fleet.

3. Minutes Adoption

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

The Minutes Approved for Adoption included the following meetings:

- December 9, 2025, Business Meeting
- December 9, 2025, Regular Meeting
- January 13, 2026, Organizational Meeting

E. BOARD DISCUSSIONS

1. WATA Update

Mr. Matthew Scalia, Executive Director of the Williamsburg Area Transit Authority (WATA), addressed the Board to provide an organizational update. He expressed appreciation to Mr. Carroll and VDOT staff for their strong performance during the recent winter storm, which enabled WATA to resume operations with only a brief delay of a few hours. He also thanked the Board for the opportunity to present information on WATA's services and its plans for future growth within the community. He began with a brief overview of his agenda, delivered through a PowerPoint presentation. He reviewed FY25 highlights, noting that WATA surpassed its 2019 pre-COVID-19 Pandemic benchmark ridership numbers, excluding Route 15 Colonial ridership. He clarified that the figures shown in the presentation reflected standard core route numbers and emphasized that the increase occurred despite not operating the same service hours as before. He stated that the data demonstrated the continued need for WATA's services and the ongoing value placed on public transit. He then discussed FY26 year-to-date performance, noting a slight decrease in ridership, which he believed reflected that the core group of riders with essential transportation needs had reached a stable maximum. Turning to Operations and Fleet, he reported that operator staffing levels were at approximately 100%. He referenced WATA's participation in the JCC compensation study conducted years earlier, noting that while the study indicated compensation was fair, WATA recognized the need for improvement. He explained that WATA adopted the 60% compensation target to better attract and retain operators, which had proven successful. As a result, WATA experienced steady employee retention over the past six to nine months, enabling the agency to maintain reliable service even during inclement weather. He continued with a fleet update, reporting that six new buses were scheduled for delivery in April-four powered by compressed natural gas and two by clean diesel. He concluded with an overview of the Operating budget, noting that 65% of WATA's funding came from federal and state grants. He acknowledged that the budget had increased over time but emphasized that WATA continued to maintain the lowest operating cost in the region. He continued by discussing customer experience improvements, noting initiatives such as mobile ticketing, bus stop enhancements, and the development of a North Transit Center that would replace the current transfer location in the Walmart parking lot. He stated that the project was targeted for completion in August 2026. Mr. Scalia then reviewed WATA's Strategic Plan, outlining its purpose, key elements, and anticipated benefits. He emphasized goals such as serving more residents, improving access, and increasing system usefulness. He also discussed WATA's Phase Three initiatives, which included increased service frequency on several routes. He provided examples of how these improvements would be particularly beneficial during the upcoming 250th commemoration. He noted that the increased frequency would also expand access for residents, offering approximately 97% more access to jobs, entertainment, and other essential destinations. He reported that the FY27 budget reflected an increase to support Phase One implementation. He expressed his belief that JCC was on the verge of significant service enhancements and that WATA was becoming a stable and reliable service for the broader community. He concluded by thanking JCC for 49 years of partnership and ongoing support.

Ms. Larson conveyed her gratitude to Mr. Scalia for the significant improvements made to the bus stops, noting that their previous condition-particularly the absence of seating and the lack of shelter from the weather had been a longstanding concern for her on behalf of residents who rely on public transportation. She expressed her appreciation for WATA's efforts as reflected in the Strategic Plan.

Mr. Scalia thanked Ms. Larson and emphasized that the improvements would not have been possible without JCC's financial support and active involvement. He explained that the QR code shown in the PowerPoint presentation was part of an initiative launched by the Williamsburg Community Foundation. He noted that the Greater Williamsburg Transportation Assistance Fund would help support small-scale bus stop enhancements, such as lighting or fold-down seating, and added that the funding may also be accessed by the Department of Social Services and nonprofit organizations to purchase transit tickets for their clients.

Ms. Wainwright thanked Mr. Scalia for providing her with a thorough overview of WATA, including his vision for the agency's future, as well as a brief tour of the facility and one of the buses.

Mr. McGlennon stated that it was exciting to see the growth in service, particularly the increase in frequency. He asked about the possibility of bidirectional bus routes, noting that such routes appeared to help shorten travel times for many riders.

Mr. Scalia explained that increasing frequency would require adding another bus to the existing routes. However, depending on where a particular stop was located, riders might benefit from the added service, though not to the extent suggested in Mr. McGlennon's inquiry.

Mr. McGlennon acknowledged the cost associated with the proposal but added that, when considering the difference between a convenience rider and someone who must rely on the bus to reach their job, he believed the change would attract additional riders.

Mr. Scalia stated that, as WATA prepared for its next Strategic Plan, the organization intended to take a much closer and more comprehensive look at the network as a whole.

Mr. McGlennon acknowledged Mr. Scalia's presence at numerous events and offered a compliment, noting that he consistently delivered strong presentations and clearly conveyed that the County had a dynamic bus system meeting an important community need.

Mr. Scalia acknowledged Mr. McGlennon's remarks.

Mr. McGlennon highlighted the new North Terminal and the shared cost being carried by local governments being less than 4%, observing that federal and state funding covered much of the expense. He added that several bills before the legislature this session could significantly increase transit funding.

Mr. Scalia noted that WATA had been keeping a close watch on the issue.

Ms. Null stated that she looked forward to seeing the transit station, noting her own observations of the disruption that occurred during previous service changes.

Mr. Scalia stated that Board members would receive an invitation to the grand opening, which remained on schedule for the summer.

The Board thanked Mr. Scalia.

2. Popular Annual Financial Report

Ms. Cheryl Holland, Budget Manager, addressed the Board to present the Popular Annual Financial Report. She explained that, in addition to managing the County's daily financial operations, Financial and Management Services (FMS) prepared two major annual reports: the Annual Comprehensive Financial Report (ACFR) and the County's budget. She noted that the budget document was forward-looking, outlining the revenues the County expected to receive, and the costs anticipated in providing services to residents in the upcoming fiscal year, while the ACFR provided a detailed, retrospective review of the County's finances for the prior fiscal year. She emphasized that both documents followed established financial reporting standards and best practices for local governments and that each exceeded 100 pages, offering a complete picture of the County's financial position. She added that FMS continually sought ways to make complex financial information more accessible and transparent so that citizens could better understand the County's financial operations. She stated that for FY25, FMS had prepared the County's first Popular Annual Financial Report (PAFR), a concise 12-page document designed to supplement, not replace, the ACFR by providing a clearer, more approachable overview of the County's audited financial statements. She explained that while the ACFR remained the source of the information, the PAFR was streamlined and avoided the technical terminology and complexity of the full report. She noted that the PAFR highlighted key insights about the County, its recent financial performance, and long-term financial trends. She then presented the report through a PowerPoint presentation, briefly reviewing the introductory pages, which described the ACFR and its contents, reiterating points she had previously discussed. She followed this with high-level information about the County and its departments for FY25, including links for readers seeking additional details. She addressed page five, which presented the County's FY25 financial information. She explained that the next two pages focused on the General Fund-where the County's primary activities occurred-providing revenue and expenditure details along with key highlights and trend data. She stated that the PAFR then described the Capital Projects Fund, summarizing major project costs and funding sources for FY25. The following two pages outlined the County's fund balance, offering a breakdown of assets, liabilities, and fund balance, followed by a page illustrating changes over time for the General Fund, Capital Projects Fund, and other governmental funds. She noted that page 10 presented the County's FY25 Net Position, including trend information for the prior two fiscal years and an explanation of the differences between net position and fund balance. She emphasized that while the PAFR avoided the technical aspects of governmental accounting, it still provided enough context to help readers understand how the County's finances operated. She added that page 11 included trend information and other County highlights, and page 12 offered a short quiz allowing readers to test their understanding, along with links to additional resources. She concluded by stating that the purpose of the PAFR was to serve as a resource for citizens. She noted that FMS planned to prepare the report annually and hoped readers would find it useful. She added that the PAFR was available on the County's website www.jamescitycountyva.gov and expressed her willingness to answer any questions from the Board.

Mr. Icenhour stated that he believed the PAFR was an excellent document, capturing essential information in one place.

Mr. McGlennon added that it was outstanding work and that he felt it would be a valuable resource for anyone seeking to better understand the County's finances.

3. CIP Discussion

Ms. Holland continued with a discussion of the County's CIP, outlining the requests submitted for FY27-31. She explained that the spreadsheet reflected the cost and timing of capital projects and maintenance needs as presented in each department's original submission. She emphasized that the amounts and timelines shown in the PowerPoint presentation were subject to change based on available resources and the priorities established during the FY27-28 budget process. She noted that her remarks would serve as an overview, with a more detailed review planned for the Board's Retreat next month. She added that she and her team would be glad to provide additional information, including summary-level materials. Referring to a spreadsheet provided to the Board, she explained that the summary section listed each requesting department, the request type (capital project or maintenance), the project title and description, the department's priority ranking, the projected timeline, the annual cost across the five-year CIP, and the total estimated cost. She reiterated that these figures represented departmental requests and remained subject to adjustment. She noted that new capital project requests for the year were highlighted in pale blue, while new maintenance requests appeared in aqua. She added that each department had a single summary line, shown in light green, reflecting total requested amounts by year and across the five-year period, and that gray shading indicated planned amounts included in last year's CIP for FY27-30. She began with Community Development and directed Board members to the printed spreadsheet. She explained that the department's requests included ongoing transportation match funding, along with maintenance requests for open space match, transit stop improvements, and drainage improvements within VDOT rights-of-way. She then reviewed the Fire Department's requests, which included the replacement of Fire Station 3 and the construction of a new Fire Station 6. Maintenance requests included medic unit replacements, Advanced Life Support equipment replacement, fire vehicle replacements, fire engine replacements, and self-contained breathing apparatus replacement, as well as a new fire engine and medic unit for Station 6. She noted that the distinction between capital project requests and maintenance requests generally reflected the scale of the items, though all met the CIP threshold. She next addressed the General Administration category, which included a capital project request for a consolidated government center and a capital maintenance request for replacement of voting equipment for the Office of Elections. She then described the Information Resources Management requests, all of which were software-related capital requests, including replacement of the human resources/payroll system, the human resources Learning Management System, and real estate software.

Ms. Larson asked when the software had last been replaced.

Ms. Holland responded that she did not have that specific information available but would prepare it for the upcoming Board of Supervisors (BOS) Retreat. She continued with an overview of Parks & Recreation's capital project requests, which included improvements across several parks such as Grove Community Park and Chickahominy Riverfront Park, along with projects like Brickyard Landing improvements and Phase Two improvements at Veterans Park. She noted that the department's maintenance requests included items such as playground replacements, recreation center renovations, pool resurfacing, and the purchase of a wheelchair-accessible bus. She added that each department would be present at the BOS Retreat to provide additional detail on their requests. She next outlined the Police Department's capital project requests, which included prefabricated classrooms at the firing range, covered parking for specialized vehicles, drone first responder launch sites, and an expansion of the Law Enforcement Center. Capital maintenance requests included drone replacements, new integrated technology systems, storage area remodeling, and replacement of rigid-hull inflatable boats. She then reviewed Public Works' requests, noting that the department (formerly known as General Services) had several capital projects, including continued work on its new administration building, stormwater watershed management projects, and a warehouse facility to meet County storage needs. She explained that, for the warehouse request, an alternative had been identified: renovating existing property on Tewning Road rather than constructing a new facility. She stated that both options had advantages and disadvantages, and the department wished to present both for consideration. She added that Public Works' capital maintenance requests included building and HVAC improvements, stormwater maintenance, and asphalt and concrete repairs. She also noted a new request for maintenance at the transfer station located at the Jolly Pond Convenience Center. She continued with the Williamsburg Regional Library's requests, which included a project for a new library at the consolidated government center and a new facility in the Grove area. For capital maintenance, she noted a request to replace the monument sign at the Croaker Road entrance and to complete additional refurbishments at that location. Regarding the Williamsburg/James City County (WJCC) Courthouse, she explained that both capital and maintenance costs were shared between the County and the City of Williamsburg based on population. The spreadsheet reflected the full project and maintenance costs, with the County expected to receive reimbursement from the City of Williamsburg for approximately 16-17%, depending on final population figures for the fiscal year. She stated that the courthouse project involved a 30,000-square-foot expansion and that the amount shown represented design costs only; construction funding would be needed beyond FY31. She noted that the department had also offered an alternative option: delaying the expansion until 2038 and temporarily relocating staff from the Commonwealth's Attorney's Office to a nearby County property that would be vacated once the government center was complete. She added that the courthouse maintenance requests included repairs and refurbishments. She concluded with the WJCC School Division's requests, explaining that under the revised agreement, the County would fund 100% of capital costs for school facilities located in JCC and would pay its proportional share-based on enrollment for shared facilities and division-wide needs such as buses. She noted that schools had submitted numerous maintenance requests, including HVAC replacements, roof replacements, and interior refurbishments. Project requests for County school facilities included replacement of bus canopies, expansion for additional Career and Technical Education (CTE) classrooms, renovations to the School Board's Central Office, and a centralized storage facility to be located on Jolly Pond Road. She clarified that the joint-facility costs shown on the spreadsheet reflected only the County's share, an estimated 90.03% of total capital costs. She concluded by stating that her presentation provided a brief overview of all CIP requests submitted for FY27-31 and asked whether Board members had any questions about the summary.

Mr. Stevens noted that the information presented reflected all departmental requests rather than recommendations. He explained that the purpose of the presentation was to give the Board a clear view of what departments had submitted, adding that he would be surprised if every project could be funded, as it was difficult to accommodate all requests. He stated that, during the Board's Retreat, members would be asked to help prioritize projects based on available funding. He emphasized that this was a routine part of the process, one in which the Board had participated the previous year, and that he wanted the Board to be similarly engaged this year so that prioritization occurred ahead of budget development and the release of the proposed budget at the end of March. He added that supporting documentation for each project was available and that staff could answer questions regarding operating costs or other details for any specific request.

Mr. Icenhour stated that he was particularly interested in the storage facility request, noting that the cost per square foot appeared high. He expressed a desire to understand what factors were driving those costs and whether additional options were available to keep the square footage within a more appropriate cost range. He added that he wanted a clearer understanding of what contributed to the overall square-footage cost.

Mr. Stevens stated that the information could be provided and would be made available.

Ms. Larson raised several questions regarding the canopies. She recalled that during her time on the School Board, canopies had been removed from project plans due to cost, but she noted that they were consistently added later because of safety and weather concerns. She asked whether canopies were included on the new Pre-Kindergarten buildings under construction and, if not, what the future cost would be to add them. She also asked whether Norge Elementary School and Lois S. Hornsby Middle School were the last two schools without canopies and inquired about the cost difference between incorporating a canopy during construction versus installing one afterward. Echoing Mr. Icenhour's earlier comments, she also asked whether alternatives existed to constructing new storage facilities, specifically referring to the $6 million project proposed for Jolly Pond Road. She acknowledged the need for additional storage, noting that current space was inadequate. She added that it was difficult to evaluate the proposed CTE classroom expansion without more information. She concluded by expressing her appreciation for the information presented at the meeting.

Mr. McGlennon thanked Ms. Holland and remarked that the presentation gave the Board useful material to consider as it prepared for the BOS Retreat.

4. Busch Gardens Tax Appeal

Mr. Stevens explained that discussions had taken place regarding a refund owed to Busch Gardens Amusement Park following the organization's appeal to reclassify most of its rides from personal property to real property. He noted that a team had been assembled to address the matter, involving staff from the Commissioner of the Revenue's Office, the Treasurer's Office, and FMS. He stated that the presentation would begin with the Commissioner of the Revenue providing background on the process and the tax appeal, followed by the Treasurer offering an overview of the refund amounts, and FMS outlining next steps.

Mr. Richard Bradshaw, Commissioner of the Revenue, stated that there was an established process for appealing the evaluation and classification of property for taxation. In early 2021, Busch Gardens (the taxpayer) filed an appeal seeking to reclassify much of its property from personal property to real property. The appeal covered tax years 2017 through 2020. He explained that his office was required to respond to the appeal either by making adjustments or by providing justification for the existing classifications. He noted that the response issued by his office was appealed to the state, and the state initially rejected the submission, requiring the organization to resubmit its request. He stated that in late 2024, the state issued its opinion, siding with the taxpayer and requiring the County to reclassify the identified items as real property. Due to the timing of the state's decision, some tax years could not be reassessed as real property because of statutory limitations. He added that the state's ruling mandated the reclassification, and the affected items were now being assessed by the Real Estate Assessments Division.

Mr. Stevens sought clarification from Mr. Bradshaw, confirming that the County had learned of the state's ruling last fall. He acknowledged that the matter had been in progress for some time, but the final decision had been issued during that period.

Mr. Bradshaw explained that once the appeal was received, his office immediately began coordinating with the County Attorney's Office and FMS to determine the appropriate process. He noted that no further action could be taken until the state issued its ruling on the matter.

Ms. Larson asked Mr. Bradshaw whether the state had taken an unusually long time to issue its ruling on the appeal.

Mr. Bradshaw stated that the state did take some time to rule on the appeal. He explained that the state initially rejected the submission, determining that the wording in the original filing did not constitute a formal appeal but rather a request for consideration, which required the organization to resubmit its appeal.

Ms. Larson asked whether the County had responded in a timely manner.

Mr. Bradshaw confirmed that it had.

Mr. Icenhour sought clarification regarding the state tax commissioner's agreement with the taxpayer concerning a refund for taxes paid from 2017 through 2024. He asked whether the refund represented the amount of personal property taxes that would otherwise have been due and whether the County's inability to retroactively reclassify earlier tax years meant that the taxpayer was effectively receiving a complete pass on taxes for a three- to three-and-a-half-year period.

Mr. Bradshaw confirmed that this was correct.

Mr. Icenhour then asked which year the County could first reassess the property as real estate.

Mr. Bradshaw explained that FY21 was the first year available for reassessment. He noted that personal property taxes were assessed on a calendar-year basis, while real estate taxes followed a fiscal-year cycle, meaning that FY21 included the latter half of calendar year 2020.

Ms. Jennifer Tomes, Treasurer, addressed the Board to review the taxes and interest owed and to provide an overview of the refund process. She explained that the Code of Virginia required localities to pay interest on any tax refund at the same rate charged for tax delinquencies. For the County, that rate was 10% annually. Based on the amount of tax abated and the applicable interest, she stated that the total amount owed to the corporation was approximately $15.1 million. She further explained that once the appealed property was reassessed as real estate, the corporation incurred an additional $12.4 million in real estate taxes. This amount offset a portion of the refund, leaving a remaining balance of $2.9 million owed to the corporation. She noted that a check for this amount was issued in December 2025.

Ms. Larson asked whether the corporation had initiated the change from personal property to real property.

Ms. Tomes confirmed that it had.

Mr. McGlennon then asked about the implications moving forward.

Ms. Sharon McCarthy, Director of FMS, addressed the Board and introduced Mr. Dayle Gallagher, Director of Real Estate Assessments. She then outlined the impacts of the corporation's reclassification from personal property to real property going forward. She explained that under the Business Tangible Personal Property (BTPP) classification, the County applied a 75% upfront depreciation in accordance with federal tax guidelines. The remaining 25% of the property's value was retained until it was sold or otherwise disposed of. She noted that the tax rate under this classification was four dollars per $100 of assessed value. To illustrate, she offered an example: if a computer costs $400, the assessed value under BTPP would be $100 after the 75% depreciation. At a tax rate of four dollars per $100 of assessed value, the tax owed on that $400 computer would be four dollars. She contrasted this with real estate taxation, where property was assessed at 100% of fair market value. She noted the real estate tax rate was $0.83 per $100 of assessed value. She also explained that under the BTPP approach, the Commissioner of the Revenue was responsible for assessments, whereas under the real estate classification, the Real Estate Assessments Division assumed that responsibility. Given the specialized nature of the taxpayer's industry, she stated that the County had engaged a professional firm with nationwide experience evaluating hospitality-related properties, including work for neighboring localities. She referenced a chart in the PowerPoint presentation that compared taxes paid under both classifications and showed that, moving forward, the net impact on property tax revenue was projected to be an increase of approximately $2.6 million. She concluded her remarks by stating that she would be happy to answer any questions the Board might have.

Mr. McGlennon asked how the real estate value was determined.

Mr. Gallagher explained that the assessment involved reviewing comparable parks across the state and examining how other localities valued amusement parks, with particular attention to the income the park generated.

Mr. McGlennon then asked whether a specialist had been engaged to conduct the assessment.

Mr. Gallagher confirmed that a specialist had been engaged and that all three standard assessment approaches were used, noting that the income approach proved to be the most appropriate for this type of property.

Mr. Stevens stated that conversations were still ongoing, but it was his understanding that the matter was largely resolved. He emphasized the importance of sharing this information with the Board and noted that discussions with the taxpayer continued. He expressed the belief that the outcome was fair and intended to settle the issue, adding that any additional information received in the future would be brought back to the Board.

F. BOARD CONSIDERATION(S)

1. Amend the Board's adopted meeting calendar to add a Board Retreat on February 12, 2026, at 1 pm at the James City County Office of Elections, 4095 Ironbound Road, Williamsburg, VA.

A motion to Amend the Board's adopted meeting calendar to add a Board Retreat on February 12, 2026, at 1 p.m. at the James City County Office of Elections, 4095 Ironbound Road, Williamsburg, VA was made by James Icenhour, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr, Larson, McGlennon, Null, Wainwright

G. BOARD REQUESTS AND DIRECTIVES

Ms. Wainwright stated that she had no specific requests but wished to echo the comments made regarding VDOT. She noted that she lived in a rural area and had been pleasantly surprised to see plow trucks come through late the previous day. She also shared that she attended *The Great American Birthday Quilt Project* event at the College of William & Mary in honor of the nation's 250th birthday, describing the presentation as interesting and the event itself as enjoyable. She believed there would be additional opportunities for citizens to participate in the quilt-making process. She reported attending her first Agricultural and Forestal District Advisory Committee meeting, the groundbreaking ceremony for Kongsberg Defence & Aerospace, Inc., and a tour of the Greater Williamsburg Sports and Events Center. She also attended her first Virginia Peninsula Regional Jail Board meeting and tour. She stated that she was impressed with both the Jail and the Merrimac Detention Center, noting the cleanliness of the facilities, the professionalism of their operations, and the hospitality she received during her visit. She added that she had also participated in Virginia Association of Counties (VACo) trainings.

Ms. Null stated that she, too, had the opportunity to tour the sports center and described it as phenomenal. She also attended the ribbon cutting for the grand opening of SYNERGY HomeCare and expressed how pleased she was to see more facilities of this kind in the community, noting the continued need for such services. She added that during the Board's Retreat, she would like the County's landscaping Ordinances to be discussed, as she believed they were overly burdensome for both businesses and residents. She requested that this topic be added to the Retreat's Agenda.

Mr. Icenhour stated that the Kongsberg Defence & Aerospace, Inc. groundbreaking ceremony was impressive, and he expressed that he looked forward to construction beginning and the operation becoming fully established. He also noted that he attended the Greater Williamsburg National Day of Racial Healing, describing the program as interesting, motivating, and inspiring. He expressed his appreciation for the strong Board representation at the event, acknowledging the presence of Mr. McGlennon and Ms. Larson, and emphasized the importance of the event to the community.

Ms. Larson expressed her appreciation for Mr. Icenhour's service, as well as the service of his son and his father. She stated that the Kongsberg groundbreaking ceremony was remarkable and thanked Economic Development and Parks & Recreation for the extensive coordination involved. She also recognized Ms. Sue Sadler for her efforts and thanked all partners who contributed to bringing Kongsberg to the community, including the Hampton Roads Alliance. She noted that she attended a Hampton Roads Alliance meeting the previous Friday, where representatives discussed a potential trip to Norway in the coming years to explore opportunities for additional Kongsberg colleagues to locate in the region, given the organization's growing defense-related work. She shared that she had been practicing weekly for *Dancing with the Williamsburg Stars*, acknowledging that it was outside her comfort zone but benefited two important community organizations-Literacy for Life and Big Brothers Big Sisters. She mentioned that during her Williamsburg Tourism Council meeting the previous Tuesday, she spoke with Ms. Denise Kellogg, Director of Development for the Jamestown Rediscovery Foundation, who shared the personal impact the Big Brothers Big Sisters program had on her and her sister. Ms. Larson encouraged citizens to support *Dancing with the Williamsburg Stars* and to donate to participants, noting that Mr. Christopher Williams, Video Production Administrator, was also competing. She reported that the Williamsburg Tourism Council was heavily focused on the 250th commemoration, which would continue through 2031 and conclude with the Yorktown surrender commemoration. She noted that on May 15, the third hour of the *Today* show would broadcast from the area, likely in front of the Governor's Palace in Colonial Williamsburg, and that producers would be scouting additional locations, ultimately selecting seven sites across Greater Williamsburg for additional segments. She shared that she had been invited to speak at the Kiwanis Club at the Williamsburg Lodge to provide an update on JCC and expressed her appreciation for the invitation. She also represented the County at a Greater Williamsburg Chamber of Commerce meeting where Dr. Daniel Keever, Superintendent of WJCC Schools, presented his Superintendent Transition Plan. She acknowledged Mr. Icenhour's earlier mention of the National Day of Racial Healing.

Mr. McGlennon added that the most effective way for the state to support localities was by offering incentives rather than directing what must be done. He noted that when the state had provided opportunities and programs, the County had taken full advantage of them, specifically citing the Community Development Block Grant program and projects such as Neighbors Drive and Forest Heights. He explained that these initiatives not only allowed the County to improve neighborhood infrastructure, such as widening roads to accommodate school buses and emergency vehicles, but also created additional lots for Habitat for Humanity, which led to the construction of more homes, including what he believed to be the first owner-occupied 3D-printed house in the United States, and possibly the world. He also highlighted the Community Land Trust as another meaningful tool that had expanded affordable housing options in the County. He emphasized that JCC had its own unique characteristics, challenges, and opportunities, and that the County worked diligently to maintain a balanced community for those who work, retire, and raise families here. He referenced a piece of legislation scheduled for consideration that day as an example of why certain mandates should not be imposed on localities. He noted that discussions with legislators would take place in the coming days. Mr. McGlennon went on to share that two days after being elected Chair, he attended the Hampton Roads Planning District Commission and Hampton Roads Transportation Planning Organization meetings, where he heard about the impacts of federal budget cuts, particularly employment reductions in Hampton Roads, and the potential effects on the broader community. He stressed the importance of monitoring these developments and ensuring that the state met its obligations. He noted that he and Mr. Stevens joined Ms. Null at the SYNERGY HomeCare grand opening, where they welcomed the organization and expressed appreciation for the much-needed services it would provide. On January 16, he attended the Kongsberg groundbreaking ceremony, which he described as representing more than $100 million in investment and more than 180 well-paid, benefited jobs. He spoke about the company's long history and its role in national security and defense, and he acknowledged the presence of company presidents, ambassadors, state officials, and members of the JCC Board at the event. He added that the company was particularly pleased with the facility's address, which corresponded to the year the company was founded.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens began by discussing JCC's storm preparation and response. He noted that the storm over the past weekend was less severe than anticipated, resulting in limited power outages and few accidents. He thanked staff, including first responders, the Emergency Manager, General Services, the Law Enforcement Center, the Communications Division, Parks & Recreation staff, and many others who were willing to step in wherever needed. He emphasized the high level of coordination and teamwork involved and expressed his appreciation for the time and effort staff devoted to both preparation and response. He reminded everyone to remain mindful of changing conditions, noting that although the storm had passed, cold temperatures persisted. He stated that he was proud of staff for their commitment to serving the community, even when much of their work went unseen. He then provided an update on the consolidated Government Center. He reported that site work was ongoing and described several components currently underway. He noted that MBP, the Construction Management firm, had been awarded the contract in December. He stated that 100% of construction documents were expected by the end of

February, which should lead to a final agreement coming before the Board for approval in April or May. That agreement would include the guaranteed maximum price for the project. He added that current estimates remained lower than previously projected, at approximately $178-179 million, and expressed hope that the figure might improve further, though the guaranteed maximum price would be finalized in the spring. He noted that Mr. Bradley Rinehimer, Assistant County Administrator, would return in February to provide the regularly scheduled project update. Mr. Stevens concluded by highlighting JCC's plans for America's 250th birthday. He noted that many events would take place across Virginia and shared that the County's VA250 Committee had planned a Revolutionary Rhythms concert series for April 17 and 18. He briefly described the scheduled performances and the planned drone show. He stated that tickets were currently on sale for County residents and would become available to both residents and non-residents on January 31. He added that ticket information could be found on the County's website jamescitycountyva.gov or by searching "Revolutionary Rhythms concert."

Ms. Larson informed Mr. McGlennon that a calendar adjustment would be needed, as she, Ms. Wainwright, and Mr. Icenhour were scheduled to hold a Town Hall in April at Ford's Colony.

I. CLOSED SESSION

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

At approximately 2:51 p.m., the Board entered Closed Session.

At approximately 2:58 p.m., the Board re-entered Open Session.

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

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

A motion for the following Appointments was made by James Icenhour, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr, Larson, McGlennon, Null, Wainwright

a. Appointment to the Historic Triangle Bicycle Advisory Committee

Mr. Icenhour noted Appointment of Ms. Beth Tremblay for a term starting January 1, 2026, expiring December 31, 2027.

b. Planning Commission Appointments

Mr. Icenhour noted Appointment of Mr. Jack Haldeman At Large, Mr. Vincent Passero for the Powhatan District Representative, and Mr. Frank Polster for the Jamestown District Representative on the Planning Commission for a term starting February 1, 2026, expiring January 31, 2030.

2. Certification of Closed Session

J. ADJOURNMENT

1. Adjourn until 8:30 am on February 6, 2026 for the Joint Meeting with WJCC School Board and the Williamsburg City Council at the Stryker Center, 412 N Boundary Street, Williamsburg, VA

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

At approximately 3 p.m., Mr. McGlennon adjourned the Board of Supervisors.

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

FROM: Amy S. Jarvis, Director of Human Resources

SUBJECT: Revisions to Chapter 4 of the James City County Personnel Policies and Procedures Manual

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Periodic reviews and updates of the County's policies and procedures are an important practice to ensure that such policies and procedures remain current, relevant, and compliant with regulations. The compensation philosophy in Section 4.2B of the James City County Personnel Policies and Procedures Manual states Department Directors and the Human Resource Director work together to ensure that salaries which individuals receive are market competitive and commensurate with experience, skills, efficiency, and performance.

Staff proposes the following revision to Chapter 4 of the James City County Personnel Policies and Procedures Manual:

Revision of Section 4.7A, to reflect that the starting salary is based on the individual's relevant experience, education, skills, and available funding. The revision will align the language to the compensation philosophy.

Staff recommends approval of the proposed changes.

ASJ/ap
JCC-Ch4RevPPP-mem

Attachments:
1. Resolution
2. Exhibit A, Chapter 4

R E S O L U T I O N

REVISIONS TO CHAPTER 4 OF THE JAMES CITY COUNTY

PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the James City County Personnel Policies and Procedures Manual (the "Manual") is an important document that guides decisions; and

WHEREAS, it is the practice of the County to revise and update the Manual to reflect changes and improvements; and

WHEREAS, staff recommends a revision to Chapter 4, Section 7, Placement in the Salary Range of the Personnel Policies and Procedures Manual to clarify the approval process of placing new employees in the salary range based upon an individual's relevant experience, education, skills, and available funding. Exceptions to this placement in the salary range higher than recommended by the Human Resources Department must be approved by the County Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the revision to the Personnel Policies and Procedures Manual listed above and set forth in the staff memorandum are adopted, effective March 1, 2026.

____
John J. McGlennon
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

VOTES

	AYE	NAY	ABSTAIN	ABSENT
WAINWRIGHT	____	____	____	____
NULL	____	____	____	____
ICENHOUR	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of February, 2026.

JCC-Ch4RevPPP-res

CHAPTER 4

Compensation Plan

Section 4.1 Policy Statement
Section 4.2 Philosophy
Section 4.3 Guiding Principles
Section 4.4 Legal Basis
Section 4.5 Definitions
Section 4.6 Establishment of the Pay Structure and Assignment of Job Classes to Salary Ranges
Section 4.7 Placement in the Salary Ranges
Section 4.8 Salaries of Part-Time Regular and Limited-Term Positions
Section 4.9 Salaries of Temporary Positions
Section 4.10 Salaries of On-Call Positions
Section 4.11 Progression Through the Salary Range (Performance Increases)
Section 4.12 Other Salary Changes
Section 4.13 Maintaining the Market Based Compensation Plan
Section 4.14 Overtime
Section 4.15 Holiday Pay
Section 4.16 Standby Pay
Section 4.17 Premium Pay
Section 4.18 Travel
Section 4.19 Miscellaneous
Section 4.20 Administration and Interpretation of Plan

CHAPTER 4

COMPENSATION PLAN

Section 4.1 Policy Statement

James City County provides a compensation program designed to pay employees competitively and reward employees for their efforts on behalf of the County.

Section 4.2 Philosophy

A. The County strives to pay its employees competitively with local public and private sector organizations performing comparable work.

B. Department Directors and the Human Resource Director work together to ensure that the salaries which individual employees receive are market competitive and commensurate with experience, skills, efficiency, and performance.

C. The compensation program provides employees opportunities for career growth both within and outside their own work area in various ways such as:

1. Growth Within a Job's Salary Range
2. Job Reclassification
3. Promotion
4. Transfer

Section 4.3 Guiding Principles

A. Keep County salaries competitive in the labor market;

B. Provide flexibility;

C. Be easy to use and to understand;

D. Support the County in selecting, training, motivating, and keeping highly qualified men and women as County employees; and

E. Reward quality performance.

Section 4.4 Legal Basis

James City County is committed to ensuring that our Personnel Policies are in compliance with the Equal Pay Act of 1963, the Fair Labor Standards Act (FLSA) of 1983, the Code of Virginia, the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and James City County Ordinance No. 179: Authorization of Incentive Awards to Employees.

Section 4.5 Definitions

A. Benchmark - A job class with standard characteristics that can easily be compared with similar jobs typically found in other local governments or comparator organizations.

B. Career Ladder Advancement - Movement of an employee from one job class to a designated job class at a higher salary range within the same job family as a result of achieving specified job requirements.

C. Compensation Plan - The official or approved assignment of job classes to salary ranges, including: 1) list of job classes and assigned salary ranges; and, 2) policies for administration.

D. Fire Protection Position - Any paid position in the Fire Department whose duties are those of firefighter, paramedic, emergency medical technician, rescue worker, ambulance personnel, or hazardous materials worker whose incumbent is: 1) trained in fire suppression and has the legal authority and responsibility to engage in fire suppression; and 2) engaged in the prevention, control, and extinguishment of fires or response to emergency situations where life, property, or the environment is at risk.

E. Job Class - A group of positions that are alike enough in duties and responsibilities to require substantially the same qualifications and be called by the same descriptive title.

F. Job Family - A group of jobs which perform work of the same nature but which require different skills and have different levels of responsibility.

G. Law Enforcement Position - Any paid position in the Police Department that is responsible for the prevention and detection of crime and the enforcement of the penal, traffic or highway laws of the Commonwealth.

H. Market Adjustment - The reassignment of a job class from one salary range to a higher or lower salary range based upon changes in the labor market.

I. Market Average - The average of actual salaries paid for a job in the labor market. The market average, or a percentage of the average, is used as the midpoint of our salary ranges.

J. Market Pricing - A practice of determining the salary range to be paid for a job by identifying the competitive salary in the external labor market for that job.

K. Performance Award - A lump sum bonus not added to base pay based on employee performance.

L. Performance Increase - An adjustment to an individual employee's salary based on performance.

M. Position - A set of duties and responsibilities to be performed by one employee.

N. Promotion - Movement of an employee from a position in one salary range to a position in a higher salary range.

O. Regularly Scheduled Work Day – 24-hour time frame within an employee's established work period during which the employee would routinely work for a prescribed number of hours.

P. Salary Range - A minimum to maximum amount within which an employee whose job class is assigned to that salary range is usually paid.

Q. Salary Structure - The arrangement of salary ranges to which job classes are assigned.

R. Salary Structure Adjustment - An increase or decrease to minimum and/or maximum of the salary ranges in the salary structure.

S. Transfer - Movement of an employee from one job class to another job class in the same salary range.

T. Whole Job Ranking - Placing a non-benchmarked job class in the pay structure referencing other jobs in the same, or similar, job families.

Section 4.6 Establishment of the Pay Structure and Assignment of Job Classes to Salary Ranges

A. Establish the Job - The creation of a job begins with the needs of the organization. Department management and the Department of Human Resources collaborate to identify the primary duties and responsibilities of the job, its title, and the skills, education and experience required to fill the job.

B. <u>Develop a Market Based Compensation Plan</u> - The County uses market pricing and whole job ranking to develop a salary structure and place jobs within the salary ranges.

The following are key components of this process:

1. <u>Selection of Market Data Sources</u>: The County participates in and references a variety of published, public and private sector sources that are conducted by professional associations and/or consulting firms with expertise in salary survey design and development. Sometimes a private survey source is referenced as well. Private survey sources are only used when the survey methodology is determined to be sound by the Human Resource Director.

2. <u>Identification of Benchmark Positions</u>: Because there is not published data available to match all jobs in the County, benchmark positions serve as a basis for comparison to the external market. The Human Resource Department ensures that as many benchmark jobs as possible are selected within the following criteria:

   a. All job families are represented.

   b. Within each job family, as many levels as possible are matched. Typically, the entry level, career or journey level and/or the senior or top level are matched to published data sources.

   c. The job content of benchmark positions is considered and compared to survey job descriptions - not to job titles. Jobs are matched to the survey data when the essence of the job matches the survey job description. For matching purposes, broad statements of job duties, scope of assignment, and/or qualifications are used for comparisons to outside organizations.

3. <u>Selection of Market Average Data</u>: The reported actual average salary is selected from survey sources to determine the midpoint of the salary range of the benchmark positions. The average is used to minimize salary variations in survey data due to experience, time in position, and length of service.

4. Development of the Salary Structure: The market data collected for benchmark positions is combined to build the salary structure and identify the appropriate salary ranges for benchmark positions. The County's salary ranges have minimum, midpoint, and maximum salary amounts which are periodically adjusted. The difference between the salary range minimum and the range maximum is large enough to accommodate various levels of experience and job performance. In addition, salary ranges overlap. This recognizes that a highly capable employee at one salary range may contribute more to the organization (and therefore, earn more) than an inexperienced, or not yet fully productive employee at a higher salary range.

5. Placing Non-Benchmark Job Classes in the Salary Structure: Because it is the County's goal to be competitive with organizations with whom it competes for talent, the external labor market is used for setting the relative ranking of jobs in the organization. The Department Director, in collaboration with the Human Resource Department, places non-benchmark positions in the salary structure referencing the benchmark jobs in the same job family for which there is market pay data.

Section 4.7 Placement in the Salary Range

A. Starting Salary - Once a salary range has been determined for a job, the Department Director and Human Resources set a starting salary for the individual, subject to funding availability. The salary is based on relevant experience, education and skills the individual brings to the job as well as internal equity. Starting salary requests that exceed the Human Resource recommendation must be approved the County Administrator. ~~The salary is usually set at the minimum of the salary range for the position. Exceptions to this placement may be granted for a new employee substantially exceeding the minimum qualifications for the job. All exceptions to above minimum offers must be approved by the Department Director in consultation with Human Resources~~.

B. Reinstatement - A reinstated employee shall be paid at a level within the approved salary range for the position to which reinstated. The level shall be determined by the Department Director in consultation with Human Resources. Refer to Section 2.8.C.

C. Reemployment - When a former County employee is rehired, the starting salary shall be determined in accordance with A above. Refer to Section 2.8.B.

Section 4.8 Salaries of Part-Time Regular and Limited-Term Positions

An employee in a part-time regular or limited-term position shall be paid on an hourly or on an annual basis depending on the FLSA exemption status of the position and the needs of the department. The hourly rate shall be determined by dividing the annual salary for a full-time position by the number of hours per year that a full-time employee in that position or job class would be required to work.

Section 4.9 Salaries of Temporary Positions

An employee in a temporary position shall be paid on an hourly basis. The salary range shall be determined in the manner described in Section 4.6. The hourly rate shall be determined in the manner described in Section 4.8.

Section 4.10 Salaries of On-Call Positions

An employee in an on-call position shall be paid on an hourly basis. The hourly rate shall be determined in the same manner as for employees in temporary positions. A flat dollar amount for a designated work period, based upon the hourly rate, may be used if department operations necessitate.

Section 4.11 Progression Through the Salary Range (Performance Increases)

A. Eligibility - Employees in full-time and part-time regular and limited-term positions who have successfully completed their introductory periods are eligible for performance increases and/or performance awards.

B. Overview - The performance evaluation and pay for performance programs provide mechanisms for each supervisor to evaluate and reward staff performance. Rewards are based on the degree to which employees meet or exceed expected individual, team, work unit, division and/or organizational goals. Because the County is dedicated to providing excellent services to its citizens, the compensation program places a premium on performance. Salary increases are more reflective of the employees' performance and productivity than years of service with the County.

C. Performance Review - A recommendation as to whether the employee shall receive a pay for performance increase and/or award and the amount shall be based upon the performance evaluation.

D. Amount of Increase - If a performance increase is granted, it shall generally be greater than the salary structure adjustment and shall be within the following parameters:

1. Within Salary Range - Employees within the salary range shall be eligible for a performance increase of up to a designated percent of their salary as set forth in the approved budget. No such performance increase shall cause the salary to exceed the maximum salary for the salary range.

2. At Maximum of Salary Range - If a performance increase causes the salary to exceed the maximum of the salary range, the employee will be compensated at the maximum salary and the difference shall be awarded as a lump sum bonus not added to base salary.

3. Temporary Assignment - The performance increase shall be based on the employee's salary for his or her regular job duties, not including any temporary salary increase.

4. Effect of Other Salary Adjustments - The performance increase shall not be pro-rated as a result of reclassification, promotion, career ladder advancement, transfer, or voluntary demotion.

E. Performance Increase Date

1. Common Date - October 1 of each year shall be the effective date of performance increases and performance awards for eligible employees who have successfully completed their introductory periods.

2. Employees in Their Introductory Period - Employees who have not completed their introductory period by October 1 shall not be eligible for a performance increase. However, they may receive a salary increase in the amount of the salary structure adjustment or an alternate salary adjustment or award provided in the budget. Employees who are in introductory periods resulting from promotions shall be eligible for a performance increase.

3. Exceptions may be granted by the County Administrator.

Section 4.12 Other Salary Changes

A. Promotion - When an employee is promoted, the employee's salary shall be increased in the following manner:

1. to the greater of the minimum salary of the higher class or 5% above the present salary if the new class is one or two ranges higher than the employee's current range, or

2. to the greater of the minimum salary of the higher class or 10% above the present salary if:

a. the new class is three or more ranges higher than the employee's current range, or

b. the employee is promoted from a non-exempt to an exempt or from a non-supervisory to a supervisory position.

Exceptions may be granted by the County Administrator.

B. Career Ladder Advancement - When an employee receives a career ladder advancement, the employee's salary shall be increased in accordance with the Promotion Policy, Section 4.12.A. If an employee no longer qualifies for the career ladder class, the employee will be demoted to a lower level career ladder class for which the employee is qualified. For each lower level, the employee’s salary will be reduced in accordance with the Demotion Policy, Section 4.12.D; and the employee will not be eligible for a career ladder advancement for a minimum of 90 days.

C. Transfer - The County occasionally offers, and employees occasionally seek, the opportunity to take advantage of the valuable experiences available through a transfer to another job in the same salary range. Transfers are considered lateral moves and employees’ existing salaries are typically not changed.

D. Demotion - There are a variety of circumstances and good reasons that an employee may seek a position at a lower salary range. When an employee accepts a voluntary demotion, the salary will be reduced in the following manner:

1. The lesser of the maximum salary of the lower class or 5% below the present salary if the new class is one or two ranges lower than the employee’s current range, or

2. The lesser of the maximum salary of the lower class or 10% below the present salary or if:

   a. The new class is three or more ranges lower than the employee’s current range, or

   b. The employee moves from an exempt to a non-exempt or from a supervisory to a non-supervisory position.

Exceptions may be granted by the County Administrator.

Demotions as the result of a disciplinary or performance related action shall always be accompanied by a reduction in salary. Refer to Chapter 7 Standards of Conduct, Section 7.5.C.5.

E. Reclassification - Job reclassification means assigning a position to a different job class because the duties and responsibilities have changed significantly enough that they are no longer consistent with the original job class. This can occur as the needs of the organization change, requiring a significant change of responsibilities in a particular position. When this happens, the Department Director prepares a new job description which identifies where the job has changed and meets with the Human Resource Department to determine if the competitive market has changed for the position and if the salary range should be changed. Reclassifications must be approved by the County Administrator.

1. Reclassification to a Higher Salary Range. If the job is moved to a higher salary range, the employee will be provided with a salary increase equal to that granted for promotion, as described in Section 4.12 A.

2. Reclassification to a Lower Salary Range. If the job is moved to a lower salary range, the employee's salary will remain the same. If the salary is greater than the maximum of the new range, there will be no further increases to the employee's base pay until it falls within the salary range. The employee will still be eligible for performance awards which shall be awarded as a lump sum bonus in accordance with Section 4.11.D.2. Exceptions may be granted by the County Administrator.

3. Reclassifications Resulting from System Wide Studies. These provisions shall not apply to reclassification changes resulting from special system-wide studies. In such instances, the Board of Supervisors, upon recommendation from the County Administrator, shall determine the manner of salary adjustments.

F. Administrative Adjustment - Upon recommendation by a Department Director that an employee should be retained, the County Administrator may, upon determining that it is cost effective and of significant benefit to the County, move an employee's salary within the range to which the employee's job class is assigned.

G. Differentials – Base pay adjustments, within the position's current salary range, to compensate for special skills, licensure, education or other career attainments. Departments submit requests for differentials to Human Resources. If these are approved, they will be added to the position description.

H. Temporary Assignment – Compensation may be adjusted during the period of time in excess of six (6) months in a twelve (12) month period that an employee is temporarily assigned to a vacant position or prescribed set of duties at a higher salary range. Refer to Chapter 2, Section 2.8.P, Temporary Assignments.

Exceptions may be granted by the County Administrator.

I. Incentive Awards - An incentive award is a vehicle for recognizing outstanding performance by an individual or group of individuals in a specific assignment, special project or for a beneficial suggestion or innovative idea which results in one of the following:

1. A cost savings or avoidance.

2. An innovation which increases productivity or enhances services and is measurable.

3. A work product which exceeds required work standards for a job based upon consensus of peers in that department or the same field or trade.

4. Referral Program is intended to encourage current employees to refer external individuals as applicants for critical positions.

   a. The Department will submit positions to Human Resources to determine if the position qualifies for the Referral Program.

   b. Employees will be eligible for a one-time payment determined by the critical nature of the position and budget availability. Payments may be prorated over time to ensure referral is successful.

   c. Hiring managers/supervisors and recruiting staff are not eligible to participate in the referral program.

5. Additional criteria may be established at the discretion of the County Administrator.

Incentive awards will not normally exceed 5 percent of the employee's salary, except the Referral Program. The incentive award shall be a single lump sum cash payment. It shall not be used as a routine salary supplement. The incentive award shall be documented on the Incentive Award Nomination Form. A copy of the form shall be placed in the employee’s personnel file. The receipt of such an award shall not affect the employee’s base salary.

Exceptions may be granted by the County Administrator.

Section 4.13 Maintaining the Market Based Compensation Plan

A. Salary Structure Adjustment - The competitiveness of salary ranges is reviewed as part of the budget process. Where appropriate, adjustments are recommended to the ranges based on actual market movement and labor supply and demand influences. Salary structure adjustments shall be effective October 1. Employees' salaries are only affected by a structure adjustment if the adjustment causes their salaries to fall below the new minimum. In such cases, the employee's salary is increased to the new range minimum at the time the new structure is implemented. Exceptions may be recommended by the County Administrator.

B. Market Adjustment - The market competitiveness of job classes is reviewed as part of the budget process. Because of fluctuations in the labor market, a job class may require reassignment to a higher or lower salary range.

1. Market Adjustment to a Higher Salary Range - If a job class is assigned to a higher salary range, employees' salaries that fall below the new range minimum will be increased to the minimum. Additional salary adjustments may be granted by the County Administrator based on such factors as placement of employees within the salary range, attraction and retention of employees in the job class, and availability of funding.

2. Market Adjustment to a Lower Salary Range - If assigned to a lower salary range, the employee's salary will be treated in the same manner as in Reclassification to a Lower Salary Range, Section 4.12.E.2.

C. Other Adjustments – Job classes are typically reviewed for the need for market adjustment, reclassification, or career ladder advancements as part of the compensation plan maintenance during the budget process.

D. Recalibration – is a major review of the salary structure and placement of jobs within the structure. It is undertaken about every five (5) years to ensure the competitiveness of the plan and its ability to achieve its guiding principles. It is undertaken as part of the budget process to ensure that sufficient funds are available to make any adjustments that may be needed.

Section 4.14 Overtime

A. Policy- It is James City County's policy to comply with all requirements of the Fair Labor Standards Act (FLSA), including the salary basis requirements. Therefore, we will not make any improper deductions from the salaries of employees in non-exempt or exempt positions.

B. Legal Basis- The FLSA (29 C.F.R pt.541) is a Federal law which requires that most employees in the United States be paid at least the Federal minimum wage for all hours worked, and receive overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a work week.

C. Coverage

1. General - All paid employees are covered by the FLSA. However, Section 13(a)(1) of the FLSA provides an exemption from overtime pay for individuals employed in bona fide executive, administrative, and professional positions. Section 13(a)(1) and Section 13 (a)(17) also exempt certain employees in computer positions.

   The Human Resource Department shall review each position to determine whether it is exempt or non-exempt from overtime payments. The FLSA exemption status of job classes shall be indicated in the Compensation Plan, and the status of individual positions shall be indicated in the Human Resource Information System.

2. Exemptions

   a. Salary Basis and Requirements- To qualify for exemption, employees generally must meet certain tests regarding their job duties and must earn more than the FLSA minimum salary threshold for the exemption. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the FLSA regulations.

      Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a twice monthly basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work, but can be reduced because of disciplinary reasons.

Subject to exceptions listed below, an employee in an exempt position must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. However, employees in exempt positions do not need to be paid for any workweek in which they perform no work unless appropriate accrued paid leave is used.

If the employer makes deductions from an employee's predetermined salary because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing, and able to work, deductions may not be made for time when work is not available.

b. Salary Basis Exceptions.

(i) Deductions from pay are permissible when an employee in an exempt position is either:

(a) absent from work for one or more full days for personal reasons, other than sickness or disability;

(b) absent from work for one or more full days due to sickness or disability, if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;

(c) in receipt of payment for jury or witness fees, or for military pay;

(d) on an unpaid disciplinary suspension of one or more full days, imposed in good faith for workplace conduct rule infractions;

(ii) The employer is not required to pay an employee's full salary:

(a) in the initial or terminal week of employment;

(b) for penalties imposed in good faith for infractions of safety rules of major significance; or,

(c) for weeks in which the employee takes unpaid leave under the Family and Medical Leave Act.

In these circumstances, either a partial-day or full-day deduction may be made.

D. Authorization - The authorization and control of all overtime work is the responsibility of the Department Director. Overtime assignments shall be permitted only when required by operational necessity. Department directors may require employees to work overtime assignments as necessary. Department Directors shall assure that adequate funds are available for payment for overtime work.

E. Computation of Overtime Pay

1. General

a. Rate of Pay - Monetary overtime compensation shall be one and one-half times the employee's hourly rate of pay for each hour of overtime worked. The hourly rate of pay shall be determined by dividing the employee's annual salary by the number of hours per year that the employee in that position is authorized to work.

b. Minimum Increment of Overtime - Overtime shall be earned in increments no smaller than fifteen (15) minutes.

c. Location of Information - Work periods, FLSA maximum number of allowable hours, and County authorized hours in a work period shall be indicated in the Compensation Plan.

2. Computation of Overtime Hours

a. Overtime shall be paid when, due to operational necessity, an employee in a non-exempt position is required to work in excess of the FLSA maximum number of allowable hours in the work period. The FLSA defines the maximum number of allowable hours in a work period of seven (7) days as forty (40). Section 207 (k) of the FLSA provides an exception for any employee in fire protection or law enforcement activities.

b. Other work periods, in compliance with the overtime provisions of the FLSA, may be implemented with the approval of the County Administrator.

c. Time off with pay during which the employee is absent from the service of the County during a regularly scheduled work day shall be counted as hours worked in determining if the maximum allowable number of hours has been exceeded. Such absences include, but are not limited to, sick, annual, civil, personal, and military leaves, paid time off, compensatory time and holidays.

d. Holiday pay or compensatory time for holidays that fall on a day which is not a regularly scheduled work day for the employee shall not be counted as hours worked in determining if the maximum allowable number of hours has been exceeded.

e. Unpaid time off during which the employee is absent from the service of the County shall not be counted as hours worked in determining if the maximum allowable number of hours has been exceeded. Such absences include, but are not limited to leave without pay and disciplinary suspensions without pay.

f. Employees in full-time, non-exempt fire protection or law enforcement positions whose County authorized work hours exceed the FLSA maximum allowable hours shall be paid at the rate of one half of the employee's hourly rate, in addition to the regular semimonthly pay, regardless of any paid time off taken during the regular work period.

g. Employees in full-time, non-exempt fire protection or law enforcement positions whose County authorized work hours fall below the FLSA maximum allowable hours shall have the County-authorized work hours serve as the maximum allowable hours in calculating overtime.

F. Compensatory Time in Lieu of Overtime

1. Hour for Hour – Employees in non-exempt positions who are authorized to work in excess of their regularly scheduled work hours, but who do not exceed the maximum allowable number of hours may, in lieu of overtime pay, be granted compensatory time in the amount of one hour of leave for each hour worked or may be

paid their regular hourly rate in lieu of compensatory time for hours worked.

2. Time and a Half – Employees in non-exempt positions who are authorized to work in excess of their regularly scheduled work hours, and the hours exceed the maximum allowable number of hours may, in lieu of overtime pay, be granted compensatory time in the amount of one and one-half hours of leave for each hour worked during the work period in excess of the maximum allowable hours.

3. Authorization - The Department Director shall determine the most appropriate form of compensation based on available funds and workload. Compensatory time shall be specifically approved by the Department Director in advance of its being earned.

4. Maximum Accrual - Employees in sworn public safety positions may accrue up to 480 hours of compensatory time. All other employees may accrue up to 240 hours of compensatory time. Employees shall be paid for all hours in excess of the maximum allowed.

5. Deadline for Use - Compensatory time earned within the fiscal year shall be used by September 30 of the following fiscal year or the employee shall be paid for it. (Revised 10-15-90.)

G. Resolving Discrepancies

1. Discrepancies – Employees who feel that an improper deduction has been made to their salary or overtime was worked and they were not compensated appropriately, should immediately report this to their supervisor for resolution.

2. Complaint Procedure – In the event that a supervisor does not resolve the discrepancy, the employee will report the improper salary deduction or overtime payment denial to the Human Resource Department by completing the Improper Salary Deduction or Overtime Payment Denial Complaint Form.

3. Investigating a Complaint – Upon receipt of the completed Improper Salary Deduction or Overtime Payment Denial Complaint Form the Human Resource Department will promptly research the discrepancy.

4. Determination - If it is determined that an improper salary deduction or overtime payment denial has occurred, the employee

will be promptly reimbursed for any improper salary deduction made or paid for overtime worked.

Section 4.15 Holiday Pay

Any employee in a regular or limited-term position who is eligible to earn overtime and is required by the supervisor to work on a holiday which is observed by the County, shall be compensated for that holiday at a rate of twice the regular hourly rate, or at the discretion of the Department Director, authorized compensatory time.

An employee in a position which is not eligible to earn overtime (exempt) who is required to work on a holiday which is observed by the County, may take the holiday on another date mutually agreed upon with his supervisor. In cases where this would present a hardship because of work load, and where budget permits, the Department Director may authorize payment for that holiday at a rate of twice the regular hourly rate for hours worked in lieu of another day off.

See also Chapter 5, Section 5.3 (B) 2, which describes holidays on which an employee is not scheduled to work.

Section 4.16 Standby Pay

A. Eligibility - Nonexempt employees in regular, limited-term, or on-call positions who are required to be available by telephone or beeper after regular work hours to respond to emergency calls, and who must respond within a reasonable period of time when called, are eligible for standby pay.

B. Computation of Pay - Employees who are required to be on standby shall receive compensation as set forth in the approved budget for each hour on standby. This payment shall be made regardless of whether the employee is actually called out, and shall be in addition to any payment earned for actual hours worked as outlined in Section 4.14, above.

C. Restrictions - Employees who, for any reason, cannot fulfill their standby duties for part or all of the required period, shall obtain approval from their Department Director or a designee for another employee to substitute for them.

Section 4.17 Premium Pay

A. Purpose - Premium Pay is intended to provide additional compensation to eligible employees reporting to work in response to emergency situations arising on County observed holidays on which the employee is not scheduled to work.

B. Eligibility - Nonexempt employees in regular or limited-term positions who are not on standby and are not scheduled to work on a County observed holiday, but are called in to work on the holiday with less than 72 hours prior notice.

C. Computation of Pay - Eligible employees shall be compensated for all hours worked on the nonscheduled holiday at a premium rate of one-half times the regular hourly rate, in addition to any other compensation for which the employee is eligible, in accordance with Section 4.14, Overtime, and Section 4.15, Holiday Pay.

D. Conditions - Supervisors are responsible for determining when additional staffing is required on a holiday. Employees notified more than 72 hours in advance that they must work on a holiday shall not be eligible for premium pay. Employees on standby who are called in to work on a holiday shall not be eligible for premium pay.

Section 4.18 Travel

Policy - Employees may be required to travel when it is necessary or beneficial to the performance of their duties, their professional development, or the general operations of the County. Such travel shall be approved in advance by the department manager and may be eligible for reimbursement.

Section 4.19 Miscellaneous

A. Bonding - Each County employee is covered under a general employee "blanket" bond at no cost to the employee. The County shall pay the additional cost for those positions requiring a higher bond.

B. Notary Fees - The fees for “Notary Public” permits held by County employees shall be paid by the County when such services are felt to assist the County in serving the public or to further the County's own business operations. There shall be no charge for notary services for the County.

C. Uniform Allowance

1. Policy - Employees who are required to wear uniforms shall be furnished such uniforms, with accessories as required. Uniforms shall be maintained by the County at the County’s expense or by the employee with an annual allowance from the County set forth in the budget. Such allowance shall also be paid to each member of the Investigations Division in the Police Department for the cleaning and maintenance of their on-duty clothing.

2. Responsibilities

a. All clothing and equipment issued by the County shall remain the property of the County.

b. Only an initial uniform alteration shall be the responsibility of the County.

c. Employees are required to return non-serviceable clothing to the County in order to receive replacements.

d. Clothing that is lost or damaged by negligence of the employee shall be replaced at the employee's expense.

e. Uniform and on-duty clothing maintenance allowances shall be paid only for the period of actual employment.

D. Tool Allowance - Employees who are responsible for the purchase and maintenance of tools required to perform their duties shall receive an annual allowance. The tools shall remain the employees' property, but are insured by the County against fire and theft.

Section 4.20 Administration and Interpretation of Plan

The compensation program is administered by the Human Resource Department which is responsible for interpreting, administering, and updating the program to keep it current and equitable in operation.

James City County Community Land Trust (CLT) Key Decisions

February 24, 2026, Board of Supervisors Business Meeting

Goals of Today's Presentation

I. Recap work to date

II. Review items needing Board of Supervisors (BOS) input before establishing the CLT

   1. CHDO Designation
   2. Organizing Documents
   3. Board of Directors (BOD) Recruitment and Appointment

III. Share next steps and timeline

IV. Discuss key questions and receive direction

Phase 1 Recap

- **Dec. 2024** – Consultant was commissioned to evaluate the feasibility of a CLT for James City County.
- **June 2025** – Staff presented the CLT concept to the BOS.
  - ➢ BOS directed completion of the feasibility study.
- **Sept 2025** - Staff and consultant presented the feasibility study results to the BOS.
  - ➢ BOS directed staff to proceed with Phase 2 and take steps to form the CLT.
  - ➢ Staff would return with any items needing BOS input.

Phase 2 Work Items

- **Dec-July 2026 – Lay groundwork to establish the CLT as a nonprofit**
  - ➢ Establish budget
  - ➢ Prepare and file Articles of Incorporation
  - ➢ Recruit and form BOD
  - ➢ Prepare bylaws for BOD
  - ➢ Engage partners and stakeholders
- **July-Dec 2026 – Begin operation of the CLT with BOD**
  - ➢ Adopt bylaws and file for 501(c)(3) status
  - ➢ Build CLT organizational capacity – train BOD
  - ➢ Design CLT's homeownership program - draft ground lease and policies
  - ➢ Build partnerships and pursue grants

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  - Build partnerships and pursue grants

Key Decisions

1. Does the BOS concur with establishing the CLT in a way that will allow it to pursue a CHDO designation for access to special funding and resources?

2. Is the BOS comfortable with the following provisions in organizing documents?

   a. The CLT will be incorporated with a purpose **to provide decent, quality housing that is affordable to low- and moderate-income households (80% of AMI) as a priority**, and with an **additional ability to provide housing opportunities for households earning up to 120% of AMI** to address neighborhood stability, mixed-income communities, or the financial stability of the CLT's mission.

   b. The CLT will be a **member-based organization** with a **tri-partite Board of Directors (BOD).**

   c. The BOD will have **9 Directors initially**, **appointed by BOS** to **staggered terms of 1 to 3 years**. Over time, the BOD will transition to **2/3 of the BOD being elected by members**.

3. Is the BOS ready for staff to start the BOD recruitment process?

1. Working Assumption: Ability to Become CHDO

This designation has regulatory and financial support:

- *Code of Virginia* - defines a CLT as a Community Housing Development Organization (CHDO) eligible for special HUD set-aside funds and other grants.
- *Virginia Department of Housing and Community Development (DHCD)* - certifies private, community-based organizations as CHDOs on behalf of HUD using specific criteria:
  1. Organizational Status & Mission
  2. Board of Directors Composition
  3. Sponsorship/Independence
  4. Financial Management
- It can take several years for an organization to be certified as a CHDO.

2a. Organizational Status and Miss

- The CLT will be organized under State law through Articles of Incorporation. *Target filing: July 2026*
- The CLT will pursue and acquire 501(c)(3) status through the IRS. *Target filing: Fall 2026*

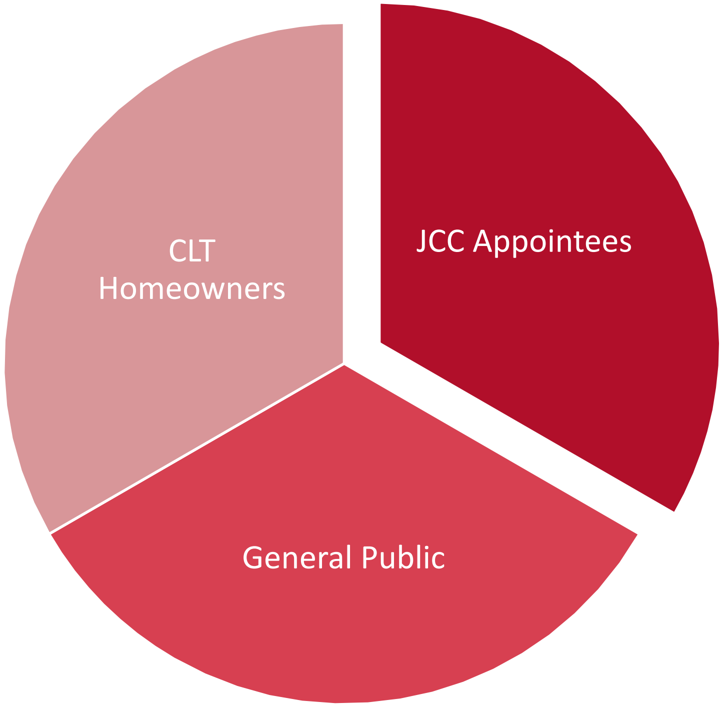
CLT Purposes:

- As a priority, to provide decent, quality housing that is affordable to low- and moderate-income households (80% of AMI)
- Additional ability to provide housing opportunities for households earning up to 120% of AMI to address neighborhood stability, mixed-income communities, or the financial stability of the CLT's mission

2b. Membership and Board of Directors Composition

Assumptions of the Feasibility Study:

- The CLT would become a member-based organization
- With a tripartite board structure



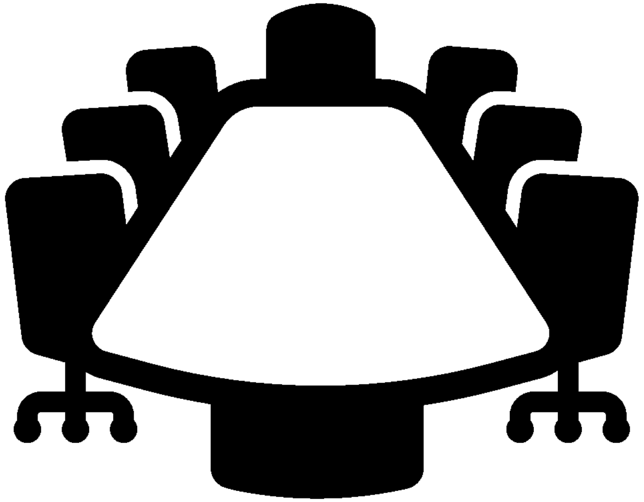
Considerations:

- A member-based structure is more complex, but
- Has advantages: preventing mission drift, building community trust, broadening community engagement, creating a leadership pipeline, and fundraising
- It also helps CLT meet CHDO requirements regarding BOD appointments.

2c. Board of Directors Formation

Initial Formation

- 9 Directors
- BOS appoints all Directors.
- Directors serve staggered terms of 1 to 3 years.



Over Time

- CLT members would elect 3 Directors to replace outgoing Directors.
- Members would elect another 3 Directors to replace outgoing Directors.
- At this point, the members would have elected 2/3 of the Directors.
- No more than 1/3 of Directors would be appointed by BOS.

3. Next Steps - Board of Directors Recruitment

Recruitment

- Jan – Draft BOD application
- Feb - Build website and begin outreach
- March - Open application portal
- April – Close portal

Appointment

- May – Forward applications to BOS
- June – Notify applicants
- July/Aug –First BOD meeting/adopt bylaws

JAMES CITY COUNTY
COMMUNITY
LAND TRUST

Key Decisions

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3. Is the BOS ready for staff to start the BOD recruitment process?

Questions?

James City County
VIRGINIA
Jamestown 1607

Landscape Ordinance

February 24, 2026, Board of Supervisors Business Meeting

Purpose & Goal

- To receive consensus and direction from the Board for staff to draft a tiered waiver process within the existing Landscape Ordinance.
- Based on feedback received to date, such a tiered approach could include objective factors such as:
  - Whether or not the property is along a Community Character Corridor or within a Community Character Area;
  - Whether or not the property is used for Industrial purposes;
  - Whether or not a project is new development or infill redevelopment

Overview of the Landscape Ordinance

For Reference Only

(as originally presented on October 28, 2025)

Landscape Ordinance, Historical Basis

- 1975 Comprehensive Plan includes Jamestown Road as a greenbelt road:
  - "A band of vegetation along a road screens development, serves as a noise buffer & enhances the visual appearance of the community…Greenbelts can help preserve the spirit of an agrarian heritage & perpetuate a rural character."
- 1982 Comprehensive Plan Goal:
  - Aesthetics & Character Goal: "Encourage new development to be harmonious with the features of the physical environment & protect sites of historical significance."
- 1987: Criteria & Guidelines developed for Alternative Landscape Treatment on Greenbelt Roadways

Landscape Ordinance, Historical Basis (cont'd)

1991: Public Input Survey notes "considerable interest" in "improving the aesthetics & character" of the County

- The Greenbelt Policy preserves roadsides in their natural state & provide for enhanced landscaping primarily through proffers or conditions required for rezonings & special use permits

- 1997 Comprehensive Plan:
  - Adopted Community Character Corridors, including Jamestown Road.
  - Residents identified natural & historic features as integral to the County's character: "comments called for development to respect the context of the area & minimize its impacts on the area through landscaping…"
  - Carried forward in 2003 and 2009 updates to the Comprehensive Plan

Landscape Ordinance, Historical Basis (cont'd)

- 2015 Comprehensive Plan:
  - Citizens supported community character, preserving natural buffers & enhancing streetscapes. Recommended developments include preservation of trees & shrubs & installation of street trees & shade trees
- 2021 Comprehensive Plan:
  - Carried over strategies from 2009 and 2015 Comp. Plan updates, including: "Preserve & enhance entrance corridors & roads that promote the rural, natural, or historic character of the County."
- County's first dedicated and detailed landscape ordinance was adopted by the BOS on July 2, 1990

Landscape Ordinance, Purpose and Objectives

1. Ensure development which is consistent with the goals of the Comprehensive Plan related to natural resources, environmental and land use standards, Community Character Corridors, and aesthetics;
2. Retain the historic and natural character of James City County by reducing the visual impact of signs, parking lots, buildings and structures and protecting, preserving and enhancing its natural physical wooded character with emphasis on preserving the existing tree canopy and other indigenous vegetation and providing such canopy and vegetation where it does not exist;
3. Minimize the environmental and land use impacts of developments associated with noise, glare, dust and movement; changes in appearance, character and value of neighboring properties; and effects on air and water quality, stormwater runoff, groundwater recharge and soil erosion by preserving existing tree canopies and indigenous vegetation and restoring such canopies and vegetation and providing other landscape features;
4. Promote traffic safety by controlling views and visually defining circulation patterns;
5. Provide more comfortable exterior spaces and conserve energy by preserving and providing tree canopies and other landscape features which provide shade and windbreaks; and
6. Ensure the location, type, and maintenance of plant materials create and maintain a safe environment for users of the site.

Landscape Ordinance, Minimum requirements

- Minimum Planting required:
  - Adjacent to buildings
  - Along the roadway
    - And for Street Tree placement for Residential developments
  - Parking lots
  - Screening for Outdoor operations & storage, objectionable features, BMP’s
  - Screening between conflicting land uses and for certain zoning districts

- Additional planting above ordinance minimums can be required as part of a legislative case via BOS adopted SUP conditions or via voluntary proffers offered by the applicant “in consideration of the approval of the requested rezoning”

Landscape Ordinance, Minimum requirements (cont'd)

- Requirements for:
  - Plan to be prepared by appropriate design professional
  - Installation guarantee prior to the issuance of a Certificate of Occupancy
  - Tree protection and Phased Clearing
  - Strongly encourages trees native to eastern Virginia
  - Minimum sizes at planting
  - A mix of Overstory vs. Understory Trees; Shrubs; Evergreen vs. Deciduous
  - "Maintenance of landscaping. The owner, or his agent, shall be responsible for the maintenance, repair and replacement of all landscaping materials, fences and barriers as may be required …"
    - "All plant materials, including existing trees preserved to meet the requirements of this section, shall be tended and maintained in a healthy growing condition, replaced when necessary, and kept free of refuse and debris."

Landscape Ordinance, Flexibility

- Options and Flexibility within the Ordinance:
  - Modifications
    - When an adjustment to planting mixtures or densities are needed
    - A minimum 25 percent increase in plant size for a maximum 25 percent reduction in required plant quantity
  - Substitutions
    - When it can be demonstrated that the transferred plant materials serve to provide a greater public benefit than the standard requirements would provide
  - Transfers
    - When it can be demonstrated that the transferred plant materials serve to provide a greater public benefit than the standard requirements would provide

  - Cannot: reduce overall landscape requirements for a development, reduce the total amount of landscape area, nor reduce the overall landscape effects as compared to a plan that strictly complies with the minimum requirements

Landscape Ordinance, Flexibility (cont'd)

- Options and Flexibility within the Ordinance:
  - Credits for Existing Trees
  - Reductions for Small Lots
  - Right of Way Buffer based on an average depth, not a line
  - Further Reductions for Master Planned Communities with Approved Design Guidelines
  - Right of Way Buffer reductions along CCC's for enhanced design
  - Permitted breaks for roads/driveways and utilities
  - Trees can be limbed up for buffer grooming and site line enhancement
  - Reductions for Bus Parking lots
  - Certain reductions for Industrial Uses, esp. on M-1/M-2 zoned land

1826 Jamestown Road: Z-21-0013

- Rezoning from B-1and LB, to B-1 with proffers. Approved by the BOS on September 14, 2021.
- Basis for required landscaping on the approved plans is three-fold:
  - Minimum county standards: Includes required landscaping for the building addition; parking lot improvements, planting of the front CCC buffer (CCC since it is Jamestown Road); and planting of the rear transitional buffer since this is a business use directly adjacent to residentially zoned properties
  - Proffer 3. Community Character Corridor Buffer. Additionally, the applicant proffered the removal of all impervious surfaces within the 50-foot buffer & replacement with turf & landscaping in accordance with the Landscaping code requirements
  - RPA Encroachment Mitigation. Prior to the rezoning application, the previous site had a lot of illegal/non-conforming impervious cover within the Resource Protection Area; approximately 5,053 square feet. Additional trees and shrubs were incorporated into the approved site plan to restore the RPA to satisfy the encroachment restoration plan

4700 Fenton Mill Road: SUP-7-2008/MP-2-2008

- Special Use Permit for a contractor’s office, shed, storage & maintenance yard in A-1 zoning. Approved by the BOS on August 12, 2008

- Basis for required landscaping on the approved plans is two-fold:
  - Minimum county standards at that time
  - Mitigating the impacts of land that had already been cleared and operation of a commercial business (noise & screening) in a Rural Area, including outdoor storage of materials in a 4,000 s.f., three-sided shed, and up to 40 vehicles on a 100-foot by 20-foot concrete apron, including excavators, tractors and bulldozers.
    - The SUP condition required a landscaping plan in accordance with the Zoning Ordinance except that the “owner shall provide enhanced landscaping such that the required size of shrubs and trees located in the 75-foot buffer along Fenton Mill Road equals, at a minimum, 125 percent of the requirements” & at least 60 percent of the shrubs & trees are evergreen

Overview of the Landscape Ordinance

M E M O R A N D U M

DATE: February 24, 2026

TO: The Board of Supervisors

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

SUBJECT: Fiscal Year 2025 School Year-End Spending Plan Appropriation - $2,169,906

At its September 16, 2025, meeting, the Williamsburg-James City County (WJCC) School Board approved a spending plan for the Fiscal Year (FY) 2025 year-end surplus funds of $6,401,806. These funds represent excess revenues and expenditure savings for the fiscal year that ended on June 30, 2025. The City/County School Contract, revised in May 2022 and applicable to the FY25 year-end funds, included the following provision:

Based on Section 22.1-100 of the Code of Virginia, local school funds unexpended in any year shall become part of the appropriated funds of the City and County for the School Board in a future year. The City and County will establish an account dedicated for future school use into which each shall deposit their respective amount of ninety percent (90%) of the unexpended funds. Except in extreme situations, funds in the future school use account will be discussed and appropriated during the City and County's normal budget process. The remaining ten percent (10%) of the unexpended funds will be retained by the City and County in the respective amount due to each locality.

The County share of the total local funding for FY25 was 89.73% and, as a result, $5,744,341 of the surplus was returned to the County. The County recorded $5,169,906 (or 90%) of that amount as committed fund balance to be used for future School Division needs. The County's FY26 Adopted Budget included the use of $1,000,000 of this funding to increase its contribution to School Division's operating needs. In addition, the County's most recent Capital Improvement Program included the planned use of $2,000,000 of this funding to support the School Division's capital requests in future fiscal years.

The WJCC School Board's proposed spending plan for the FY25 surplus also included a request to establish a healthcare reserve fund to assist with the School Division's transition to a self-funded health plan. The School Division has requested that the County's remaining share of the FY25 surplus intended for future school use, totaling $2,169,906, be used for this purpose.

The attached resolution, if adopted, approves the School Division's request and appropriates funding of $2,169,906 in the County's FY26 budget to fund the School Division's healthcare reserve.

SBM/tm
FY25_SchYrSpnd-mem

Attachment

R E S O L U T I O N

FISCAL YEAR 2025 SCHOOL YEAR-END SPENDING PLAN APPROPRIATION - $2,169,906

WHEREAS, the Williamsburg-James City County (WJCC) School Board approved a spending plan for the Fiscal Year (FY) 2025 year-end surplus, which totaled $6,401,806 with the County share representing $5,744,341; and

WHEREAS, under the terms and conditions of the City/County School Contract, each locality must dedicate ninety percent (90%) of this surplus to future school use; and

WHEREAS, the County's share of the FY25 surplus that must go toward future school use was $5,169,906, of which $1,000,000 was appropriated in the County's FY26 Adopted Budget for the School Division's operating needs, and $2,000,000 was included in the County's most recent Capital Improvement Program to support the School Division's capital requests in future fiscal years; and

WHEREAS, the remaining amount of the County's share of the FY25 surplus intended for future school use is $2,169,906, and the School Division has requested that the County use these funds to establish a healthcare reserve fund for the School Division.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes an appropriation of $2,169,906 to be made in the County's FY26 budget for the following purposes:

General Fund - Funding Source:	
Committed Fund Balance	$2,169,906
General Fund - Funding Uses:	
Local Contribution to Schools	$2,169,906

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John J. McGlennon
Chair, Board of Supervisors

ATTEST:

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Teresa J. Saeed
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 24th day of February, 2026.

FY25_SchYrSpnd-res