**AGENDA**

**JAMES CITY COUNTY BOARD OF SUPERVISORS**

**BUSINESS MEETING**

**COUNTY GOVERNMENT CENTER BOARD ROOM**

**101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185**

**June 23, 2026**

**1:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATION(S)**

1. Retiree Commendation - Gennie Bellas
2. Proclamation - Parks & Recreation Celebrates 45 Years & July is Park and Recreation Month
3. Capital Trail and Extension

**D. CONSENT CALENDAR**

1. Contract Award - $461,656 - Replacement Ambulance
2. Grant Award - $33,762 - Bulletproof Vest Partnership
3. Grant Award - $8,520 - Chesapeake Bay Restoration Fund Grant
4. Minutes Adoption

**E. BOARD DISCUSSIONS**

1. Reassessment Process
2. Senior and Disabled Tax Exemption
3. Purchasing Policies Update
4. Government Center Update

**F. BOARD CONSIDERATION(S)**

1. Renaming the General Services Department to the Public Works Department and Establishment of the Custodial Services Division
2. Initiation of Consideration of Required Amendments to the Zoning and Subdivision Ordinances
3. Final Phase of a Comprehensive Agreement for the New Consolidated Government Center

**G. BOARD REQUESTS AND DIRECTIVES**

## H. REPORTS OF THE COUNTY ADMINISTRATOR

## I. CLOSED SESSION

1. Consideration of a personel 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. Staff Appointment - Colonial Behavioral Health Board

    b. Appointments to the Economic Development Authority

    c. Appointments to the Inaugural Board of Directors for the James City County Community Land Trust

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

3. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia, and pertaining to 1192 and 1111 Jolly Pond Road.

4. Consultation with legal counsel and briefings by staff members pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, specifically regarding a tax dispute with Seaworld Parks & Entertainment, LLC, pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia

5. Consultation with legal counsel employed by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically regarding Virginia Code section 15.2-912.4, pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia.

6. Certification of Closed Session

## J. ADJOURNMENT

1. Adjourn until 5 pm on July 14, 2026 for the Regular Meeting

**M E M O R A N D U M**

DATE: June 23, 2026

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - $461,656 - Replacement Ambulance

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The Fiscal Year 2026 Capital Improvement Program budget includes funds for the purchase of one replacement ambulance.

The Fire Department, Fleet, and Purchasing staff examined different options and determined the most efficient procurement method for this purchase is to use a cooperative purchasing contract issued by the Houston-Galveston Area Council (H-GAC) to FESCO Emergency Sales as a result of a competitive sealed Invitation to Bid. The H-GAC contract contains wording allowing other localities to purchase from the contract.

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

Fire Department technical staff researched the design, construction, and field performance of the Horton ambulance, worked closely with FESCO Emergency Sales to design a vehicle that will meet the Department's needs, and negotiated a price of $461,656 for the replacement ambulance. The cost of the contract is within the funds allotted.

Final placement to be determined based on call volume and the condition of other units at the time of delivery. The Fire Department will shift a current ambulance to a reserve status and take the oldest reserve unit out of service. The former ambulance may be sold or used elsewhere in the County in a non-emergency capacity.

Staff recommends adoption of the attached resolution authorizing the contract award to FESCO Emergency Sales in the amount of $461,656 for the Horton ambulance.

RTA/tm
CA-FY26ReplAmb-mem

Attachment

**R E S O L U T I O N**

CONTRACT AWARD - $461,656 - REPLACEMENT AMBULANCE

WHEREAS, funds are available through the Fiscal Year 2026 Capital Improvement Program budget for the purchase of one replacement ambulance; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the Houston-Galveston Area Council issued a cooperative purchasing contract to FESCO Emergency Sales as a result of a competitive sealed Invitation for Bid; and

WHEREAS, the Fire Department, Fleet, and Purchasing staff determined the contract specifications meet the County's performance requirements for an ambulance and negotiated a price of $461,656 with FESCO Emergency Sales for the Horton medium-duty ambulance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute a contract with FESCO Emergency Sales for one Horton ambulance in the amount of $461,656.

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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 23rd day of June, 2026.

CA-FY26ReplAmb-res

**M E M O R A N D U M**

DATE: June 23, 2026

TO: The Board of Supervisors

FROM: Mark L. Jamison, Chief of Police

SUBJECT: Grant Award - $33,762 - Bulletproof Vest Partnership

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The James City County Police Department has been awarded a Patrick Leahy Bulletproof Vest Partnership (BVP) grant from the Office of Justice Programs' Bureau of Justice Assistance for $33,762 ($16,881 federal funds; $16,881 local match). The funds will be used to purchase approximately 25 new and replacement bulletproof vests for officers.

BVP has typically been a recurring grant program made available yearly to law enforcement agencies throughout the United States. This grant expires August 31, 2028, which allows us to replace vests as needed or purchase vests for new officers throughout the grant period.

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

The grant requires a match of $16,881, which is available in the Special Projects/Grants Fund.

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

MLJ/ap
GA-BlltprfVP26-mem

Attachment

**R E S O L U T I O N**

GRANT AWARD - $33,762 - BULLETPROOF VEST PARTNERSHIP

WHEREAS, the James City County Police Department has been awarded a Patrick Leahy Bulletproof Vest Partnership (BVP) grant from the Office of Justice Programs' Bureau of Justice Assistance for $33,762 ($16,881 federal funds; $16,881 local match); and

WHEREAS, the grant requires a local match of $16,881, which is available in the Special Projects/Grants Fund; and

WHEREAS, the funds will be used to purchase approximately 25 new and replacement bulletproof vests for officers.

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

Revenues:

| | |
|---|---|
| Federal - BVP - Fiscal Year 2025 | $16,881 |
| Local Match | $16,881 |
| Total | $33,762 |

Expenditure:

| | |
|---|---|
| BVP - Fiscal Year 2025 | $33,762 |

____________________________
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 23rd day of June, 2026.

GA-BlltprfVP26-res

# M E M O R A N D U M

DATE: June 23, 2026

TO: The Board of Supervisors

FROM: Carla T. Brittle, Tourism and Centers Administrator of Parks & Recreation

SUBJECT: Grant Award - $8,520 - Chesapeake Bay Restoration Fund Grant

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James City County's Department of Parks & Recreation has been awarded a $8,520 Chesapeake Bay Restoration Fund Grant from the Commonwealth of Virginia's Division of Legislative Services.

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

Staff recommends approval of the attached resolution to accept the $8,520 grant for the special marine camp, and to appropriate the funds as described in the attached resolution.

CTB/ap
GA-CpkBayRest-mem

Attachment

# R E S O L U T I O N

GRANT AWARD - $8,520 - CHESAPEAKE BAY RESTORATION FUND GRANT

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, accepts the $8,520 grant awarded by the Chesapeake Bay Restoration Fund to help with the additions to the summer camp program.

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

Revenue:

| | |
|---|---|
| From the Commonwealth | $8,520 |

Expenditure:

| | |
|---|---|
| Chesapeake Bay Restoration Fund | $8,520 |

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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 23rd day of June, 2026.

GA-CpkBayRest-res

**MINUTES**

**JAMES CITY COUNTY BOARD OF SUPERVISORS**

**REGULAR MEETING**

**COUNTY GOVERNMENT CENTER BOARD ROOM**

**101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185**

**May 12, 2026**

**5:00 PM**

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## A. CALL TO ORDER

Mr. McGlennon called the meeting to order at approximately 5:04 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 shared a few announcements before beginning the Board's meeting. He noted that the applicant had requested a deferral of the Public Hearing(s) Item No. 4 - Z-23-0004/MP-23-0001. Westwood Park Rezoning. Mr. McGlennon advised that there would not be a staff or applicant report presentation this evening. He indicated that the Public Hearing would remain open until the Board's July 9, 2026, Regular Meeting. Mr. McGlennon stated that any individuals who signed up to speak would be allowed to do so, but only one opportunity to speak during the Public Hearing process was allowed. Additionally, he announced that Board Consideration(s) Item No. 1 Plan of Finance - Capital Projects had been deferred and would be presented to the Board at a later date. Mr. McGlennon stated that after a Moment of Silence, he invited Mr. Andrew Dean, Assistant County Attorney, to lead the Pledge of Allegiance. He noted that Mr. Dean would soon begin a two-month naval reserve deployment in Florida, and the Board wished him a safe and healthy return.

## C. MOMENT OF SILENCE

## D. PLEDGE OF ALLEGIANCE

Mr. Dean led the Board and citizens in the Pledge of Allegiance.

## E. PRESENTATION(S)

1. Proclamation - Adult Abuse Prevention Month

Mr. McGlennon read the Adult Abuse Prevention Month Proclamation. He commended the County's Social Services Department for its ongoing dedication, emphasizing that the resources they provide were crucial to preserving the safety and well-being of the community.

Ms. Lynette Diaz, Assistant Director of Social Services, addressed the Board and citizens. She expressed her gratitude to the Adult Services and Adult Protective Services staff for their tireless dedication to safeguarding the welfare of older adults living in the community. Ms. Diaz thanked the County's Fire Department and Emergency Medical Services (EMS), nonprofit organizations, and other partner organizations for their support. She welcomed the public to attend the first-ever Adult Abuse Awareness event, highlighting its family-friendly atmosphere and the chance to become better educated on this critical issue. She advised that the event would be held on Thursday, May 21 from 4-6 p.m. at the James City County Recreation Center.

**F. PUBLIC COMMENT**

1. Mr. Gary Carlile, 3724 Mesa River, addressed the Board in opposition of the amendment to the 2022 Master Plan for Ford's Village. He noted that reducing the 79 assisted living, memory care, and skilled nursing beds would not serve the County's best interests. Mr. Carlile emphasized the need for more assisted living facilities for the aging demographic. He noted that the initial plan featured 125 beds for assisted living, memory care, and skilled nursing, but the revised plan dropped this to a minimum of 46 beds. Mr. Carlile argued that committing to a baseline figure of 46 assisted living, memory care, and skilled nursing beds would effectively set a ceiling on the project. He pointed out that developers and builders were financially driven to maximize the more lucrative 79 additional apartments, leaving no incentive to exceed the minimum healthcare requirement. Mr. Carlile urged the Board to vote against the amended proposal for Ford's Village, citing severe traffic and safety concerns. He pointed out that adding more apartments would exacerbate existing congestion and accident risks at the News Road and Monticello Avenue intersection. Furthermore, he noted that the Virginia Department of Transportation (VDOT) had no intention of upgrading this junction, and the development would introduce at least 491 more vehicles to the area daily.

2. Mr. Chris Henderson, 101 Keystone, addressed the Board reiterating his request for later Board meetings to make it easier for working citizens to attend. He also requested that the Board introduce a formal invocation for future meetings. Mr. Henderson raised urgent concerns regarding severe congestion on Route 199. He noted extreme backups at the Jamestown Road intersection and the Route 199/Richmond Road interchange. With new developments underway, he emphasized the critical need to address these highly congested bottlenecks immediately. Mr. Henderson congratulated the County on the success of the 250th Anniversary Revolutionary Rhythms Weekend. For future events, he recommended applying insect repellent treatments and redesigning the parking layout to improve traffic flow during arrivals and departures. Mr. Henderson updated the County Administrator on a recent Univery of Virginia School of Architecture seminar regarding affordable housing. He highlighted a compelling definition of a zoning ordinance as "residual scar tissue from previous development battles." Observing the accuracy of this statement, he stressed the need to rethink zoning to better support community goals, particularly for affordable housing. Mr. Henderson forwarded the seminar's strategies to Mr. Stevens for distribution to the Board and staff. He observed the leading municipalities utilize preapproved small home plans. By selecting from this catalog, developers and builders benefited from waived permit fees and an expedited approval process. Transitioning to the budget, Mr. Henderson pointed out that rising budgets were pricing out everyday residents, making the County affordable only to the wealthy. He urged the Board to pass a budget that lowered the tax rate to $0.78 per $100 of assessed value. Mr. Henderson concluded with his support of the Ford's Village proposal.

3. Mr. Jim Rooney, 1307 Queens Xing, addressed the Board to discuss the meals tax increase proposed. He noted as a 76-year-old server in Colonial Williamsburg with 50 years of hospitality experience that the City of Williamsburg's February 2026 meals tax increase had directly altered dining habits. He observed that guests were actively mitigating increased expenses by adopting cost-saving measures, such as portion sharing, abstaining from alcohol, opting for complimentary water, and omitting desserts. Mr. Rooney stressed that the area was

not a tourist destination like California or Florida. He explained that increasing taxes on prepared foods, beverages, and grocery-store hot meals frequently backfired. Instead of boosting local revenue, the higher prices discouraged spending, resulting in a net decline in total sales. Mr. Rooney noted that he saw this trend firsthand during a recent shift, where none of his 16 guests purchased an alcoholic beverage, which significantly reduced his gratuities. Mr. Rooney requested that the Board table any proposed hikes to the meals tax, pointing to the critical issue of escalating restaurant closures. Speaking as a resident of the 160-family La Fontaine community, he highlighted that approximately 75% of the households were over 55 and live on limited incomes. He pointed out that rising expenses forced the homeowners association to undergo six sessions to finalize a budget and make necessary cuts. He urged the Board to carefully consider future cost management and funding sources, noting that financial planning has become increasingly difficult.

4. Ms. Kathleen Rothschild, 2 Ensign Spence, addressed the Board and expressed support for the newly appointed Board member, Ms. Wainwright. Arguing that all budgets could be trimmed, she urged the Board to adopt the same aggressive cost-cutting measures typically practiced by households and businesses. Ms. Rothschild directly asked Mr. McGlennon regarding his position on the admissions tax.

Mr. McGlennon noted that the Board did not participate in back-and-forth dialogue with the public during Public Comment.

Ms. Rothschild requested clarification on a specific policy, asking if it could be modified or if a motion could be conducted to pass such a change. Highlighting the importance of open communication between citizens and their elected Board of Supervisors, she noted that transparency remained a top priority for the voters of James City County and the nation.

With no further speakers, Mr. McGlennon concluded the Public Comment segment.

**G. CONSENT CALENDAR**

None.

**H. PUBLIC HEARING(S)**

Mr. McGlennon indicated that Dr. Kira Allmann was the Planning Commission representative for the meeting.

1. Verizon Franchise Agreement

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. Liz Parman, Deputy County Attorney, stated that before the Board was a resolution approving a non-exclusive Cable Franchise Agreement between the County and Verizon Virginia, LLC. She noted that the proposed agreement mirrored the County’s existing agreements with Cox Communications and Shentel. Ms. Parman further noted that this agreement would give County residents in Verizon’s service area a third cable TV provider. She advised that Mr. Matt Ogburn, Director of Government Relations for Verizon, was in attendance for questions and that she was also available for questions.

Mr. McGlennon asked Ms. Parman for transparency purposes if this was the same sort of franchise agreement that the County had with other providers as well.

Ms. Parman confirmed this was accurate. She explained that because the County must comply with federal laws, these agreements were typically uniform. Ms. Parman clarified that although the County could not legally regulate rates, control internet service, or grant monopolies, this agreement successfully required Verizon to deliver cable access to County facilities and provide public, educational, and governmental (PEG) channels.

Mr. McGlennon stressed the importance of knowing that no cable provider held an exclusive agreement.

Mr. Icenhour asked Ms. Parman to confirm if the red areas shown on the PowerPoint slide indicated the initial service areas and if Verizon's ultimate goal was County-wide expansion.

While Ms. Parman noted this aligned with her understanding, she deferred the question to Mr. Ogburn.

Mr. Ogburn confirmed that Verizon planned to expand into other areas of the County. While specific locations and timelines were not yet final, this agreement would not restrict its ability to build out further.

Mr. Icenhour asked if this agreement applied to cable services.

Mr. Ogburn confirmed yes.

Mr. Icenhour inquired whether this service differed from Verizon Fios.

Mr. Ogburn clarified that the agreement specifically involved Verizon Fios. He noted that it would authorize video services only in those parts of the County that already had access to the initial Verizon Fios footprint.

Mr. Icenhour highlighted specific zones within the Ford's Colony community that suffer from inadequate cellular coverage, citing frequent dropped calls and complete signal loss. He pointed out the small 5G towers Verizon installed around New Town, assuming they were a distributed antenna system, and asked Mr. Ogburn if that was accurate.

Mr. Ogburn clarified that these systems were designated as Small Cell Nodes. He noted that while they have a more limited coverage area compared to macro towers, they deliver significantly higher bandwidth.

Mr. Icenhour asked if that could be an option for areas in the community experiencing service gaps.

Mr. Ogburn offered to connect Mr. Icenhour with Verizon's Engineering Team to evaluate the signal in problem areas and discuss potential solutions.

Mr. Icenhour extended his thanks and proposed a meeting to address and clear up these matters.

Mr. Ogburn stated that he would email Mr. Icenhour.

Ms. Larson recalled a previous conversation with Mr. Ogburn regarding vehicles hitting Verizon cabinets along County roadways. She asked who served as the point of contact to report these issues.

Mr. Ogburn noted that he believed Ms. Larson recently made contact with Mr. Patrick Page, Director of Information Resources Management.

Ms. Larson inquired whether reaching out to Mr. Page directly was the most effective approach to resolving these matters.

Mr. Ogburn confirmed his availability and offered to serve as the point of contact. He referenced a recent incident involving damaged utility equipment; Ms. Larson had forwarded the issue to Mr. Page, who successfully collaborated with Verizon to secure a prompt resolution.

Mr. McGlennon supported Mr. Icenhour's statements and pointed out additional problem areas along Jamestown Road and Lake Powell Road. He requested Mr. Ogburn coordinate the removal of an obsolete utility cabinet in the Skiffes Creek Terrace parking lot, as prior Board attempts to address the issue have been unsuccessful.

Mr. Ogburn offered to reach out to Verizon's Wire Line Team to review the status of the utility cabinet. He confirmed that Verizon would investigate the utility cabinet to identify any active lines and evaluate the situation.

Mr. McGlennon opened the Public Hearing.

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

2. Grant of Right of Way over 8429 Pocahontas Trail to Dominion Energy

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. Dean addressed the Board noting that Dominion Energy had requested a right-of-way conveyance to upgrade Virginia Natural Gas infrastructure located at 8429 Pocahontas Trail. He stated that the right-of-way would be contained within the existing Dominion Energy pole line easement. Mr. Dean noted that staff recommended approval of the Right-of-Way Agreement and welcomed any questions the Board might have.

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

The Board declined.

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

Mr. McGlennon opened the Public Hearing.

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

3. SUP-26-0001. 147 Whiting Avenue Short Term Rental

A motion to Defer to the Board's July 14, 2026, Regular Meeting, was made by James Icenhour, Jr., the motion result was Passed.
AYES: 3 NAYS: 2 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr., Larson, McGlennon, Null, Wainwright

Mr. Will Albiston, Planner, addressed the Board noting that Mr. George Buskey had applied on behalf of his wife, Ms. Sonya Savedge, for a Special Use Permit (SUP) to allow for the short-term rental of up to two bedrooms in a three-bedroom single-family home they currently resided in located at 147 Whiting Avenue. He cited specifics of the application included in the staff report in the Agenda Packet. Mr. Albiston stated that this application was created as a result of a violation of a short-term rental operating at this property without an approved SUP. He noted that this application was now before the Board to remedy that situation by hoping to gain approval on this SUP. Mr. Albiston indicated that the proposal did not include any changes to the size or footprint of the home. He noted that Proposed Condition No. 3 limited the SUP to only allow for the short-term rental of up to two bedrooms due to the property owners occupying one of the three bedrooms. Mr. Albiston highlighted the beneficial factors of having property owners on-site during the short-term rental period. He stated that the application was only consistent with one of the four short-term rental standards in the 2045 Comprehensive Plan; therefore, staff could not recommend approval of the application. Mr. Albiston indicated that at its April 1, 2026, Planning Commission meeting, the Commission recommended approval of this application, subject to an additional condition by a vote of 5-1. He noted that should the Board approve the application, staff had provided proposed conditions for consideration. Mr. Albiston concluded his remarks and welcomed questions from the Board and noted that the applicant was available as well.

Ms. Null stated her inability to support the application, as the proposed use did not conform to the Comprehensive Plan's standards for short-term rentals. She noted that while reviewing the property on the County's Geographic Information System (GIS), it indicated a two-bedroom and one bath with a 2,152-square-foot footprint. Ms. Null mentioned that she and Ms. Wainwright visited the property and reviewed GIS records and discovered the owner had been a habitual late taxpayer since 2002.

Ms. Wainwright noted her understanding that a new Certificate of Occupancy would be issued, contingent upon a physical site inspection of the property. She inquired about the available recourse for addressing discrepancies between the official GIS designation and its Airbnb listing, and asked if there was a formal reconciliation process to correct such inconsistencies.

Mr. Albiston noted that while County staff made every effort to maintaining accurate information, keeping the GIS system updated for every structure presented unique challenges, particularly with older dwellings. He added that the required physical property inspection for the new Certificate of Occupancy would serve as an ideal opportunity to gather precise data and update its property records.

Ms. Wainwright pointed out existing noncompliance issues with the application and asked about the County's enforcement options.

Mr. Albiston explained that if an applicant violates SUP conditions, staff would notify them and explain the necessary corrective actions. If the applicant did not demonstrate a good faith effort to comply, the County would issue citations and escalate enforcement until the issue was resolved.

Ms. Wainwright inquired whether this same procedure applied to applications that were denied but remained in operation.

Mr. Albiston noted that it was a similar procedure but a different violation.

Dr. Allman reported that the Planning Commission voted 5-1 on April 1, 2026, to recommend approval of the SUP application. During the Public Hearing, she reported that the applicant requested approval and multiple individuals, including several of Mr. Buskey's neighbors, attended in person to voice their support for the application. Dr. Allman stated that no letters or comments opposing the application were submitted during the Public Hearing. She noted that the Planning Commission's debate focused on how the property impacted the neighborhood's residential character and aligned with County short-term rental standards, particularly since it failed to meet three of the four Comprehensive Plan standards. Dr. Allman reported that the Planning Commission questioned the applicant about a misdelivered Notice of Violation and an online three-bedroom listing. The applicant clarified that the notice went to the wrong address and updated the listing to two bedrooms. Both parties agreed to an SUP condition requiring the owner to reside on-site during rentals. Dr. Allman noted that the applicant's presentation and the strong support from nearby residents ultimately convinced several Commissioners to approve the proposal. She stated that a Commissioner noted that the Planning Commission inconsistently evaluated short-term rental applications on a case-by-case basis. Because the current criteria was overly restrictive, the Commission suggested that the criteria be reviewed and updated. Dr. Allman noted that the Commissioners generally doubted the compatibility of short-term rentals with neighborhood character. She explained that the lone vote opposing the application stemmed from a desire to prevent commercial activities from encroaching on residential areas. Dr. Allman concluded the Planning Commission report and welcomed questions from the Board.

Mr. McGlennon asked if the Board had any questions for Dr. Allman.

The Board declined.

Mr. McGlennon opened the Public Hearing.

Mr. Icenhour recommended deferring the application to verify all information and requested that County staff conduct a site visit to compare the physical site with the GIS data. He also suggested that the Board reevaluate the short-term rental criteria, acknowledging the Planning Commission's concerns about their restrictive nature.

Mr. McGlennon indicated that the Public Hearing would remain open until the deferral date.

4. Z-23-0004/MP-23-0001. Westwood Park Rezoning

Mr. McGlennon stated that the applicant had requested a deferral of this case until June.

Mr. McGlennon opened the Public Hearing.

Mr. McGlennon indicated there would be no staff presentation regarding this matter this evening and advised that the Public Hearing would remain open until the Board's June 9, 2026, Regular Meeting.

For the record, no motion was made to defer the application.

5. LU-20-0003. Eastern State (Parcels A, B and D) - Land Use Designation Change

A motion to Defer until the Board's June 9, 2026, Regular Meeting, was made by James Icenhour, Jr., the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr., Larson, McGlennon, Null, Wainwright

Ms. Terry Costello, Senior Open Space Planner II, addressed the Board noting the Land Use application Case No. LU-20-0003. Eastern State Parcels (A, B, and D) was submitted during the 2045 Comprehensive Plan update to request a change of the designation from Federal, State, or County Lands to Mixed Use. She stated that the proposed description language was developed during the 2045 Comprehensive Plan update and was included in the memorandum in the Board's Agenda Packet. Ms. Costello noted that this application was postponed until such time that a Rezoning application for the property was submitted. She stated that at its November 23, 2023, meeting, a Rezoning application had been submitted for Parcels A, B, and D and the application was considered at the December 2, 2025, Planning Commission meeting. Ms. Costello noted that staff welcomed the Board's discussion regarding the proposed land use designation change and the description language. She concluded her remarks and welcomed questions from the Board.

Mr. McGlennon asked if the Board had questions for Ms. Costello.

Mr. Icenhour asked the County Attorney whether continuing to postpone the current application, pending the Cardinal Ridge development case, would present any issues.

Mr. Kinsman shook his head no.

Mr. Icenhour indicated that he understood there to be no statutory mandate requiring immediate action on this item. Mr. Icenhour asked Mr. Kinsman if a parcel was designated as Public Lands in both the zoning and the Comprehensive Plan, the Board could still approve a rezoning application without first requiring an amendment to the Comprehensive Plan.

Mr. Kinsman nodded in agreement.

Mr. McGlennon clarified there was no Planning Commission report for this item. He informed attendees that the Board would not vote on the application tonight. Consequently, the Public Hearing allowed for only one speaking opportunity per person. He then called the roster, asking each speaker whether they wanted to speak or wait until the Board formally heard the application.

1. Mr. Timothy Trant, chose to wait to speak.

2. Mr. Harry Falls, chose to wait to speak.

3. Ms. Claudia Kirk, 121 Rosemount, addressed the Board, expressing concern that the state's request lacked provisions for conservation easements. She highlighted that Parcel D, located west of Route 199, consists primarily of wetlands and Resource Protection Areas (RPAs), which caused her to question the Mixed Use designation for the entire property. Emphasizing the vital need to protect the Powhatan Creek watershed and prevent water quality degradation, Ms. Kirk urged the Board to consider the Cardinal Ridge and Westwood developments as a single, holistic project. She concluded by thanking the Board for its time.

4. Mr. Chris Henderson, 101 Keystone, addressed the Board regarding the Rezoning application. Noting his involvement in the Crossroads Study 25-30 years ago, he stated that the area was originally intended to be an extension of New Town. While not opposed to a Mixed Use overlay, he argued that acting on the rezoning without complete land use specifics was premature. He emphasized the need for a broader community discussion and a thorough evaluation of environmental impacts, traffic, and critical area needs. Citing the site's strong pedestrian connectivity and workforce proximity, Mr. Henderson suggested that affordable housing would be highly beneficial in this location. He encouraged the Board to proceed with caution.

5. Mr. Robert Veverka, 5133 O'Holloran Way, addressed the Board noting that he resides in The Mews, a neighborhood in close proximity to the proposed developments. Mr. Veverka raised concerns about future traffic congestion from the under-construction Consolidated Government Center, warning that additional housing and development would exacerbate the area's problems. He encouraged the Board to take a holistic approach, incorporate parkland into future development, and thanked the Board for its time.

Mr. McGlennon noted that concluded the public speakers.

Ms. Larson inquired about potential property uses under the current Public Lands designation and requested a list of options from Ms. Costello.

Ms. Costello confirmed she would supply Ms. Larson with the necessary information.

6. Ordinance to Levy an Admissions Tax

Ms. Sharon McCarthy, Director of Financial and Management Services, addressed the Board noting the purpose of this Public Hearing was to invite public comment on an admissions tax. Prior to the Public Hearing, Ms. McCarthy provided an overview of a proposed admissions tax. She noted that the tax was omitted from the March 27, 2026, proposed budget because state legislation had not yet been enacted. Following recent changes to the Code of Virginia, York County and James City County were now permitted to levy an admissions tax of up to 10%. Ms. McCarthy stated that localities may also implement specific exclusions, caps, or amount limits via Ordinance. She noted that if approved, the County Administrator recommended an effective date of July 1, 2026, with revenues earmarked for debt service or capital purposes. Ms. McCarthy reviewed potential tax classifications and common exclusions via a PowerPoint presentation. She then recommended opening the Public Hearing, with Board discussion to follow.

Mr. McGlennon opened the Public Hearing.

1. Ms. Susan Franz, 103 Cardinal Court, addressed the Board in opposition to the proposed admissions tax. She challenged the assumption that tourists rather than residents would bear the financial burden. Ms. Franz highlighted the compounding financial strain of recent property tax increases and meals tax increases, and argued that an admissions tax would erode the area’s affordability and character. She urged the Board to vote against the tax and instead conduct a thorough review of existing line-item expenditures to maximize efficiency.

2. Mr. Chris Henderson, 101 Keystone, addressed the Board and agreed with Ms. Franz’s comments and stated his opposition to the proposed admissions tax. He pointed out that since the local economy relies on tourism, adding a $10 surcharge to Busch Gardens tickets could drive families to vacation elsewhere. Mr. Henderson cautioned the Board that the County was becoming financially prohibitive for the average citizen, concluding that the Board must recognize this unaffordability issue and that having the authority to impose a tax did not justify doing so.

3. Mr. Steven Mains, 3781 Captain Wynne Drive, addressed the Board in strong opposition to the proposed admissions tax, pointing to the compounding burden of recent property and meals tax hikes. He criticized a recent three-cent tax rate reduction, noting it was effectively a 5.5-cent increase masked by a two-cent rebate. Arguing that the County consistently prioritized revenue over affordability, Mr. Mains contended that if the Board felt the need to cushion the financial impact on vulnerable demographics including fixed-income residents, the working poor, and those on government assistance the Board should eliminate the root cause of the distress. He further warned that excessive admission prices at local attractions like Jamestown and Busch Gardens would drive away visitors and reduce overall revenue. Concluding his remarks, Mr. Mains presentation a petition signed by more than 500 constituents and urged the Board to halt tax increases, rein in spending, and reject the admissions tax.

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

Ms. Larson inquired whether Ms. McCarthy had communicated with York County regarding their proceedings and intended course of action on the proposed admissions tax.

Ms. McCarthy confirmed that York County faced a similar situation to their own regarding the proposed admissions tax. She noted that while York County allocated a small amount in their adopted budget, they had formed a committee to regularly review potential exclusions. Ms. McCarthy added that York County had not yet finalized any specific tax rates or caps.

Ms. Larson asked when the recently formed York County committee hoped to report back to its Board of Supervisors.

Ms. McCarthy clarified that because York County was aiming for a July 1 effective date, the action must be finalized prior to that date if the upcoming budget was already adopted. She also noted that if York County preferred a different effective date, it could be accomplished via a supplemental appropriation during Fiscal Year 2027.

Mr. Stevens noted that York County was considering an admissions tax ranging from 6% to 10% and was still evaluating which entities would be subject to it. He mentioned speaking with the County Administrator while Ms. McCarthy consulted with York County's finance department, noting that York County was still finalized the plan before taking official action.

Ms. Larson pointed out the complications of joint ticketing between the two large amusement parks. She stressed the unaligned policies would cause confusion, raising concerns about how authorities would manage discrepancies if different municipalities implemented conflicting regulations.

Ms. McCarthy confirmed that was one of the current concerns.

After adjusting his microphone to be clearly heard, Mr. Icenhour requested more details before voting. He clarified that rather than applying an admissions tax across a broad range of businesses, he wanted to focus specifically on amusement parks. Mr. Icenhour emphasized that the Board needed to agree on exactly which venues to include or exclude and formalize those definitions in a resolution.

Ms. Larson postponed an immediate ruling on the admissions tax, pending further information. She expressed an initial inclination toward a 6% rate but emphasized her opposition to applying the tax to school-related functions.

Mr. Stevens explained that while County staff could estimate potential revenues, the process was complicated by restricted data access and the Commissioner of the Revenue's reluctance to share certain figures. He noted that drafting an admissions tax Ordinance was the essential next step to define which business types were taxes, establish collection rates, and ensure accurate forecasting.

Ms. Null opposed the proposed admissions tax but agreed to compile a list.

Ms. Wainwright noted that constituents clearly expressed concern regarding the tax burden and the potential financial pressure of proposed changes. She highlighted that recent significant increases in property taxes, the raised meals tax, and a potential admissions tax would create financial hardship and force citizens to go without certain choices. Ms. Wainwright stated she was not comfortable supporting an admissions tax without reviewing the County's other taxes, adding that at this time, an amusement park would be the only entity she would be willing to consider for such a tax.

Mr. McGlennon highlighted that exploring an admissions tax helped address the Board's goal of diversifying the County's tax base beyond residential property. He emphasized that this provided an ideal avenue to generate additional local revenues, as the financial burden would be largely borne by visitors. Mr. McGlennon stated he would not support a 10% admissions tax, but indicated interest in a 5% or 6% rate. Mr. McGlennon believed this would be a great way to fund County services while relieving the tax burden on residential property owners. Mr. McGlennon outlined ongoing initiatives to advance the County's economic development, which would ultimately yield revenue for the public. He emphasized that the majority of theme parks nationwide currently apply an admissions tax, an expense that visitors reasonably anticipate. Mr. McGlennon described the fees as a moderate addition that would ultimately receive widespread approval from the local public. He noted that the Virginia General Assembly required a public referendum before the County could implement a meals tax. He emphasized that citizens voted to approve the tax primarily because it would be paid by visiting tourists, ultimately easing the tax burden on local property owners. Mr. McGlennon voiced his approval for the admissions tax and urged an accelerated rollout so that it could be enforced by July 1, 2026.

Mr. Icenhour asked Mr. Stevens whether the theme park/amusement park category would yield the highest revenue.

Mr. Stevens affirmed the assertion, specifying that it represented a significant majority in the 80%-90% range.

Mr. Icenhour stated he planned to focus exclusively on this specific category and leave the others alone. He also suggested collaborating with York County to jointly set and implement the admissions tax. Mr. Icenhour requested that more information be provided to the Board as soon as possible, and asked if a formal motion was required to defer the item.

Mr. Stevens noted that a motion was not needed and mentioned that more information would come to the Board in the May-July timeframe.

To demonstrate the County's commitment to fiscal stability to credit rating agencies, Mr. McGlennon expressed a desire to reach a decision prior to July 1.

## I. BOARD CONSIDERATION(S)

1. Plan of Finance - Capital Projects

Mr. McGlennon reiterated that this item had been deferred.

2. Z-25-0006/MP-25-0004. Proffer and Master Plan Amendment for Ford's Colony Master Plan (Ford's Village)

A motion to Deny was made by James Icenhour, Jr., the motion result was Passed.
AYES: 2 NAYS: 3 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr., McGlennon
Nays: Larson, Null, Wainwright

A motion to Approve was made by Tracy Wainwright, the motion result was Passed.
AYES: 3 NAYS: 2 ABSTAIN: 0 ABSENT: 0
Ayes: Larson, Null, Wainwright
Nays: Icenhour, Jr., McGlennon

Ms. Morgan Risinger, Senior Planner, addressed the Board noting that the Board discussed the proposed Proffer and Master Plan amendment for the Ford's Village development at its February 10, 2026, Regular Meeting, before postponing consideration to tonight's meeting. She pointed out that the discussion covered several key questions: the required minimum number of units for assisted living, memory care, and skilled nursing; whether the property's secondary entrance should allow full public access; and how many residential building permits could be issued before construction began on the Continuing Care Retirement Community (CCRC) assisted living facility on land parcel D. Ms. Risinger indicated that the applicant submitted several revisions to the application in order to address these inquiries. First, the applicant had revised Proffer No. 3A to increase the minimum number of assisted living/memory care/skilled nursing units in the CCRC-D land area from 40 to 46. She noted the total amount of units within the CCRC-D land area would continue to be 200 units meaning that no more than 154 independent living apartments could be constructed. For the overall Master Plan, there would continue to be a total of 470 independent living apartments and assisted living, memory care, and skilled nursing units. Secondly, the applicant had completed a supplemental traffic analysis to confirm whether the proposed secondary entrance would meet the Virginia Department of Transportation (VDOT) requirements for a public access entrance. Ms. Risinger stated that this analysis concluded that the entrance would exceed the minimum site distance for a public entrance, it would exceed the minimum separation distance from other entrances and intersections, and would not warrant the installation of turn lanes. She noted that VDOT reviewed the analysis and concurred with the findings. Accordingly, the applicant had revised Proffer No. 6D to remove the stipulation that the secondary entrance could only be used for emergency access until that supplemental traffic analysis had been completed. Thirdly, the applicant had revised Proffer No. 17 to decrease the number of residential building permits that may be issued in CCRC-A, CCRC-B, CCRC-C land areas before construction had commenced on the assisted living facility in the CCRC-D land area from 100 to 50 units. Ms. Risinger stated that with these changes the application was anticipated to have positive fiscal impact, was not anticipated to generate student enrollment or impacts on schools, was not expected to result in an increased number of vehicular trips to and from the property, and that appropriate amenities were provided for the development. She indicated that the application did not propose 20% of the units to be affordable to the 0-80% Area Median Income (AMI) range as recommended in the 2045 Comprehensive Plan. Overall, staff found the application to be generally consistent with the Zoning Ordinance, with applicable policies, and the Comprehensive Plan. Ms. Risinger noted that staff recommended approval, subject to the proposed proffers. She welcomed questions from the Board and noted that the applicant team was available also.

Mr. Icenhour opposed the development, citing it as an over-intensive use for a small property. He explained that the site was only included in the Ford's Colony Master Plan to "wash" high-density zoning across the 3,000-acre development without exceeding overall limits. While noting the project's age-restricted nature avoids school impacts and generates approximately $2 million annually, he outlined primary concerns: 1) Reduced Care Units: The guaranteed assisted living, memory care, and skilled nursing units were slashed by two-thirds (from 125 to 46), showing the project prioritizes developer interests over citizen needs; 2) Watershed Impacts: The property lies within the main stem of the Powhatan Creek Watershed, which is already at a 24% impervious cover rate; 3) Environmental Degradation: Once a watershed reached a 25% impervious cover, it becomes "non-supporting"; this subwatershed is now only 1% away from that critical, damaging threshold; and 4) No Affordable Housing: The proposal lacked accommodations for affordable housing. Mr. Icenhour explained that the Hampton Roads Sanitation District (HRSD) wastewater system, which handles the County's sewage, lacks the capacity to accommodate new housing developments. During heavy storms or hot weather, pressure in the lines build to unsafe levels, resulting in illegal sewage spills. He further explained that the infrastructure between JCSA and HRSD lacked the capacity to handle peak demand under certain circumstances. Every new housing connection exacerbates the issue, underscoring the need for a comprehensive long-term solution. Mr. Icenhour noted that safely transferring future flows from James City County to HRSD required a costly parallel pipe to relieve system pressure. He cautioned that this extensive infrastructure project would negatively impact thousands of approved but undeveloped projects County-wide. He questioned the best way to handle the situation and elaborated on his point in further detail. He concluded by reaffirming his opposition to the project.

Ms. Null recalled reviewing the project on the Planning Commission a few years ago. She stressed the critical need for two entrances and exits in any development. She asked Ms. Risinger for confirmation from VDOT regarding the secondary entrance status as a full public access.

Ms. Risinger confirmed that VDOT had designated the secondary entrance for full public use.

Ms. Null highlighted a concerning lack of assisted living, memory care, and skilled nursing facilities, emphasizing the high demand for these services and the limited options available throughout the County. Ms. Null advocated for preserving the existing 125 assisted living, memory care, and skilled nursing units. She referenced a recent High-Growth County meeting she attended last week where this issue was discussed. Ms. Null noted that she asked Mr. Holt about the County's current by-right housing capacity, and he confirmed there were 7,000 available buildable lots. Ms. Null questioned the actual need for more housing and asked how the County planned to manage further development alongside the concerns previously raised by Mr. Icenhour.

Ms. Wainwright explained that the ratio was adjusted to meet the demand. While she acknowledged the waiting lists for assisted living, she pointed out that high demand and waiting lists also existed for independent living apartments. Based on her research, Ms. Wainwright noted a shortage of comprehensive Continuing Care facilities in the County, though a few communities successfully transition residents from independent to assisted living and memory care. She suggested that developing higher-level assisted living facilities was challenging because seniors increasingly chose to leave their homes earlier than was strictly necessary. Ms. Wainwright highlighted that the development successfully incorporated highly sought-after amenities and services. She emphasized the impracticality of imposing building parameters that prevent developer interest or financial viability, noting that design requirements must evolve in response to market demands. Ms. Wainwright noted an interesting discrepancy regarding unit density calculations. She observed that memory care, assisted living, and skilled nursing units were typically excluded from density limits, whereas independent living apartments were included. Ms. Wainwright pointed out that this calculation method effectively increased the overall density, even though the total number of units remained unchanged. Finally, she asked where the 2022 total unit figure of 345 (rather than 470) originated, and what the reason for that adjustment was.

Ms. Risinger clarified that the density charts excluded assisted living units, which explained why they were not factored into the calculations. However, she confirmed that the overall total for 2022 was 470 units, comprising 270 single-family and multifamily homes, 75 independent living apartments, and 125 assisted living, memory care, and skilled nursing units.

Ms. Wainwright inquired whether the overall figure simply reflected a change in categorization.

Ms. Risinger confirmed yes.

Ms. Wainwright expressed mixed feelings but supported the project, noting it addressed a clear need by allowing residents to downsize into high-end homes while retaining essential amenities. She clarified that because the overarching project was already approved, the reduced number of assisted living, memory care, and skilled nursing units were a necessary adjustment to reflect current market demand.

Mr. McGlennon reaffirmed his opposition to the project, noting that he voted against it during its prior review and that the recent revisions offered no real improvements.

Mr. Stevens explained that since the motion to deny failed, the Board must make a new motion to approve.

## J. BOARD REQUESTS AND DIRECTIVES

Ms. Wainwright reported that she began her latest round of Virginia Association of Counties (VACo) training on May 1. She noted that she and Ms. Null attended the National Correctional Officers and Employees Week and National Nurses Week lunch at the Virginia Peninsula Regional Jail (VPRJ) on May 6. Ms. Wainwright advised that she attended the Williamsburg-James City County (WJCC) Schools Impact Awards Gala with Mr. Icenhour and also attended the Williamsburg Christian Retreat Centers Gala. Finally, she passed along regrets from Clean County Commission Chair, Peg Boarman, who was absent due to scheduling conflicts but was doing well.

Ms. Null stated she had no reports to share, aside from noting her attendance at the VPRJ luncheon, where she was presented with a beautiful trophy.

Mr. Icenhour reported on a well-attended commemorative gathering at Upper County Park on May 3. Hosted with the Sons of the American Revolution, the event marked the historical Gunpowder Incident of April 21, 1775. He detailed how royal marines, acting under the royal governor, secretly removed gunpowder from the Magazine, sparking outrage and prompting Patrick Henry to mobilize militia and march on Williamsburg. He brought up a recent GloFiber outage in the Ford's Colony area and asked Mr. Stevens for more details, as it took up to 12 hours for some constituents to get their service back.

Ms. Larson noted that she attended the first-ever Visit Williamsburg Tourism Summit last Thursday, which featured the head of Destinations International. She described the event as highly informative and praised its overall success. She suggested a Historic Triangle State of the County/City address to Mr. Stevens. Ms. Larson shared the exciting news that Kongsberg Defence & Aerospace would soon open its new offices. She stated that on Friday, May 15, at 9 a.m. the TODAY Show would broadcast live, filming segments at various destinations throughout the Historic Triangle. Ms. Larson referenced Mr. McGlennon's comment regarding creative revenue sharing and the admissions tax. She expressed confidence that the Board and Mr. Stevens had maintained a fiscally prudent budget. Ms. Larson emphasized that citizens must understand the trade-offs at hand. She explained that avoiding tax increases would unavoidably necessitate reductions in public services. She detailed the implications of this choice before concluding her remarks.

Mr. McGlennon noted his attendance at the County Police Department's Open House on Saturday, May 2, specifically acknowledging the volunteer efforts of Ms. Null. He commended the event for effectively showcasing the Department's advanced technology and officers' dedication to their specialized teams. Mr. McGlennon highlighted the open house as a tremendous opportunity for community engagement and education regarding local law enforcement services. He spoke highly of the WJCC Schools Impact Awards Gala.

Ms. Larson announced that WJCC Schools would be rolling out redistricting maps tonight or tomorrow evening. She noted that if you have any feedback or concerns, the Board reminds parents to contact your local School Board representative, which the information could be found at wjccschools.org.

## K. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens noted that he had no updates.

## L. CLOSED SESSION

None.

## M. ADJOURNMENT

1. Adjourn until 1 pm on May 26, 2026 for the Business Meeting

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

At approximately 7:11 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**

**May 26, 2026**

**1:00 PM**

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## 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. Visit Williamsburg Presentation - Ed Harris

Mr. Ed Harris, Chief Executive Officer of Visit Williamsburg, addressed the Board and stated that he would be providing an update using a chart presented in a PowerPoint presentation that showed numbers related to tourism performance in the Historic Triangle. He explained that the chart displayed transient tax collections over the past several years and recapped tourism activity through the end of last year. He noted that during the COVID-19 pandemic transient tax collections declined significantly followed by a strong rebound across the country before leveling out. He emphasized that the good news was continued tourism growth within the County. He noted that over the past two calendar years, transient tax collections increased by more than 11%, and year-to-date figures were hovering around 4%, with an anticipated year-end total of approximately 5%-6%. He stated that this was remarkable given that tourism nationwide had fluctuated depending on destination. He noted that despite similar fluctuations locally, the region was still showing growth in the current economy, and he expressed optimism about tourism heading into the summer season. Mr. Harris then discussed hotel and motel performance noting that transient tax collections covered all lodging types including hotels, motels, Airbnbs, timeshares, and campgrounds but that the analysis focused on hotel and motel performance. He summarized that through April, the Historic Triangle saw occupancy levels increase by approximately 7.7% compared to the previous year and revenue per available room increased by approximately 5.7%. He highlighted that the most important metric for Visit Williamsburg was the number of rooms sold, which increased by approximately 6%. He added that the average daily rate (ADR) had decreased slightly, as had the number of rooms available to rent. He noted that overall, when comparing the Historic Triangle to state and national trends, both the City of Williamsburg and the Commonwealth of Virginia remained very resilient noting that tourists continued to love visiting Virginia and the Historic Triangle. He shared that one of Visit Williamsburg's data sources, HotelPlanner, showed strong advanced bookings heading into Independence Day. He stated that this was not surprising as the area was an important destination for America's 250th birthday. Regarding advertising campaigns, he explained that last summer Visit Williamsburg launched a new platform, "Where America's Journey Begins." He noted that the campaign was international and served as a reminder that Americans would want to be in the region to celebrate the nation's 250th birthday, as this was where the country's story began. He stated that the campaign extended across all advertising channels, including television, billboards, digital ads, social media, and visitor guides. He stated that Visit Williamsburg also held events to build excitement for America's 250th birthday. He noted that the first event took place last fall at Jamestown Settlement in partnership with the Greater Williamsburg Chamber of Commerce to rally the business community. He noted that Visit Williamsburg had hosted more events over the past six to eight months than usual due to the upcoming 250th celebration. These included the We the People: A Yorktown Battlefield Event, the premiere of Samantha Brown's "Places to Love" featuring a full segment on the Historic Triangle, the Virginia Black Film Festival in February, and Revolutionary Rhythms at Jamestown Beach Event Park, which he described as a major success. He also highlighted a side project connected to the "Where America's Journey Begins" campaign: The Great American Birthday Quilt, created in partnership with various teams. He noted that the quilt consisted of more than 2,000 squares submitted from all 50 states and far exceeded the original goal of 250 feet long, ultimately reaching more than 500 feet long in length. He showed a short video to give the Board a sense of the project. He stated that the quilt was available for viewing at the Colonial Williamsburg Visitor Center, with portions also displayed at the Muscarelle Museum of Art at William & Mary. Mr. Harris provided another update regarding an event held during National Travel and Tourism Week in Colonial Williamsburg. He thanked Ms. Larson for participating and commended her leadership as Visit Williamsburg's Board Chair. He noted that Mr. Don Welsh, President and CEO of Destinations International, served as the keynote speaker, and Mr. Dan Roberts, Vice President of Research and Strategy for the Virginia Tourism Corporation, also spoke. He noted that the event included a 250th anniversary panel and a Greater Williamsburg Sports and Events Center (GWSEC) panel, and he expressed appreciation to those who contributed. He added that on May 15, the TODAY Show broadcasted live from the City of Williamsburg. He stated that the show did an excellent job showcasing all three points of the Historic Triangle. He shared photos from the broadcast, including images of the destination, the Great American Birthday Quilt, and the pancake-themed segment featured on the show. In closing, he reviewed upcoming events, including Busch Gardens' Food and Wine Festival, the reopening of Verbolten: Forbidden Turn, the Summer of Wonder, a concert series, the Sail250 Yorktown Festival, Williamsburg Live, and the Fourth of July Telecast from Colonial Williamsburg: 250 Years Together, as well as updates related to the GWSEC, which he noted his colleagues would discuss. He encouraged individuals to download Visit Williamsburg's 250th Passport, a mobile trail accessible at visitwilliamsburg.com. He noted that discounts and information about all area events could be found on the website. He concluded by stating that he was happy to answer any questions the Board had.

Mr. McGlennon thanked Mr. Harris for the presentation.

Ms. Larson thanked Mr. Harris and his staff for all they had done noting that this year had been particularly busy. She expressed hope that many visitors would come to the area during the summer and return in the future, especially with the ongoing work to build the GWSEC. She highlighted a large soccer tournament held the previous weekend that generated approximately 2,000 room nights in the area, stating that it contributed positively to the County's revenue. She reflected on Mr. Harris's earlier remark about the decline in ADR, explaining that for some time it had been believed that the area's ADR was very high. She clarified that although it had decreased slightly, it remained high overall.

Mr. Harris agreed and noted that ADR was often self-corrected based on statewide market conditions. He stated that the area was not far off from state and national averages. He added that the economy was always shifting and being down by approximately 1% while still seeing strong revenue-per-room figures indicated a healthy market. He explained that hotels were adjusting to economic factors, but the region continued to maintain a strong ADR.

Ms. Larson asked what the region's presence was like at rest stops.

Mr. Harris responded that visitor guides were distributed at rest stops, along with the newly produced guide celebrating America's 250th anniversary. He stated that there was hope for an expanded presence in the future, especially after the conclusion of the 250th anniversary period. He explained that as the region approached the 250th year in 2026, it was important for Visit Williamsburg to reinforce the area's rich history while also highlighting the broader attractions beyond history. He noted that there would be an opportunity to refresh the region's presence in visitor centers after Independence Day.

2. Greater Williamsburg Sports and Event Center Update

Mr. Stevens thanked Mr. Harris for his presentation and stated that Visit Williamsburg had been a very strong supporter of the GWSEC. He noted that Mr. Harris and his staff had made much of the County's success easier and stated that he looked forward to a continued strong relationship, thanking them again for its support. He went on to note that while he served as the County Administrator, he was also Chair of the Historic Triangle Recreational Facilities Authority (HTRFA), the governmental entity that had built the GWSEC. He acknowledged the presence of Ms. Dana Youst, Executive Director of the HTRFA, noting that she was the Authority's sole employee, and Mr. Ben Hardouin with KemperSports, General Manager of the GWSEC. He stated that the opening of the center would be on June 24 at 3:30 p.m. and invited all to attend noting that it would be a very large event. He expressed excitement and hoped that thousands would turn out to see the new amenity. He explained that he would speak about the history and construction of the project, Ms. Youst would discuss the groundbreaking through construction, and Mr. Hardouin would speak about upcoming operating events and staffing. He added that contact information would be shared at the end of the presentation for anyone with follow-up questions. Mr. Stevens began the presentation by showing a timeline of the GWSEC on the PowerPoint presentation, reflecting the significant steps that had led to the GWSEC groundbreaking. He noted that discussions about this type of center dated back to at least 2014 with the most recent effort beginning in 2019 when the Williamsburg Hotel & Motel Association had applied to the City of Williamsburg for a grant to design and construct an indoor regional sports facility. He noted that this led to the formation of a working group of staff from each locality who reviewed additional studies and ultimately recommended that elected officials form the HTRFA in fall 2021. He shared that following its formation the Authority received an unsolicited proposal for the project, evaluated several proposals, and selected a design-build team. He noted that from there a ground lease was secured for the proposed site, potential facility operators were evaluated, and in fall 2023 the Authority returned to elected officials with updated cost estimates, leasing arrangements, staffing and operational needs, and financial reports supporting projected costs and incremental revenues from sales, meals, and lodging taxes associated with the facility's operation. He noted that staff recommended that the localities proceed with the funding agreements and in December 2023 each locality approved them which allowed the project to move forward. He then discussed the HTRFA, explaining that it was a governmental entity formed by the City of Williamsburg, York County, and James City County (JCC) to evaluate and if feasible, oversee the construction and management of regional recreational and tourism facilities. He noted that the Board consisted of two representatives from each locality and that the bylaws prevented any two localities from overruling the third, requiring support from all for major decisions. He provided a brief overview of the original project scope noting that the facility built was nearly identical to what had been discussed two years earlier and was constructed at nearly the same projected cost. He reviewed the original scope which included a 160,000-square-foot facility with 12 basketball/volleyball courts convertible to 36 pickleball courts, 24 basketball goals, volleyball systems, and scoreboards, 48 tip-and-roll bleachers, 18 curtain dividers, 115,000 square feet of hardwood maple flooring, referee changing rooms, meeting rooms, food and beverage areas, storage areas, office and administrative areas, and first-aid and training areas. He stated that additional project elements were considered to enhance the visitor experience. He noted that a banquet room and roll-out turf were added along with exterior architectural enhancements. He stated that the only major change from the original scope was replacing the planned rock-climbing wall in the ninja gym with an indoor feature gym containing approximately 270 components designed for toddlers through age 18, allowing the facility to serve a broad age range. He then discussed project costs. He noted that the capital cost remained $80 million as contracted. He noted that the City of Williamsburg served as the primary backer of the debt and contributed $2.5 million annually for debt service. He shared that the HTRFA also received maintenance-of-effort funds required by state law, with JCC contributing a portion of the $1.5 million annual amount used for debt service. He noted that York County and JCC were asked to support the operating deficit, the lease, and the cost of hiring KemperSports. He stated that the County's cost was up to $800,000 annually. Mr. Stevens stated that the County agreed to pay $800,000 per year initially to build cash reserves for the facility's opening with its long-term commitment ranging from $300,000 to $800,000 annually depending on the facility's performance. He noted that the County's risk was mitigated by the City of Williamsburg taking on a larger share. He stated that JCC and York County had a separate agreement under which the County might pay up to $50,000 more per year if County resident usage significantly exceeded York County resident usage. He then turned the presentation over to Ms. Youst.

Ms. Youst addressed the Board to share the journey to opening the GWSEC from concept to reality. She explained that what had begun as a regional vision several years earlier had become one of the most transformational tourism and recreational projects in the Historic Triangle. She noted the center's opening date of June 24 and referenced the groundbreaking ceremony held in August 2024 which officially moved the project into execution. She stated that the project demonstrated what could happen when regional partners aligned around a common goal noting that elected officials, tourism leaders, community stakeholders, construction teams, and operational staff all played essential roles. She briefly discussed the early stages of construction and the transformation of the site noting areas that were already operational and ready for use. She shared that the goal had been to build more than a sports facility; the GWSEC had been intentionally designed to create a full visitor and community experience. She noted that its hospitality-focused design supported tournaments, conferences, and community engagement while creating a welcoming atmosphere for families and guests. Using a PowerPoint presentation, she displayed images of signature areas within the facility. She noted that the front entrance and mezzanine were designed to create an open modern experience while the gymnasium provided flexible tournament and event space capable of hosting large regional and national events. She added that the adventure gym offered a unique recreational opportunity that distinguished the GWSEC from traditional sports venues and expanded programming opportunities for both residents and visitors. She emphasized that the project would not have been possible without strong collaboration among JCC, York County, the City of Williamsburg, the Williamsburg Hotel & Motel Association, Visit Williamsburg, KemperSports, and numerous contractors and consultants. She expressed excitement that staff would officially welcome the community to the grand opening on June 24, noting that doors would open at 3:30 p.m. and the program would begin at 4 p.m. She stated that guests would have the opportunity to tour the facility, experience activities, and celebrate this major milestone with the Historic Triangle community.

Mr. Hardouin addressed the Board and explained that a little over a year earlier when he had been interviewed for the General Manager position, he had visited the area and spoken with residents about GWSEC's construction. He noted that residents had expressed pride, community support, and excitement, calling it the best thing to come to the Historic Triangle in a long time. He stated that this enthusiasm had drawn him in and made him want to be part of the project. He shared the mission statement which reflected the experience staff aimed to deliver: an elevated sports and events environment that brought people together, supported health and wellness, strengthened the community, and was locally rooted, nationally relevant, and hospitality-driven in every detail. He stated that the vision was to bring something nationally relevant that would continue to elevate the City of Williamsburg and the Historic Triangle in the sports and events market. Using a PowerPoint presentation, he displayed a snapshot of the events secured for the facility noting that more than 100 events had already been confirmed with additional events under negotiation and some prospective bookings. He noted that events had been booked through 2030. The next slides provided a summary of the types of events being brought to the market. He explained that staff had been working to expand the narrative that the GWSEC was more than a basketball facility. The left column of the PowerPoint presentation slide listed sporting events such as basketball, volleyball, and pickleball, while the right column listed conference-type events such as weddings, corporate retreats, and car shows. He stated that the center would remain consistently open and operational throughout the week for both the community and visitors. He noted that staff had been working to solidify community events and programs such as a World Cup watch party and Monday Night Football fantasy football gatherings. He stated that pay-for-play options would be available to the community for activities such as pickleball, basketball, and soccer, in addition to promoting clubs, leagues, and the adventure gym. He then introduced the team responsible for delivering the enhanced experience, sharing his own years of experience with similar projects and introducing team members: Ms. Heidi Hume, Sales and Marketing Manager; Mr. Antonio Gonzalez, Sports and Operations Manager; Mr. BJ Armstead, Facility Maintenance Manager; Ms. Katrina White, Controller; Mr. John Tandy, Executive Chef; Ms. Julia Soto, Guest Services Manager; and Mr. Dalton Newkirk, Adventure Gym Manager. He stated that he was happy to answer any questions the Board had.

Ms. Larson thanked Mr. Hardouin and Ms. Youst for their efforts with the GWSEC as well as Visit Williamsburg. She stated that she looked forward to the opening of the center.

## D. CONSENT CALENDAR

Mr. McGlennon noted that the Consent Calendar consisted of items considered not to be controversial and therefore could be voted on as a block. He stated that if any Board member wished to pull an item, there would be an opportunity to do so for further information or for a separate vote. He then reviewed the items on the Consent Calendar.

Ms. Larson stated that while she did not wish to pull any items, she hoped to have an introduction of the Assistant Fire Marshal following the approval of the Consent Calendar.

1. Acceptance of Funds - $5,399 - Virginia Forfeited Asset Sharing 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. Appointment of Assistant Fire Marshal and Authorization of Fire Prevention Powers

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. Joe Davis, Fire Marshal, introduced Mr. Ronald Herrington as the new Assistant Fire Marshal. Fire Marshal Davis noted that Mr. Herrington had been with the County for seven years and had completed all the requirements to serve in the Assistant Fire Marshal role. He highlighted Mr. Herrington’s experience as a firefighter with the County as well as with other localities and jurisdictions.

Mr. McGlennon stated that when the County had an employee who was performing exceptionally well, the County invested in that employee through additional training opportunities. He noted that it was a positive sign that the County had the ability to retain employees, which justified the training provided. He expressed appreciation for Mr. Herrington choosing to pursue this direction in his career and thanked Fire Marshal Davis as well.

3. Contract Award - $175,420 - Chickahominy Riverfront Park Playground Replacement

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

4. Contract Award - $149,708 — Design Services for the James City County Marina Parking Lot Improvements

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

5. Contract Award - $187,026 - James City County Recreation Center Gymnasium and Free Weight Area HVAC Replacement

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

6. Employee Assistance Program (EAP) Vendor

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

7. Grant Award - $1,416 - Local Law Enforcement Grant

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

8. Grant Award - $427,250 - Virginia Community Flood Preparedness Fund

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

9. Minutes Adoption

A motion to Adopt 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:

- April 14, 2026, Regular Meeting
- April 28, 2026, Business Meeting
- May 5, 2026, Continuation of April 28, 2026, Business Meeting

## E. BOARD DISCUSSIONS

1. 2026 Resident Survey

Ms. Sarah Propst, Principal Planner, addressed the Board. She explained that since 2021 the County had conducted a resident survey on a five-to-seven-year cycle, noting that the survey provided the County with longitudinal information on resident opinions regarding services and planning issues. She stated that this year the University of Virginia's Weldon Cooper Center for Survey Research (UVA CSR) had been contracted to implement the survey. She noted that staff had worked with the Center to update language and modify certain questions. She added that Dr. Kara Fitzgibbon, Director of the Center for Survey Research, and Dr. Alayna Panzer, Project Manager, were present to elaborate on the changes, the process, and the timing of implementation and results rollout. She also noted that Dr. Fitzgibbon had been involved in the County's 2019 resident survey. She stated that after the presentation, Dr. Fitzgibbon, Dr. Panzer, Ms. Tammy Rosario, Assistant Director of Community Development, would be available to answer any questions the Board might have.

Dr. Fitzgibbon addressed the Board and reiterated that she had been involved in the *JCC Comprehensive Plan Survey 2019* and its community input process. She stated that her presentation would cover the proposed survey design, the reasoning behind key decisions, further updates, and the proposed project timeline. She began with a brief overview of the UVA CSR. She noted that the CSR existed for nearly 40 years as a full-service academic survey research center involved in every stage of the research process, supported by a team of highly skilled survey professionals from diverse backgrounds. She explained that although the CSR was housed within the University and worked with academic researchers, most of its projects were externally focused, serving state agencies, nonprofits, community organizations, and numerous local governments across Virginia. She noted that the CSR was part of the Weldon Cooper Center for Public Service which included six teams engaged in applied research, local government support through the Virginia Institute of Government, and leadership development through the Sorensen Institute. She added that approximately a year earlier, the Institute for Engagement and Negotiation had supported the County through the RAFT project. She emphasized that the CSR took seriously its role as a trusted resource for both the public and those serving the public. She then asked if the Board had any questions.

Mr. McGlennon inquired about the number of localities for which the UVA CSR carried out comparable surveys in recent years.

Dr. Fitzgibbon responded that in the past several years the Center had conducted such surveys for approximately 10 localities. She explained that these surveys typically served one of two purposes: internal assessments such as employee satisfaction, or external community surveys assessing services or specific community issues. She then discussed the County's survey, noting her understanding that the County was four to five years into its Comprehensive Plan and had recently adopted a Strategic Plan. She stated that in working with other localities, the Center had found that surveys could serve as valuable touchpoints with residents as localities implemented their strategic plans. She explained that the County's survey was designed to assess local services, potential plans, land use, development, pace of growth, and individual resident experiences, including standout values and areas where residents desired continued attention. She noted that the survey was far-reaching. She stated that the CSR support for the County would fall into four service areas. First, the Center would finalize the questionnaire, sampling design, and outreach methods. Once finalized, the Center would oversee data collection with confidential tracking of participation, noting that data collection would occur both online and on paper. The Center would receive responses, process the data, conduct analysis, and finalize the dataset. She stated that the Center would prepare deliverables, including a written report and a presentation that could be shared with the Board, the community, and survey participants. She then described the planned design noting that it closely followed the *JCC Comprehensive Plan Survey 2019*. She explained that the survey would use a dual-mode design in which households would be contacted by mail and given the option to complete the survey online or on paper. She noted that selected households would receive a series of mailings outlined in the PowerPoint presentation. She noted that the sequence, timing, content, and format of the mailings followed best practices and were intentionally designed to encourage participation. She explained that sampled households would first receive an announcement letter signed by the County Administrator or another County representative. This would be followed by a questionnaire packet with a postage-paid return envelope, then a thank-you reminder postcard, and finally a second questionnaire packet. She noted that all mailings would include instructions and the option to complete the survey online. She then discussed the technical aspects of the design. She shared that the CSR planned to draw a probability-based sample of 3,000 households across the County. She emphasized the importance of probability sampling, noting that every unit in the sampling frame in this case, the full list of residential addresses maintained by the United States Postal Service (USPS) had a known, non-zero chance of selection. She explained that the list was updated annually and maintained by the USPS. From this list, 3,000 households would be selected, and the probability of selection could be calculated. She contrasted this with non-probability sampling which could be useful but would not allow the CSR to know who had or had not heard about the survey. She reiterated that statistical tests used to generalize results to the broader County population required a probability-based sample, making the selection and invitation process critical. She concluded with a brief overview of the mailing process noting that envelopes would display the County's logo to signal an official effort. The first letter would introduce the UVA CSR, and subsequent mailings would include UVA CSR branding. She explained that this intentional transition helped reassure participants that the survey was objective and that privacy was protected. She noted that the questionnaire had been updated for 2026. She explained that while the CSR had reviewed and made light revisions, it maintained comparable questions wherever possible to preserve the value of longitudinal data. She emphasized the importance of ensuring that each survey cycle addressed the most relevant issues of the moment. She reiterated that residents could complete the survey online or on paper and that the CSR would track responses throughout data collection allowing it to remove addresses that had already responded. She noted that during data cleaning the CSR would deduplicate responses to ensure only one response per household.

Mr. McGlennon asked what the CSR response rate typically was.

Dr. Fitzgibbon responded that the current response rate was approximately 20%.

Mr. McGlennon asked whether the CSR was hoping to gather approximately 600 responses.

Dr. Fitzgibbon stated that her expectation for the County's response rate was approximately 23% based on similar community surveys the CSR had conducted across Virginia in recent years and reflective of general response rates nationwide.

Mr. McGlennon asked whether the survey would be addressed to a particular individual in the household.

Dr. Fitzgibbon confirmed that it would, noting that best practices showed this approach encouraged higher response rates by creating a sense of personalization. She added that in cases where the USPS did not have a resident's name on file, such as when residents had recently moved, the mailing would use the phrase "Current Resident" to ensure delivery and to reach whoever lived at the address.

Mr. Icenhour asked whether statistically valid samples were obtained through a random selection process and whether the random selection process was how the 3,000 households were chosen.

Dr. Fitzgibbon confirmed this, emphasizing that the critical factor was the quality and completeness of the list from which the sample was drawn. She noted that the sampling frame needed to be exhaustive and representative of the County's residential population. She added that as in the previous Comprehensive Plan Survey, the County could choose to stratify the sample while still maintaining a probability-based design.

Mr. Icenhour inquired about the statistical confidence level associated with receiving 600-700 responses from an estimated 35,000-37,000 households and asked that it be provided as a percentage.

Dr. Fitzgibbon stated that the Center would calculate an overall margin of error based on the total number of responses. She explained that Mr. Icenhour had made an important point regarding the total number of households as the finite population correction was part of the margin-of-error calculation. She stated that if the Center received approximately 700 responses, the margin of error would be approximately 3.5%. For example, she stated that if 85% of respondents expressed satisfaction with a service, the true value for the County would be expected to fall within plus or minus 3.5 percentage points, approximately 81.5% with 95% confidence. She noted that each statistic in the final report and presentation would carry this 95% confidence level. She then reviewed the proposed updates for the 2026 administration of the survey. She noted that differences from the *JCC Comprehensive Plan Survey 2019* included offering an online completion option from the first communication, adding a QR code and URL for online access, extending the fielding period to allow for mail returns, and revising approximately 5%-10% of the questionnaire. Updates included adjustments to the list of services to reflect current initiatives, clarified phrasing, and edits to the development and land-use section. She emphasized that the focus remained on maintaining longitudinal comparability. She reiterated the target of 700 completed surveys and a 23% response rate, consistent with similar surveys conducted across Virginia in the past five years. She explained that the sampling design and outreach methods supported statistical testing and inference, allowing the CSR to determine whether the responses were representative of the community as a whole. She noted that the 700-response target was chosen because based on typical response rates of 20%-25%, it allowed the CSR to work backward to determine the appropriate number of households to contact. She added that this sample size supported statistically significant comparisons to the *JCC Comprehensive Plan Survey 2019*, enabling the County to identify changes or consistency over time. She stated that changes of plus or minus five percentage points would be detectable with 95% confidence. She expressed optimism, noting that the estimate was modest compared to the *JCC Comprehensive Plan Survey 2019* which achieved a response rate of approximately 35% with more than 1,000 households participating. She added that response rates could be influenced by community engagement, interest in local issues, and word-of-mouth awareness of the survey. She then reviewed the proposed project timeline. She stated that through June, the goal was to finalize the questionnaire, sampling design, and implementation plans. She noted that the survey would launch in mid-July and close in mid-October with a series of postal reminders sent during that period. She explained that data processing and analysis would occur in early 2027, including reviewing responses, deduplicating data, applying weights, and conducting analysis. She noted that interim findings would then be shared with local government staff, followed by drafting the report, incorporating feedback, and preparing the final version. She stated that the final report would be delivered in April 2027 along with a presentation to the Board. She concluded by stating she was happy to answer any additional questions.

Ms. Wainwright sought guidance on the most effective way to relay feedback to the CSR as the survey was being finalized.

Dr. Fitzgibbon stated that the question might be best answered by Ms. Propst or Ms. Rosario, but she would be happy to receive feedback directly. She noted that receiving feedback within the next one to two weeks was ideal, as it allowed time for clarifications and ensured the County could review the findings before they were finalized. She stated that the target for finalizing the survey was mid-June.

Ms. Propst addressed the Board to respond to Ms. Wainwright's question stating that the best way to communicate feedback would be through herself or Ms. Rosario. She noted that the survey also included space for additional questions or concerns.

There were no further questions from the Board.

2. Bike Helmet Ordinance Discussion

Mr. Kinsman addressed the Board and recalled a previous meeting in which bike helmet laws had been discussed noting that there had been confusion about the numerous defined terms in the Code. He stated that the information he would provide was not a decision point but would help him draft an Ordinance that aligned with the Board's direction. Referring to the PowerPoint presentation, he explained that current laws were in place for bicycles on highways, streets, sidewalks, and bike paths. He noted that in the definition section, "highway" and "street" were considered the same, but he had separated them on the grid in the PowerPoint presentation due to earlier discussions about private roads being treated as public for law-enforcement purposes. He added that private streets did not need to be addressed. He stated that the grid should also have included electric bicycles which covered all electrically motorized devices, including segways. He stated that he was happy to take directions from the Board.

Ms. Null clarified that the Board was interested in adding more information concerning segways and electric bicycles.

Mr. Kinsman stated that the Board also had the option to address toy vehicles.

Ms. Larson stated that she was not interested in regulating toy vehicles, though she wanted them to be used safely. She stated that her concern was with fast electric bicycles and scooters.

Mr. McGlennon asked what category those devices would fall under and whether they would be considered bicycles.

Mr. Kinsman stated that the grid in the PowerPoint presentation should have included another category for electrically motorized devices.

Mr. McGlennon asked whether this would include motorized skateboards and scooters.

Mr. Kinsman explained that the definition applied to vehicles that traveled on no more than three wheels in contact with the ground and were equipped with pedals for propulsion, a seat for the rider, and an electric motor. He noted that this language did not include scooters and that he did not believe scooters were addressed anywhere in the Virginia Code. He added that the Code did contain a definition for motorized skateboards and scooters.

Ms. Wainwright asked whether a motorized skateboard would include a one-wheel skateboard, noting that there were many variations.

Mr. Kinsman stated that if the Board wanted that language included, he could add it.

Ms. Wainwright asked whether it would be included automatically.

Mr. Kinsman stated that he did not believe it would.

Mr. McGlennon stated that one issue seen more frequently in the City of Williamsburg than in the County was the presence of various motorized vehicles on the roads. He expressed concern, noting that there had been incidents involving traumatic brain injuries and stated that he was open to considering additional safety measures.

Ms. Null stated that anything motorized should require a helmet.

Ms. Wainwright stated that her concern was specifically with major roads. She described seeing a child no older than 10 pull out onto John Tyler Highway on a motorized scooter, noting that it was a fast road with little shoulder space. She stated she was not concerned about sidewalks, bike paths, or private streets, as those were low-speed areas with many walkers, bikers, and pets, but she believed requirements should apply to major roads.

Ms. Null agreed that the requirement should apply to highways and streets. She stated that motorized bicycles were dangerous because of their high speeds and the possibility of riders suddenly appearing in front of drivers.

Mr. Icenhour stated that the roads in Ford's Colony were private with a three-and-a-half-mile walking path loop. He noted that the posted speed limit was 25 mph, yet he had seen children on electric bicycles traveling 35-40 mph in traffic on private roads. He also observed children on e-bikes and skateboards using the walking paths, posing dangers to themselves and others. He stated that he was inclined to support regulations addressing electric motorized devices. He noted that he did not see them as often on open highways but did see them frequently on residential streets, and he believed highways, streets, and possibly sidewalks should be considered.

Ms. Null stated that she agreed sidewalks could be more dangerous.

Mr. Kinsman clarified for Mr. Icenhour that the County could designate certain private roads as public for law-enforcement purposes if the neighborhood had 100 or more homes. He stated that very small private roads would not fall under this designation and if the Ordinance required helmets on private roads it would apply to Colonial Heritage, Ford's Colony, and Kingsmill, but not to smaller private subdivisions. Regarding sidewalks, he stated that scooters could be banned though he was unsure whether they could be banned on roadways as he did not believe the Virginia Code addressed that yet. He added that sidewalks would need to be designated with posted signage and that such rules would not apply to sidewalks in private neighborhoods.

Mr. Icenhour asked whether the regulation could apply to walkways in a community such as Ford's Colony.

Mr. Kinsman stated that it could not, as the walkways were private, though the private roads could be regulated.

Ms. Larson stated that she had received concerns from residents about motorized devices, particularly from parents. She said she did not want to ban scooters entirely, as some students used them for transportation, but she wanted to address safety concerns.

Ms. Null stated that she had seen individuals riding scooters on Route 60, raising safety issues.

Mr. Kinsman stated that he believed he had enough feedback to bring something back to the Board. He stated that he could present a draft Ordinance in September, as the June and July Board meetings were already full.

The Board thanked Mr. Kinsman for the discussion.

3. Government Center Update

Mr. Brad Rinehimer addressed the Board. He stated that there was a significant amount of site work underway and that contractors were continuing to install underground stormwater piping systems. He noted that the StormArc system had been covered. He added that foundations for the elevator shafts had started and that several concrete pours would occur soon. He stated that a substantial amount of rebar work was in progress and that foundation work would continue for the next few weeks. He mentioned that a portion of the multiuse trail on the southern side of the site from Longhill Road to Ashbury Lane had been reopened. He noted that the County had received complaints from residents, including one from a wheelchair-bound resident who reported being unable to access the trail due to the lack of an accessible ramp elsewhere. In response, the contractor paved over some of the cuts made for stormwater pipes to make the trail accessible. He stated that the Guaranteed Maximum Price (GMP) for the project was expected within the next week or two. He noted that he intended to bring a resolution and memorandum before the Board at the June Work Session to authorize Mr. Stevens to sign the final comprehensive agreement which would include the remainder of the construction on the Government Center site. He reported that the 100% design documents for the library had been received over the weekend, though he had not yet had the opportunity to review them. He stated that the construction documents should be completed before the end of the year along with a GMP and that Board action would be required toward the end of the year, similar to the process used for the Government Center. He explained that this would include an initial phase of the comprehensive agreement to authorize pre-ordering steel followed by a final comprehensive agreement for the library. Mr. Rinehimer concluded his updates and stated that he would be happy to answer any questions the Board might have.

There were no questions from the Board.

## F. BOARD CONSIDERATION(S)

1. Plan of Finance - Capital Projects

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

Mr. Courtney Rogers, Senior Vice President of Davenport & Company, LLC (Davenport), addressed the Board. He noted that he and his partner, Mr. David Rose, Senior Vice President and Manager of Public Finance, had worked with the County for more than 25 years. He stated that its staff assisted the County with capital planning and financial policies. He explained that Mr. Rose had met with the Board last fall to review the County's Capital Improvement Program (CIP). He stated that the current discussion would focus on the County's needs for the next several years, including interest rates, the tax-exempt market, actions required to secure bonds to continue funding projects, and the projected impact on the County's debt-service budget. He also noted that the discussion would address the County's two key debt policies. Referring to a PowerPoint presentation, he pointed out that for the purposes of this meeting, admissions tax revenue was not included in the analysis. He clarified that the information presented reflected only what was included in the County's current proposed budget.

Mr. Rogers continued by discussing the tax-exempt market, noting that the PowerPoint presentation slide reflected tax-exempt yields dating back to January 2025. Referring to the positive slope on the graph, he explained that the first spike corresponded to Liberation Day, when tariffs were introduced. He noted that the market reacted initially but quickly settled. He went on to explain that when the Federal Reserve adjusted interest rates either up or down it primarily affected the first five years of the yield curve. Referring to the dark green lines on the slide, he pointed out that the bottom line represented the five-year tax-exempt rate and showed how much it had fallen as the Federal Reserve made changes during that period. In contrast, the longer-term portion of the market, between 10 and 30 years, remained relatively consistent. He highlighted that in March 2026 rates began to rise, not only short-term rates but rates across the entire curve due to inflationary pressures. He stated that this trend had been evident in the market over the past week. He noted that the next slide in the PowerPoint presentation provided a view of 20-year interest rates only, with data going back to the year 2000. He explained that the graph showed a sharp decline just before the COVID-19 pandemic followed by a prolonged period of low rates until the economy emerged from the pandemic and rates returned to more typical levels. He stated that it was unclear whether such low rates would be seen again, but current conditions reflected what was considered a normal period. He referenced a recent example from Loudoun County, which also held a AAA rating. He noted that Loudoun County had sold $200 million in bonds competitively the previous Tuesday, receiving seven bids and securing a 3.70% interest rate. He added that Loudoun County also issued Economic Development Authority (EDA) bonds shortly afterward which included both taxable and tax-exempt components, and those bonds priced approximately 15 basis points higher. He explained that this illustrated the typical differential between general obligation bonds and EDA appropriation-backed financing. He stated that Davenport used a planning assumption of 25 basis points for this differential and briefly explained why staff believed the EDA process was the most efficient approach for the County's project. He then provided an overview of the proposed bond issuance. He stated that staff anticipated approximately $200 million in project funding, covering projects such as the Government Center, the new Williamsburg Regional Library, the Public Works administrative building, Grove Community Park, fire apparatus, and school HVAC and roof replacements. He reviewed the County's existing debt service, noting that it totaled approximately $128 million and would be fully retired by 2044. Referring to the PowerPoint presentation slide, he pointed out a significant drop in debt service between the current fiscal year (FY) and the next from approximately $21 million down to $14 million creating capacity to absorb new debt within the existing budget. He then discussed the recommended plan of finance which mirrored the approach used in Loudoun County: selling the bonds competitively after obtaining a bond rating and making the offering available electronically to Wall Street firms that purchase municipal bonds. The lowest bid, including fees, would win. He noted that as part of this process, the rating agencies would visit the County to tour the Government Center and learn about the County's economic development activity and growth. He stated that this visit was tentatively scheduled for mid-June, during which financials and the plan of finance would be reviewed including debt ratios and repayment structure. He noted that the County had long maintained a triple-A issuer rating from all three major agencies. However, because the bonds were appropriation-backed, they carried one notch lower due to the theoretical risk that a future Board might not appropriate funds. He stated that the expected ratings were Aa1/AA+/AA+. He explained that part of the process involved preparing an offering document (Preliminary Official Statement) which bond counsel had been working on with staff. He noted that interest rates would be locked in for the full 20-year term being proposed. Referring to the next PowerPoint Presentation slide, he stated that it showed current market rates. He noted that as of May 20, 25 basis points had been added which equated to approximately $15.5 million. He shared that current buyers preferred a higher coupon than the yield and although the average yield was expected to be below 4%, buyers typically wanted a higher coupon. He stated that the County would issue slightly less than $200 million in bonds to generate the $200 million needed for projects over the next 24 months. He added that the final number might come in slightly under $200 million. Referring to the following PowerPoint presentation slide, he noted that it showed existing debt service of $127 million plus $196 million in new debt. He stated that total debt service would rise from approximately $21 million to a peak of $28.5 million in 2029 and 2030. He pointed out the dotted line on the graph which showed current debt service and noted that the increase in 2028-2030 reflected the retirement of some existing bonds. He stated that the next two PowerPoint presentation slides showed the County's key debt ratios. The first ratio, total outstanding debt divided by assessed value had a policy guideline of 3%. He noted that the County was currently at 1.5%, well within policy limits. The next ratio, annual debt service divided by revenues or budget, showed existing debt in dark green and new debt in light green. He noted that the combined ratio was just over 6%, with the policy range being 10%-12%, and 12% being the maximum. He concluded with the schedule and next steps. He stated that after the presentation, he would ask the Board to consider the required resolutions for adoption, including the financing documents and the Preliminary Official Statement. He noted that Mr. Christopher Kulp, Bond Counsel with Hunton Andrews Kurth LLP, was present to answer questions. He stated that in mid-June, the in-person credit rating meetings and County tours would occur. Because of timing, the EDA meeting would not take place until June 16. He noted that the bond sale was scheduled for August 5, at which point the final borrowing cost would be determined, and closing on the Series 2026 bonds with proceeds received would occur on August 19. He stated that he was happy to answer any questions the Board might have.

Mr. Icenhour inquired about the County's use of debt over the last 20, 30, and 40 years, focusing on the outstanding debt at each point in time and how those amounts adjusted for inflation. He referenced three major school projects completed in 2008 within two years, noting that a significant amount of debt had been incurred. He stated that he wanted the Board to review this history as it moved forward emphasizing the importance of recognizing that the County was capital-intensive-particularly with schools and school buildings and that it had a large number of assets requiring ongoing maintenance. He added that he believed the County had managed these responsibilities efficiently.

Mr. Rogers suggested preparing a calendar showing past debt issuances and the projects funded. He stated that when he began working in the early 1990s, a high school cost roughly $80 million, whereas the cost was now approximately $160 million, noting that middle school costs had also doubled. He emphasized that project costs had increased significantly over time.

Mr. Icenhour stated that, as Mr. Rogers mentioned, there had been a dip in activity during the COVID-19 pandemic due to uncertainty about the budget which caused many capital needs to be pushed out, needs that eventually had to be addressed.

Mr. Rogers agreed and stated that in his experience, follow-up financing was often required because initial borrowing amounts were insufficient to complete a project. He recalled a similar situation involving a high school project.

Mr. Icenhour asked whether this had occurred with any County projects.

Mr. Rogers stated that he did not recall such an instance.

Mr. Stevens stated that the County had not made any significant borrowing or any borrowing for projects under those circumstances. He noted that there may have been a project exceeding $1.5 million where funds were shifted within the capital fund to cover costs, but none matched the scenario Mr. Icenhour described.

Ms. Larson asked Mr. Rogers to return to slide six of the PowerPoint presentation. After reviewing the slide, she noted the number of projects included.

Mr. McGlennon referenced Grove Community Park, noting that it had previously been supported by other financing sources, including funds from the COVID-19 pandemic.

Mr. Stevens stated that at one point Grove Community Park had been funded with American Rescue Plan Act funding, which carried spending deadlines. He believed that the funding had been shifted to other projects to avoid losing it and that the County was now borrowing for Grove Community Park. He noted that Ms. Sharon McCarthy, Director of Financial and Management Services, might have the total amount.

Ms. McCarthy addressed the Board and stated that she believed the County had used pay-as-you-go funding for the land acquisition and that the borrowing now would cover the actual improvements. She explained that this was a combined borrowing covering two years' worth of projects, originally planned for FY 2026 but was delayed to allow for a consolidated issuance. She noted that this approach helped avoid returning to the Board multiple times and allowed the County to save money by postponing the borrowing.

Mr. Icenhour asked for clarification, using the Government Center and the new library as examples, and asked whether the County had already borrowed money for those projects.

Ms. McCarthy confirmed that approximately $12 million had been borrowed.

Mr. Icenhour stated that when considering the $204 million borrowing it would be helpful to know how much of that amount was for the Government Center and how much was for the new library, noting that the breakdown would be useful.

Ms. Larson asked what would occur if additional needs arose over time.

Ms. McCarthy stated that borrowing capacity and capital needs were projected over a five-year period, and that projections would continue in tandem with the County's debt ratios to ensure compliance with policy. She noted that as part of the adopted budget and now that the borrowing plan was more refined, the borrowing would be incorporated into the capital, debt, and operating funds for the next five years so that all three could be evaluated together.

Mr. McGlennon stated that he believed the two most significant slides in the PowerPoint presentation were those outlining the County's debt policies which he described as very conservative. He noted that the County remained well below its policy limit for outstanding debt as a percentage of assessed value, currently at approximately half of the allowable amount and projected to decline further. He added that the County was also well below its policy limit for annual debt service as a percentage of revenues and even below the internal target set beneath that limit. He reiterated that the estimates were conservative and that the County had exercised caution in taking on debt over the years.

Mr. Rogers noted that Loudoun County's debt-to-revenue ratio was approximately 8% compared to the County's 6%. He added that while additional debt was expected in the next two to three years it would not be as significant as the current amount.

There were no further questions from the Board.

Mr. McGlennon thanked Mr. Rogers for his presentation. Before moving to Board discussion on the proposed resolution, he asked whether any Board members had additional questions or comments.

There were no further questions from the Board.

2. Admissions Tax Ordinance

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 3 NAYS: 2 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr, Larson, McGlennon
Nays: Null, Wainwright

Ms. McCarthy addressed the Board and noted that her presentation would include three agenda topics, each requiring separate Board action following the presentation. She began by recapping the significant potential changes to the proposed budget under consideration for the 2027 budget adoption. In addition to the $0.03 real estate tax reduction included in the proposed budget, a $0.02 one-time real estate tax credit was included which would appear on taxpayers' December 2026 and June 2027 bills by reducing the amount owed. Another change to the proposed budget was the postponement of the 0.02% increase in the meals tax. She noted that the adjustment moved the effective date back by six months, from July 1, 2026, to January 1, 2027, allowing the Commissioner of the Revenue time to work with the software vendor and giving businesses time to prepare while also providing some relief to taxpayers. She noted that the Board was also considering the implementation of an admissions tax which the Code of Virginia had only recently allowed the County to impose. The decision before the Board was whether to exclude it from the budget adoption or include it, set the rate, and establish an effective date. She explained that the errata sheet displayed in the PowerPoint presentation showed the net impact of the proposed changes. She noted that the primary adjustments included the use of unassigned fund balance for the real estate tax credit and a $1 million revenue loss from delaying the meals tax increase. She stated that the revenue loss was offset by reducing County and school capital projects and maintenance expenditures by $1.2 million and increasing the general fund contingency by $200,000 dollars. She noted that an admissions tax was not included in this option. She stated that under option two, the adopted budget would include the real estate tax credit, the delay of the meals tax effective date, and the addition of an admissions tax. She explained that the new revenue source would help diversify the revenue base with a large percentage paid by visitors. She noted that based on previous Board discussions, an Ordinance and budget amendment had been drafted establishing an admissions tax applying only to amusement/theme parks and movie theaters at a rate of 6% with an effective date of July 1, 2026. Referring to the PowerPoint slide, she noted that the errata sheet showed the impact of these changes, highlighted in green. This included the same use of unassigned fund balance for the real estate tax credit and the $1 million revenue loss from delaying the meals tax increase along with an estimated $5 million in revenue from the admissions tax. She stated that the admissions tax revenue would be used for debt service and capital purposes, effectively reducing pressure on the general fund in FY 2027 and future years. She explained that the increased transfer to the debt service fund of $1.5 million included in the proposed budget would no longer be needed. One million dollars of that reduction was due to the meals tax delay and the remaining $500,000 would be reallocated as follows: increasing the general fund contingency from $200,000 to $400,000 and providing $300,000 for two and a half high-priority full-time equivalent positions, one and a half of which were in public safety and one in stormwater. She stated that the table on the right side of the PowerPoint Presentation slide was for demonstration purposes and showed the potential impacts to the FY 2028 plan, given the ongoing effect of the admissions tax. She concluded her remarks and stated that she would be happy to answer any questions.

Mr. Icenhour noted his understanding that the County had three Ordinances: one for the admissions tax, one for the meals tax, and one for the resolution adopting the budget.

Ms. Larson asked for clarification, noting that $3.650 million was being taken from the fund balance for the credit and that $5 million was expected from the admissions tax.

Ms. McCarthy confirmed this and explained that both FY 2027 and FY 2028 were shown because the admissions tax would affect both fiscal years. She noted that under option one, the impact would apply only to FY 2027.

Ms. Larson thanked Ms. McCarthy for the clarification. She stated that she struggled with applying the tax to amusement parks and movie theaters while not wanting school programs or charities to worry about admissions tax requirements. She asked whether more categories could be added or removed in the future.

Mr. Stevens stated that he had spoken with the County Attorney and that any changes the Board wished to make would require amending the Ordinance, which could be done at any time but would require going through the full process again.

Mr. Icenhour asked how much revenue movie theaters would add compared to the theme park.

Ms. McCarthy stated that based on information from the Commissioner of the Revenue, because the County had only one theater disclosing the amount would allow another business to determine its gross receipts. However, she believed the revenue would not be significant. She added that when drafting the Ordinance, it was easier to identify what the Board wanted to include rather than listing everything it wanted to exclude.

Mr. McGlennon asked whether nonprofit activities were excluded, as well as school and other community-oriented activities, while for-profit events such as concerts hosted by a commercial promoter would be included even if they were one-time events.

Mr. Kinsman stated that this could be done. He explained that concerts had originally been included in the draft language, but they were removed because it became complicated to determine whether government-sponsored concerts would be included. He noted that the decision was up to the Board as the Ordinance was open-ended regarding what could be included.

Ms. Larson asked Ms. McCarthy what the average revenue estimate was based on in terms of what would be received from an amusement ticket.

Ms. McCarthy stated that the revenue estimate was intended to be a conservative one, noting that it was challenging to refine because she did not have access to all the detailed information needed for a more precise estimate. She explained that some information was available through the assessment process, including a report provided by the County's consultant for commercial real estate assessments which included ticket sales and receipts. She stated that this was the primary source used to estimate the annual revenue.

Mr. McGlennon stated that if there were no further questions he would move to approve the Admissions Tax Ordinance specifying a 5% rate and including movie theaters (Option No. 2).

Mr. Icenhour asked whether this would be an amendment to the existing draft Ordinance.

Mr. McGlennon confirmed that it would.

Mr. Stevens stated that the draft Ordinance currently reflected a 6% rate and that changing it would affect the budget.

Mr. McGlennon clarified that the effective date would remain July 1, 2026.

Mr. Stevens stated that this was acceptable, but it would likely require adjustments to the budget Ordinance and resolution as well. He noted that staff would not have final numbers for the Board that day because the change would alter the budget figures and the budget could be adopted at a later time. He asked Ms. McCarthy whether the change was significant enough to require redlining the resolution or whether it affected the budget more broadly.

Ms. McCarthy recommended adopting the budget that evening with the understanding that fund balance could be used to make up for the difference between 5% and 6%, keeping the total budget amount unchanged and allowing the Board to move forward.

Ms. Larson asked Ms. McCarthy to confirm that she had used a conservative estimate and that if the tax was based on a percentage, she would not need to calculate it in the same way going forward.

Ms. McCarthy confirmed this.

Mr. McGlennon asked Ms. McCarthy to confirm that the Board could proceed with adopting the Ordinance at 5% and still adopt the budget that evening.

Ms. McCarthy stated that she believed the Board could do so as long as the total amount being adopted remained the same, noting that it would simply shift revenue sources.

Mr. McGlennon stated that he believed this was an important opportunity to take advantage of the authority granted by the General Assembly to impose an admissions tax. He emphasized that it would provide additional revenue without increasing real estate tax rates. He stated that he was sensitive to the importance of the County's attractions to tourism and the community's well-being but believed the tax could be accommodated effectively. He expressed appreciation for the County's relationship with Busch Gardens Amusement Park and noted that because the General Assembly had acted at the County's request it would not be appropriate to decline to use the authority now. He added that the County could benefit from the large number of tourists who would pay the tax which would be significantly lower than what they already paid for parking at the amusement park. He stated that this was his recommendation.

Ms. Null shared her thoughts and stated that just because something could be done did not mean it had to be done.

Ms. Wainwright stated that the Board's responsibility was to the County's citizens, not to state legislators. She noted that citizens had repeatedly asked the County to be fiscally responsible and not raise taxes.

Mr. McGlennon stated that this was correct but emphasized that the vast majority of the tax burden would fall on visitors rather than County residents, both local and from across the country.

Ms. McCarthy, referring to previous discussion, stated that after some careful consideration, another option would be to leave the revenue and expenditure budget as presented with the 6% rate, while staff implemented the 5% rate. If the revenue did not come in as conservatively estimated, another option would be to reduce the transfer to the debt service fund, since that was where the admissions tax revenue would be directed. She noted that the County had a substantial debt service reserve, so this could be done without jeopardizing anything.

Mr. McGlennon asked whether this could be done through the resolution of appropriation that day.

Ms. McCarthy confirmed that it could.

3. FY2027-FY2028 Budget Adoption & Resolution of Appropriation

a. Meals Tax Ordinance

A motion to Approve was made by Ruth Larson; the motion result was Passed.
AYES: 3 NAYS: 2 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr, Larson, McGlennon
Nays: Null, Wainwright

Ms. Larson stated that she had reached out to and met with the Williamsburg Area Restaurant Association, and that the Association was willing to work with the Board. She noted that the Association recognized that both York County and the City of Williamsburg had recently raised their meals taxes. She stated that the Association wanted to ensure that its employees remained employed and that people continued to dine out. To put the impact in perspective, she explained that if an individual spent $5,000 a year eating out the increase would amount to an additional $100 annually. She emphasized that she did not take $100 lightly but she wanted to provide context. Similar to the admissions tax, she noted that the meals tax was a shared revenue driver. She stated that she had visited a locality the previous weekend where the meals tax was 8.30% and every restaurant was full. She added that she believed localities across the region were having to look beyond real estate taxes to raise revenue. She stated that she believed the County had been fiscally responsible and that both the Community Budget Meeting and the Board meetings with Mr. Stevens demonstrated that the County had worked hard to keep costs in line. She stated that Ms. McCarthy's presentation showed that the County was being managed very well.

Mr. McGlennon stated in addition to Ms. Larson's comments, that citizens would also benefit because a significant portion of the additional cost would be paid by visitors to the area. He noted that he did not believe the increase would significantly affect many people.

Ms. Wainwright added that what she had been hearing anecdotally from servers was that people were still going out to eat. She stated that it had always surprised her that restaurants remained busy even during recessions. She noted that what she was hearing was that people were no longer ordering drinks, desserts, or appetizers. She explained that by her calculations an average family of four sharing a dessert would spend about $81, with $9 in tax and an $18 tip. If drinks and dessert were removed, the bill would drop to $60, with tax decreasing to $6.60 and the tip to $13. She stated that even if the meals tax increased to 6% instead of 4%, the tax would rise only to $7.80, still a decrease in tax revenue and a significant decrease in tips. She asked the Board to imagine the impact if every table in a restaurant, 20 to 30 tables per shift, reduced tips by $4 to $5. She emphasized that servers worked hard and relied almost entirely on tips. She stated that she believed there would be a ripple effect that might not have been fully considered. She added that she did not believe the County would generate significantly more tax revenue because people were already reducing their orders. She stated that each time the topic came up someone else told her they were no longer ordering soda. She stated that she believed the ripple effects would impact servers, restaurant owners, and citizens. She stated that fiscal responsibility included meeting the budget but also reducing spending rather than consistently increasing revenue.

Ms. Larson stated that it was not just the meals tax that caused people to eat out less; she noted that dining out had simply become very expensive. She stated that the Board had been provided with a list of items to consider for reducing expenses. She referenced an earlier discussion regarding Flock cameras and the cost the County paid for them, noting their usefulness in helping law enforcement identify individuals who had committed serious crimes. She mentioned the $56,000 cost, not to suggest eliminating it, but to illustrate how difficult it was to identify meaningful cuts when the items in question served critical public-safety purposes. She also noted that two public safety positions had been added back into the budget, as well as the CONECT program, which she stated was valuable to the community.

Mr. McGlennon stated that it was important to recognize that there would be different perspectives on the issue. From his perspective, the amount of revenue generated by the meals tax was significant. He asked Ms. McCarthy to remind the Board of the impact of 2%.

Ms. McCarthy stated that each 1% generated approximately $2.4 million.

Mr. McGlennon noted that this equated to approximately $0.03 on the real estate tax rate. He stated that given that a significant portion of the revenue would be paid by visitors, and that most visitors would not be deterred by an additional $1 or $2 on their meal, noting that the increase was a reasonable way to continue providing essential services to the community.

b. Adoption of Resolution of Appropriation

A motion to Approve was made by Ruth Larson; the motion result was Passed.
AYES: 3 NAYS: 2 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr, Larson, McGlennon
Nays: Null, Wainwright

Ms. Larson thanked staff and Mr. Stevens for their hard work. She stated that the Board had received emails over the past few days from citizens who had moved to the County seeking lower taxes. She noted that the County offered a high-quality, safe community, and that when people relocated to the County it increased the demand for services and the staff required to provide them. She emphasized that budgeting was not simply a matter of cutting expenses, as many factors had to be considered. She stated that as the County's population increased the County had to account for that growth which required both people and resources. She added that while she appreciated those who had recently moved to the County, the needs of the County's larger population also had to be considered. She stated that there had been many comments suggesting that the Government Center was unnecessary. She explained that a space-needs study had been completed which evaluated the cost of maintaining existing facilities versus consolidating operations. She noted that the difference in cost was not significant and the decision was made to invest in consolidation rather than continue operating buildings that were 50 years old. She noted that staff were being placed where they needed to be in order to serve a community of the County's size. She stated that she hoped individuals had watched the Community Budget meetings and noted that Mr. Stevens had been very open and that County staff were always willing to discuss expenses. She stated that she was not opposed to cutting costs, but the question was where and what to cut. She offered the example of closing Parks & Recreation centers during the week but stated that she did not believe cuts should fall on employees, especially when, as discussed, a neighboring locality would be increasing compensation on July 1. She stated that the County had excellent staff and she did not want to lose them. She added that if the County did not keep up with compensation it would find itself in the same position it was in two years earlier, when a $5 million adjustment was needed to address pay inequities. She stated that one thing she did not appreciate about the budget discussion was the implication that she did not understand the financial struggles residents faced. She stated that this was untrue, explaining that her own lifestyle was modest and that she lived within her means. She stated that she understood and empathized with residents who lived in modest homes and saw their assessments rise. She noted, however, that while homeowners might not plan to sell, they still benefited from increased home values and that assessments did not function based on personal intent. She stated that she was glad her own home value had increased and appreciated the high value that came from the tax dollars invested in the community.

Mr. McGlennon stated that when a proposal was brought forward by the County Administrator, whether current or previous, he believed that staff had done everything possible to determine a reasonable and fair way to allocate costs and provide services. He noted that he had a high degree of confidence in the staff who prepared the budget and understood that they had made difficult decisions about whether to add new staffing, new programs, or other opportunities that could further improve the community. He expressed concern when people relocated to the County and then stated that they wanted lower taxes. He questioned why those individuals believed the County was such a desirable place to live. He stated that it was because citizens had consistently supported the cost of providing high-quality services. He added that although he used the word "generously," the County's tax rate was low compared to the average. He stated that if the County wished to maintain a premium community, it had to be recognized that there was a cost associated with that and those costs were addressed through the budget process. He stated that there had been a great deal of misinformation, distorted information, or unclear information circulating, and he believed it was important to consider how people were thinking about the budget under consideration. He noted that earlier in the year, most residents received a postcard with information about their current property assessment, land value, the new assessment amount, and what their tax bill would be under both the existing and new assessments, assuming the tax rate remained unchanged. He stated that this only told part of the story. He explained that after a previous cycle of high assessments, the County had attempted to control costs without sacrificing quality. He noted that when the opportunity arose to reduce the tax rate, the Board communicated to the County Administrator that the community expected a reduction due to the change in assessments. He stated that although the reduction was smaller, it was still significant. He noted that the Board supported reducing the tax rate from $0.83 to $0.80. When concerns continued, the Board sought to do more by providing a $0.02 tax credit, effectively bringing the rate down to $0.78. He stated that rather than a 7.5% increase in property taxes, the actual increase was less than 5%, approximately 4.8% for taxpayers across the board. He explained that for a homeowner whose property was valued at $412,000 two years ago and who paid $3,419 in taxes, an average assessment increase of 11% would raise the value to $462,000. He noted that at the $0.83 rate the tax bill would have increased to $3,834, or approximately $415 more. However, because the rate was reduced to $0.80 the increase was $277, and with the 0.02% tax credit, the increase would be $184, approximately $15 per month. He stated that, considering the costs the County controlled and those it did not, he believed this was a reasonable expectation. He stated that the meals tax increase would amount to approximately $99 per year, and that the majority of that cost would be paid by non-residents. This shift would reduce the burden on residential property owners and reflected fiscal responsibility. He stated that when reviewing the County's budget experience this year, it was important to consider several factors. He explained that not everyone received a 7.5% increase in property taxes; some received higher increases due to market-driven assessments, while others would see reductions. He noted that 18.6% of residents would receive tax bills reflecting a decrease because their property values increased less than 6%. He added that when considering the Cost-of-Living Adjustment (COLA) that increased Social Security payments by approximately 3% those whose assessments increased less than 6% would essentially pay the same or less than before. He stated that properties representing 35.7% of residential parcels fell into this category. He noted that many emails the Board received referenced a 7.5% increase in real estate taxes but one-third of residents were experiencing either a reduction, no change, or only a modest increase aligned with the COLA. He provided examples of communities and areas that would experience reductions or increases. He stated that before assuming that everyone would experience a life-changing impact, the evidence did not support that conclusion. He emphasized that while some cases might warrant reevaluation, it was important to consider the full context.

## G. BOARD REQUESTS AND DIRECTIVES

Ms. Wainwright stated that on May 13 she completed her second radio segment with Williamsburg's Radio station and complimented the experience of being a guest. On May 14, she noted that all Board members attended the Kongsberg Defence & Aerospace office ribbon-cutting. She shared her appreciation for the beautiful office, the gracious hosts, and the delicious food, and stated that it was a great opportunity to speak with Kongsberg staff and learn more about the company's history. On May 19, she visited one of the local farms located on Jolly Pond Road that was working to get up and running. She noted that she had a wonderful two-hour tour and that it was encouraging to see a long-held family property being used to pursue agritourism. She highlighted that the property was beautiful. She also attended the County

Employee Service Awards noting that the rain held off and that it was meaningful to see employees recognized for their hard work and longevity.

Ms. Null stated that she attended the JCC Police Department's (JCCPD) Annual Award Ceremony, noting that it was held as a dinner event this year, she described the ceremony as phenomenal, noting that all Board members were present except for Ms. Wainwright. She also attended the grand opening of Axe Republic, noting that the business had a mobile setup that could be hired for parties and events. She stated that she attended the Employee Service Awards as well and participated in the Hampton Roads Workforce Council (HRWC) meeting, which she described as an interesting and informative gathering. She stated that she learned more about SCORE and noted that she would be attending another meeting with HRWC next month in the City of Suffolk. She added that she also attended the Kongsberg opening and that at the next Town Hall Meeting she and Ms. Wainwright had asked Mr. Shawn Manning, the site manager, to speak and provide an update on Kongsberg's activities. She noted that he had agreed to attend.

Mr. Icenhour stated that in addition to attending the events mentioned by Ms. Wainwright and Ms. Null, including the Kongsberg ribbon-cutting, the Employee Service Awards, and the JCCPD's Annual Award Ceremony, which he described as wonderful. He stated that he had a question for Mr. Stevens. He stated that he had seen information indicating that the City of Williamsburg had authorized funding for the potential design of a performing arts venue. He asked whether there had been any pressure for the County to join the project and stated that before the County became involved the Board needed to be fully informed before making any commitments.

Ms. Larson stated that she had attended many of the same events as the other Board members. She added that she also visited Prince William County last week for the Virginia Association of Counties (VACo) spring meeting, spending the morning in the meeting and the afternoon touring the area. She noted that she visited a company that stored and studied microorganisms and diseases for research and also shipped and sold them for research elsewhere. She stated that it was a very interesting tour. She added that she also toured approximately 56 data centers, noting the large number of data centers in the area and that the first one had been established in the 1990s. She mentioned the VACo Region 2 Meeting at the Freight Shed in York County was scheduled for the following day and asked whether other Board members planned to attend.

Ms. Wainwright and Ms. Null noted that the Business Awards event would also take place the next day.

Mr. McGlennon clarified that the Business Awards being referenced were not County-specific awards but rather a joint economic development appreciation event hosted by York County, the City of Williamsburg, and JCC. He stated that he also attended the Kongsberg ribbon-cutting and the JCCPD's Annual Award Ceremony, agreeing with Ms. Null that it was a wonderful event and noting that it was the first time the awards had been held as a dinner.

Ms. Null stated that Police Chief Mark Jamison had already begun planning for next year's event.

Mr. McGlennon stated that one event he was unable to attend was the County Employee Service Awards, noting that it was always a highlight of the year to celebrate staff. He expressed appreciation for the County's recognition of employees. He then acknowledged the passing of Mr. Wallace Wilford Kale Jr., noting that he had served briefly as an appointed member of the Board and had a diverse career that included serving as bureau chief for the Richmond Times-Dispatch, working for the Virginia Marine Resources Commission, and writing for the *Virginia Gazette* as a freelance reporter and commentator on books, culture, and business openings and closings in the Hampton Roads area. He added that Mr. Kale had also served as Santa Claus at Busch Gardens and was always willing to share his opinions. He stated that Mr. Kale knew more about the Williamsburg area than anyone else and was always generous with his help, support, and insight. He noted that Mr. Kale had written several books and described him as an original, someone who would not be replaced for a very long time.

Mr. Icenhour added that Mr. Kale was a Vietnam veteran and a strong supporter of the "Home for the Holidays" program and of veterans and young individuals in the military. He noted his personal friendship with Mr. Kale and expressed that he would be greatly missed.

## H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens provided a follow-up response to the question Mr. Icenhour had asked earlier regarding the live performance venue. He stated that neither the County nor York County had contributed any funding toward the design at this point. He explained that no decisions were expected within the next one, two, or even three months. He noted that discussions would likely occur over the next six to nine months. He reiterated that neither the County nor York County had committed any funding for the project and emphasized that the Board would have the opportunity to make decisions at a later date after substantial conversations had taken place. He went on to provide a reminder that hurricane season began in June and stated that additional notices would be distributed. He noted that in past years residents had been advised to be prepared to care for their families, including pets, with food, water, and medications for at least three days in the event of a significant emergency.

Ms. Larson stated that she would be requesting to attend the June meeting virtually, as she would be out of town.

## 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 3:40 p.m., the Board entered Closed Session.

At approximately 3:57 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. Appointments - Stormwater Program Advisory Committee

A motion for the reappointment of Mr. Matthew Woolsey and Ms. Alexandra Younica for an additional four-year term to the Stormwater Program Advisory Committee for a term to expire on June 30, 2030, was made by James Icenhour Jr., the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr, Larson, McGlennon, Null, Wainwright

b. Appointments to the Inaugural Board of Directors for the James City County Community Land Trust

No discussion was had.

2. Certification of Closed Session

## J. ADJOURNMENT

1. Adjourn until 5 pm on June 9, 2026, for the Regular 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 3:58 p.m., Mr. McGlennon adjourned the Board of Supervisors.

Real Estate Land Discussion

Board of Supervisors

June 23, 2026

| Sale Date | Sale Type | Sale Amount | Legal Ac. | 26-Land | Usable | Limited | Unusable | Measured Ac. | Shape Issue | Access Issue | Adverse Loc. | Beneficial Loc. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 7/1/2025 | Land | $650,000 | 48.54 | $599,200 | 34.2 | 14.9 | 0.0 | 49.1 | Moderately | Limited Access | None | None |
| 7/18/2025 | Multi-Land | $200,000 | 26.50 | $320,400 | 26.1 | 0.1 | 0.0 | 26.2 | None | No Access | None | None |
| 8/15/2025 | Land | $159,950 | 3.18 | $89,100 | 2.6 | 0.4 | 0.0 | 3.0 | None | None | None | None |
| 4/16/2025 | Land | $85,000 | 1.08 | $103,500 | 0.7 | 0.4 | 0.0 | 1.1 | None | None | None | None |
| 12/19/2025 | Land | $180,000 | 3.10 | $179,900 | 2.9 | 0.2 | 0.0 | 3.1 | Flag Lot | ROW To | None | None |
| 4/15/2025 | Land | $126,000 | 10.03 | $129,600 | 1.3 | 6.4 | 2.2 | 9.9 | Moderately | No Access | None | Pond AV |
| 10/2/2025 | Land | $160,000 | 2.01 | $179,600 | 1.8 | 0.2 | 0.0 | 2.0 | None | None | None | None |
| 1/12/2024 | Land | $1,003,525 | 3.47 | $1,012,500 | 1.2 | 1.6 | 0.6 | 3.4 | Partly | By ROW | None | Waterfront VG |
| 5/8/2024 | Multi-Land | $325,000 | 7.84 | $340,000 | 7.8 | 0.0 | 0.0 | 7.8 | Partly | None | Busy Street | None |
| 8/7/2024 | Land | $115,000 | 1.82 | $114,300 | 1.8 | 0.1 | 0.0 | 1.9 | Flag Lot | None | Busy Street | None |
| 8/28/2024 | Land | $170,000 | 6.00 | $170,900 | 2.0 | 4.0 | 0.0 | 6.0 | Partly | None | Busy Street | None |
| 4/5/2024 | Land | $220,000 | 3.96 | $219,200 | 0.9 | 2.0 | 1.1 | 4.0 | None | None | None | Waterfront FR |
| 2/29/2024 | Land | $85,000 | 0.85 | $116,300 | 0.8 | 0.0 | 0.0 | 0.8 | None | None | None | None |
| 8/5/2024 | Land | $76,700 | 0.81 | $116,500 | 0.8 | 0.0 | 0.0 | 0.8 | None | None | Busy Street | None |
| 3/13/2024 | Land | $55,000 | 0.46 | $53,400 | 0.0 | 0.5 | 0.0 | 0.5 | None | None | RPA Mitigation | None |
| 2/22/2023 | Multi-Land | $552,300 | 0.23 | $359,000 | 2.3 | 0.9 | 0.1 | 3.3 | None | None | None | None |
| 6/28/2023 | Land | $301,000 | 5.05 | $253,600 | 2.8 | 2.2 | 0.0 | 5.0 | None | None | None | None |
| 1/18/2023 | Land | $179,000 | 2.91 | $171,400 | 1.1 | 1.6 | 0.0 | 2.7 | Partly | None | None | Waterfront PR |
| 4/12/2023 | Land | $245,000 | 5.20 | $249,000 | 3.8 | 1.5 | 0.6 | 5.9 | Partly | None | None | Marsh View |
| 5/8/2023 | Land | $121,000 | 1.98 | $142,400 | 1.4 | 0.6 | 0.0 | 2.0 | Flag Lot | None | None | None |
| 9/30/2023 | Land | $200,000 | 0.48 | $229,400 | 0.5 | 0.0 | 0.0 | 0.5 | None | None | None | Waterfront AV |
| 5/2/2022 | Land | $75,000 | 0.89 | $109,100 | 0.9 | 0.0 | 0.0 | 0.9 | None | None | None | None |
| 8/9/2022 | Land | $70,000 | 1.64 | $106,300 | 0.5 | 0.7 | 0.4 | 1.6 | Partly | By ROW | RPA Mitigation | None |
| 5/18/2022 | Land | $325,000 | 5.37 | $238,600 | 4.6 | 0.5 | 0.0 | 5.1 | None | None | None | None |
| 3/25/2021 | Land | $585,100 | 4.83 | $1,211,000 | 4.0 | 0.7 | 0.1 | 4.8 | None | By ROW | None | Waterfront VG |
| 3/1/2021 | Land | $625,000 | 5.05 | $1,241,300 | 4.2 | 0.6 | 0.1 | 4.9 | None | By ROW | None | Waterfront VG |
| 2/25/2021 | Land | $500,000 | 5.37 | $901,900 | 3.0 | 0.9 | 1.4 | 5.3 | None | ROW To | None | Waterfront GD |
| 9/1/2023 | Land | $435,000 | 5.27 | $675,200 | 3.3 | 1.0 | 1.0 | 5.3 | None | By ROW | None | Waterfront AV |
| 1/4/2021 | Land | $51,000 | 1.06 | $115,900 | 0.5 | 0.6 | 0.0 | 1.1 | None | None | None | None |
| 5/4/2021 | Land | $107,000 | 1.28 | $124,700 | 1.3 | 0.0 | 0.0 | 1.3 | None | None | Busy Street | None |
| 8/4/2021 | Land | $105,000 | 1.00 | $118,800 | 0.2 | 0.3 | 0.5 | 1.0 | None | None | None | Waterfront PR |


James City County
REA Market Areas
Miles
King and Queen County
New Kent County
YORK RIVER
Gloucester County
237650
237700
237780
236800
237750
York County
Charles City County
CHICKAHOMINY RIVER
City of Williamsburg
JAMES RIVER
237770
210900
Surry County
City of Newport News
Market Areas
210900
236800
237650
237700
237750
237770
237780

## Acreage Value Formula

| | | |
|---|---|---|
| >= Acreage #1 (Base Site) | 0.10 | Tier limit |
| Rate #1 | $72,000 | Per site |
| >= Acreage #2 | 0.11 | Tier base |
| Rate #2 | $59,000 | Per acre within tier |
| >= Acreage #3 | 1.01 | Tier base |
| Rate #3 | $54,000 | Per acre within tier |
| >= Acreage #4 | 3.01 | Tier base |
| Rate #4 | $36,000 | Per acre within tier |
| >= Acreage #5 | 5.01 | Tier base |
| Rate #5 | $27,000 | Per acre within tier |
| >= Acreage #6 | 10.01 | Tier base |
| Rate #6 | $13,000 | Per acre within tier |
| >= Acreage #7 | 20.01 | Tier base |
| Rate #7 | $10,000 | Per acre within tier |
| >= Acreage #8 | 50.01 | Tier base |
| Rate #8 | $7,000 | Per acre within tier |
| >= Acreage #9 | 100.01 | Tier base |
| Rate #9 | $4,000 | Per acre within tier |

## Land Memo Generator

| | | | |
|---|---|---|---|
| **Usable Acreage** (9) | 0.6 | **Usable areas of the site gently to moderately sloped to include cleared areas within the RPA** | |
| Limited Acreage (DV) | 0.7 | Limited uses areas such as the pole of a flag lot, steep slopes, areas separated from the | |
| **Homesite Acreage** | **1.3** | **Acre(s)** | primary site, wooded areas within the RPA, areas over 3X frontage |
| Unusable Acreage (F) | 0.2 | Areas of the site with severely limited utility, due to high voltage lines, pipelines, conservation | |
| **Total Parcel Acreage** | **1.5** | **Acre(s)** | easements, wetlands, ect. |

### Negative Site Adjustments

| | | | | | | |
|---|---|---|---|---|---|---|
| **Shape Adjustments** | ○ No Adjustment Needed | ○ Partially Irregular Site | ○ Standard Flag Lot | ○ Irregular Flag Lot | ◉ Moderately Irregular Site | ○ Fully Irregular Site |
| **Access Issues** | ◉ No Adjustment Needed | ○ Accessed By Dirt Road | ○ Accessed By Right-of-way | ○ Limited Site Access | ○ No Site Access | ○ Right-of-way to Adjacent |
| **Adverse Location** | ◉ No Adjustment Needed | ○ Cemetery Adjacent | ○ Commercial Adjacent | ○ Encroaching Neighbor | ○ Heavy Traffic | ○ High-Voltage Adjacent |
| Adverse Continued | ○ Hoarder Adjacent | ○ Impacted by RPA (vacant) | ○ Industrial Adjacent | ○ Interstate 64 Adjacent | ○ Pipeline Easement | ○ Railroad Adjacent |

### Positive Site Adjustments

| | | | | | | |
|---|---|---|---|---|---|---|
| **Benificial Location** | ○ No Adjustment Needed | | | | | |
| Golf Course | ○ Poor Views | ○ Fair Views | ○ Average Views | ○ Good Views | ○ Very Good Views | ○ Excellent Views |
| Ponds /Reservoir | ○ Poor Views | ○ Fair Views | ○ Average Views | ○ Good View | ○ Very Good Views | ○ Excellent Views |
| Waterfrontage | ○ Poor Views / Access | ○ Fair Views / Access | ○ Average Views / Access | ○ Good View / Access | ○ Very Good Views / Access | ○ Excellent Views / Access |
| Water Views | ◉ Poor Views / Marsh | ○ Fair Views | ○ Average Views | ○ Good Views | ○ Very Good Views | ○ Excellent Views |

### Proval Adjustments

| Top Line Memo | Shape Adjustment | Access Adjustment | Adverse Adjustment | Benificial Adjustment |
|---|---|---|---|---|
| 06/04/26 = 0.6 ac usable + 0.7 ac limited + 0.2 ac unusable | -25% | 0% | 0% | 10% |

**M E M O R A N D U M**

DATE: June 23, 2026

TO: The Board of Supervisors

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

SUBJECT: Purchasing Policy Updates

Purchasing Policy ensures that James City County procurement activity will be competitive, efficient, flexible, economical, fair, and impartial. The proposed updates to the Purchasing Policy are based on the County's Purchasing Policy first adopted by the Board of Supervisors in 2001 and updated in 2011 and 2019.

The proposed Purchasing Policy updates include increasing the small purchase limit from $2,500 to $5,000; increasing the County Administrator's contract approval authority from $100,000 to $250,000 and up to any amount for Capital Improvement Plan (CIP) projects included in the adopted budget unless the CIP project scope has changed or the contract amount exceeds the adopted CIP budget; and increasing the County Administrator's contract amendment authority from $50,000 to $100,000. Board of Supervisor approval shall be required for all contract awards over $250,000 if the project is not already approved in the CIP budget.

Staff recommends adoption of the Purchasing Policy updates contained in the attachments with an effective date of July 1, 2026.

SBM/tm
FY27PurPolicy-mem

Attachments

# **R E S O L U T I O N**

PURCHASING POLICY UPDATES

WHEREAS, Purchasing Policy adoption ensures that James City County procurement activity will be competitive, efficient, flexible, economical, fair, and impartial; and

WHEREAS, the proposed updates to the Purchasing Policy are based on the County's Purchasing Policy first adopted by the Board of Supervisors in 2001 and updated in 2011 and 2019; and

WHEREAS, the proposed Purchasing Policy updates include increasing the small purchase limit from $2,500 to $5,000; increasing the County Administrator's contract approval authority from $100,000 to $250,000 and up to any amount for Capital Improvement Plan (CIP) projects included in the adopted budget unless the CIP project scope has changed or the contract amount exceeds the adopted CIP budget; and increasing the County Administrator's contract amendment authority from $50,000 to $100,000; and

WHEREAS, Board of Supervisor approval shall be required for all contract awards over $250,000 if the project is not already approved in the CIP budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the James City County, Virginia, hereby adopts the Purchasing Policy contained in the attachments with an effective date of July 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 23rd day of June, 2026.

FY27PurPolicy-res

# Purchasing Policy

**Revision Date: July 1, 2026**

## CHAPTER 1 - GENERAL PROVISIONS

### Section 1 - Title

This document shall be known as the James City County Purchasing Policy.

### Section 2 - Organization

The James City County Purchasing Office is a division of the Department of Financial and Management Services (FMS). It operates under the supervision of the Assistant of the FMS (Audit). The Purchasing Director supervises the Purchasing Office's operations.

### Section 3 - Responsibility

The Purchasing Office, through the Purchasing Director, is responsible for managing the County's procurement activity and implementing this Purchasing Policy. The Office shall utilize modern purchasing, supply management techniques, and ensure procurement activity complies with applicable laws and generally accepted professional standards. The Purchasing Director provides methods to handle delegated purchasing authority.

### Section 4 - Duties

The Purchasing Director shall prepare and maintain a Purchasing Manual containing detailed rules and regulations consistent with this Policy and the laws of the Commonwealth of Virginia governing the operations of County purchasing. The Purchasing Director shall propose amendments to the James City County Purchasing Manual for approval by the Director of the FMS.

The Purchasing Director shall coordinate purchasing procedures among departments by becoming acquainted with the needs of each, assisting in the preparation of specifications, locating the sources of needed products or services and providing follow-up after delivery. Purchasing shall review the quality, quantity, and kind of goods and services requested and recommend alternatives, if appropriate.

The Purchasing Director shall act as the County's representative on matters pertaining to purchasing as defined within this Policy and the James City County Purchasing Manual.

The Purchasing Director shall ensure procurement actions are properly documented and maintain all related records.

The Purchasing Director shall manage a fully automated and integrated purchasing system, including use of electronic media for vendor communications, solicitation, distribution, and ecommerce activities.

### Section 5 - Cooperative Procurement

The County may participate in, sponsor, conduct, or administer a cooperative procurement agreement with one or more public bodies or agencies of the United States for the purpose of combining requirements to increase efficiency or reduce administrative expenses. Nothing herein shall prohibit the assessment or payment by direct or indirect means of any administrative fee that shall allow for participation in any such arrangement.

### Section 6 - Definitions

**Best Value** means the overall combination of quality, price, and various elements of required goods and services that in total are optimal relative to the County's needs. Purchasing shall use best value bid evaluation when procuring certain goods and nonprofessional services when it is in the best interests of the County to allow factors other than price to be considered in making an award. The factors to be used in making the award and the numerical weighting for each factor are predetermined in a solicitation.

Best value bid evaluation factors may include any of the following and/or additional factors determined to be relevant by the Purchasing Director.

Quality of goods and services:

- Warranties, guarantees, and return policies
- Reliability of delivery and implementation schedules
- Quality and effectiveness of the business solution and innovative use of current/new technologies
- Proven development methodologies and trusted tools
- Optimized data exchange and system integration
- Industry experience and positive performance record
- Vendor experience with projects of similar scope and complexity
- Vendor financial stability
- Operational and life-cycle costs incurred by the County
- Solution's consistency with County's planning regulations and strategic direction
- Consideration of product acceptance by all user groups

**Competitive Sealed Bidding** is a formal method of selecting the lowest responsive and responsible bidder. It includes the issuance of a written Invitation for Bid (IFB), public notice, a public bid opening, and evaluation based on the requirements set forth in the IFB. The Purchasing Director may elect for prequalification of bidders or include a statement of any requisite qualifications of potential contractors in the IFB. Multiple awards may be made when so specified in the IFB. An IFB may be issued to vendors electronically. Bids may be submitted electronically if specifically authorized in the IFB.

**Competitive Negotiation** is a formal method of selecting the top-rated offeror. It includes the issuance of a Request for Proposals (RFP), public notice; evaluation based on the criteria set forth in the RFP and allows negotiation with the top-rated offeror. Any unique capabilities or qualifications required of the contractor shall be set forth in the RFP. An RFP may be issued to vendors electronically. Offers may be submitted electronically if specifically authorized in the RFP.

**Construction** shall mean building, altering, repairing, improving, or demolishing any structure, building, road, drainage or sanitary facility, and any draining, dredging, excavation, grading, or similar work upon real property.

**Construction Management contract** shall mean a contract in which a party is retained by the owner to coordinate and administer contracts for construction services for the benefit of the owner, and may also include, if provided in the contract, the furnishing of construction services to the owner.

**Design-build contract** shall mean a contract between a public body and another party in which the party contracting with the public body agrees to both design and build the structure, roadway or other item specified in the contract.

**Emergency** shall be deemed to exist when a breakdown in machinery and/or a threatened termination of essential services or a dangerous condition develops, or when any unforeseen circumstances arise causing curtailment or diminution of essential services.

**Firm** shall mean any individual, partnership, corporation, association, or other legal entity permitted by law to practice in the Commonwealth of Virginia; or any other individual, firm partnership, corporation, association, or other legal entity qualified to perform professional services.

**Goods** shall mean all material, equipment, supplies, printing, and automated data processing hardware and software.

**Informality** shall mean a minor defect or variation of a bid or proposal from the exact requirements of the IFB or RFP that does not affect the price, quality, quantity, or delivery schedule for the goods, services, or construction being procured.

**Information technology goods and services** shall mean communications, telecommunications, automated data processing, applications, databases, data networks, management information systems, and other related goods and services.

**Nonprofessional services** shall mean any service not specifically identified below as a professional or consultant service.

**Procurement transaction** shall mean all functions that pertain to the obtaining of any goods, services, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration.

**Professional or consultant services** shall mean work performed by an independent contractor within the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering. Professional services shall be procured by competitive negotiation.

**Public body** shall mean any legislative, executive, or judicial body, agency, office, department, authority, post, commission, committee, institution, board, or political subdivision created by law to exercise some sovereign power or to perform some governmental duty and empowered by law to undertake the activities described in this policy. Public body shall include any metropolitan planning organization or planning district commission that operates exclusively within the Commonwealth of Virginia.

**Public contract** shall mean an agreement between a public body and a nongovernmental source that is enforceable in a court of law.

**Public or County employee** shall mean any person employed by the County, including elected officials or appointed members of governing bodies.

**Responsible bidder or Responsible offeror** shall mean an individual, company, firm, corporation, partnership, or other organization who has the capability in all respects to fulfill fully the contract requirements and the moral and business integrity and reliability which will ensure good faith performance and who has been prequalified if required.

**Responsive bidder** shall mean an individual, company, firm, corporation, partnership, or other organization who has submitted a bid that conforms in all material respects to the Invitation for Bids.

**Services** shall mean any work performed by an independent contractor wherein the services rendered do not consist primarily of acquisition of equipment or materials or the rental of equipment, materials, and supplies.

**Surplus property** shall mean any property that exceeds the requirements of the entire County.

**Targeted business** shall mean businesses that are small, locally owned, locally operated, or owned by a woman or minority.

**Value Engineering** shall mean review of a project's architectural and engineering drawings and specifications by an independent team of engineers and/or architects for complex or construction projects estimated to be at or over $2 million. The independent team makes recommendations that focus on achieving like-performance at reduced costs. Value engineering must be applied as early in the design cycle as feasible to achieve maximum benefits. For large construction projects, value engineering studies are performed during the schematic stage and then at approximately the 30-40 percent design stage.

**Virginia Public Procurement Act** shall mean those portions of the Code of Virginia, 1950, as amended and designated as the Virginia Public Procurement Act.

## CHAPTER 2 - PURCHASING POLICIES

### Section 1 - Compliance

James City County procurement transactions shall comply with the Code of Virginia, the James City County Purchasing Policy, and the James City County Purchasing Manual. Fiscal partners of the County, organizations that utilize the County as their fiscal or purchasing agent, and County departments/Constitutional Officers exempt from regular purchasing requirements through special provisions of the Virginia Public Procurement Act and/or other sections of the Code of Virginia will be subject to this compliance policy if the procurement is handled through the James City County Purchasing Office. The James City County Purchasing Office encourages the adoption of this Policy by the governing bodies/individuals of the aforementioned entities.

Section 2.2-4343(B), VPPA, provides with respect to procurements with federal funds: Where a procurement transaction involves the expenditure of federal assistance or contract funds, the receipt of which is conditioned upon compliance with mandatory requirements in federal laws or regulations not in conformance with the provisions of this section, a public body may comply with such federal requirements, notwithstanding the provisions of this section, only upon the written determination of the Governor, in the case of state agencies, or the governing body, in the case of political subdivisions, that acceptance of the grant or contract funds under the applicable conditions is in the public interest. Such determination shall state the specific provision of this section in conflict with the conditions of the grant or contract.

Section 2.2-4311.3, No term or provision in any public contract for the acquisition of information technology goods or services shall be valid or enforceable to the extent that it is in conflict with Virginia law. A public contract containing such a term or provision shall otherwise remain enforceable. Any term or provision in such a public contract that (i) makes the public contract subjected to, governed by, or interpreted under the laws of another state or country or (ii) requires or permits any litigation or other dispute resolution proceeding arising from the public contract to be conducted in another state or country shall be void. Such public contact shall instead be deemed to provide for the application of the law of the Commonwealth of Virginia, without regard to such contracts' choice of law provisions, and to provide for jurisdictions in the courts of the Commonwealth.

### Section 2 - Purchasing Methods

Unless otherwise authorized by law or provided for in this Policy or the James City County Purchasing Manual, County contracts with non-governmental contractors for the purchase or lease of goods, or for the purchases of services, insurance or construction shall be awarded after competitive sealed bidding or competitive negotiation.

1. **Use of Competitive Sealed Bidding and Competitive Negotiation**

   <u>Competitive Bidding Federal Projects (Grants)</u>
   The County shall follow the requirements of 2 C.F.R. § 200.326 and 2 C.F.R Part 200, Appendix II, by inclusion of clauses as required by the Grantor. This may include Davis-Bacon requirements, Copeland Anti-Kickback Act, Contract Work Hours and Safety Standards Act, The Stafford Act, Clean Air Act and the Federal Water Pollution Control Act, Byrd Anti-Lobbing Amendment, Debarment and Suspension review, and/or other clauses as may be required.

2. **Competitive Sealed Bidding and Competitive Negotiation**

   Whenever the County seeks to procure a good or service estimated to cost more than $50,000, an Invitation to Bid or a Request for Proposals shall be issued. Best value concepts may not be considered when procuring construction or professional services. Purchases shall not be split to avoid the $50,000 limit. An Invitation to Bid shall be posted in a designated public area, and on the county website at least ten days prior to the date bids are due. A Request for Proposals shall be advertised once in a newspaper of general circulation in James City County at least thirty days prior to the date proposals are due.

Responses to Formal Sealed Bids and Proposals are secured unopened until the date and time specified in the solicitation.

The Purchasing Director shall have the authority to waive informalities in bids/proposals, reject all bids/proposals, parts of all bids/proposals, or all bids/proposals for any one or more good or service included in a solicitation when in the Director's judgment the public interest may thereby be served. The Purchasing Director shall determine the responsibility of a bid or proposal and responsiveness of a bid.

**3. Construction Management / Design Build Services**

A. The County may enter into a contract for construction on a fixed price or not-to-exceed price design-build or construction management basis consistent with this Policy and law.

B. Competitive Negotiation – Construction Management / Design Build Services

1. Determination

The County may enter into a contract for construction on a fixed price or not-to-exceed price design-build or construction management basis in accordance with the Virginia Public Procurement Act (VPPA)

§2.2-4308. Prior to issuing a Request for Proposal for any design-build or construction management project, the Purchasing Director will document that a) the design-build or construction management contract is more advantageous than a competitive sealed bid construction contract, b) there is a benefit to the County by using a design-build or construction management contract, and c) competitive sealed bidding is not practical or fiscally advantageous.

2. Evaluation Committee

The Purchasing Director shall appoint an Evaluation Committee that will include a licensed professional engineer or architect with professional competence appropriate to the proposed project. The licensed professional engineer or architect shall advise the County regarding the use of design-build or construction management project and will assist with the preparation of the Request for Proposal consistent with this Policy for competitive negotiation of non-professional services, and will assist in the evaluation of proposals. A qualified person or firm may provide the licensed professional engineer or architect services under a professional services contract.

3. Selection, Evaluation and Award of Construction Management or Design-Build Contracts.

a. Design Requirements. The Request for Proposal shall include and define the criteria of the construction project in the areas such as site plans; floor plans; exterior elevations; basic building envelope materials; fire protection information plans; structural, mechanical (HVAC), and electrical systems; special telecommunications; and may define such other requirements as the County determines appropriate for the particular construction project.

b. Selection, Evaluation and Award Factors. Proposal evaluation factors and other source selection criteria shall be included in the Request for Proposal for the specific design-build or construction management project.

c. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, based on the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected.

After negotiations have been conducted with each offeror so selected, the County shall select the fully qualified offeror that, in its opinion, has made the best value proposal in response to the Request for Proposals, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so stated in the RFP, awards may be made to more than one offeror. Should the County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

Trade secrets or proprietary information provided by an offeror in response to a request for qualifications or a request for proposals shall not be disclosed to the public or to competitors, provided the offeror has invoked protection pursuant to the Code of Virginia § 2.2-4342(F).

d. The Purchasing Director may promulgate such additional procedures, not inconsistent with the provisions of this section and consistent with the procedures for the procurement of nonprofessional services through competitive negotiations, as deemed necessary and appropriate to effect the selection and evaluation of offerors and the award of design-build and construction management contracts.

**4. Sole Source**

Sole source procurement is authorized when there is only one source practicably available for the required goods or services. Competition is not available in a sole source situation; thus distinguishing it from a situation where the product required is restricted to the manufacturer(s) stipulated, but is sold through distributors and competition between them can be obtained. Sole source justification based solely on a single vendor's capability to deliver in the least amount of time is not appropriate since availability alone is not a valid basis for determining a sole source procurement. Sole source procurements require Purchasing Director approval.

**5. Emergency**

In case of an emergency, as defined herein, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practical under the circumstances. Except as provided below, approval by the Purchasing Director shall be required for all emergency purchases. If an emergency occurs at a time other than regular County business hours, the Department Director may purchase the required goods or services in an amount not to exceed $50,000. The County Administrator or designee shall approve emergency procurements over $50,000. The Department Director shall, not later than the next business day, submit a requisition, tabulation of bids received (if any), delivery record, and a brief explanation of the emergency.

**6. Small Purchase**

Any procurement not expected to exceed $50,000 in expenditure of public funds, from any source, may be made in accordance with the following small purchase limits:

- Procurements up to $5,000 may be made upon receipt of one written or documented verbal quote or proposal.
- Solicitation of three written quotes or proposals are required for purchases over $5,000.
- Solicitation of three written quotes or Informal solicitations for quotes or proposals may be required for purchases of $5,001 - $50,000 at the Purchasing Director's discretion.

Award shall be made to the lowest responsive and responsible vendor that supplies a quote or to the offeror that made the best proposal. Procurement requirements shall not be artificially divided so as to constitute a small purchase under this policy. Similar items or services may be combined for formal competition at the Purchasing Director's discretion.

## 7. Purchasing Card

Selected County personnel may be issued Purchasing Cards (PCards) to use for purchases up to $2,500 and emergency procurements as applicable to the cardholder's assigned card limits. The competition requirements for small and emergency purchases shall apply. Purchasing Card transactions shall conform to the James City County Purchasing Card Policy and Procedures. The Purchasing Card Policy and Procedures are part of the James City County Purchasing Policy and Manual.

## Section 3 - Prequalification

Prospective contractors may be prequalified for particular types of goods, services, insurance, or construction and consideration of bids or proposals limited to prequalified contractors. Prequalification procedures shall be established in writing and sufficiently in advance of their implementation to allow potential contractors a fair opportunity to complete the process. The Purchasing Director may deny prequalification to any contractor only upon finding one of the following:

a. The contractor does not have sufficient financial ability to perform the contract that would result from such procurement. If a bond is required to ensure performance of a contract, evidence that the contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type required by the County shall be sufficient to establish the financial ability of such contractor to perform the contract resulting from such procurement.

b. The contractor does not have appropriate experience to perform the construction project in question.

c. The contractor or any officer, director or owner thereof has had judgments entered against him within the past ten years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management.

d. The contractor has been in substantial noncompliance with the terms and conditions of prior construction contracts with the County without good cause. If the County has not contracted with a contractor in any prior construction contracts, the County may deny prequalification if the contractor has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause. The County may not utilize this provision to deny prequalification unless the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto given to the contractor at that time, with the opportunity to respond.

e. The contractor or any officer, director, owner, project manager, procurement manager or chief financial officer thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of (i) Article 6 (§ 2.2-4367 et seq.) of the Virginia Public Procurement Act, (ii) the Virginia Governmental Frauds Act (Virginia Code § 18.2-498.1 et seq.), (iii) Chapter 4.2 (§59.1-68.6 et seq.) of Title 59.1 of the Virginia Code, or (iv) any substantially similar law of the United States or another state.

f. The contractor or any officer, director or owner thereof is currently debarred or enjoined pursuant to an established debarment or enjoinment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government.

g. The contractor failed to provide to the County in a timely manner any information requested by the County relevant to items a) through f) above.

**Section 4 - Contract Approval Authority**

Authorization by the Purchasing Director shall be required for contracts if the amount is $100,000 or less. Authorization by the County Administrator shall be required for awards over $100,000-$250,000 and any amount for approved Capital Improvements Plan (CIP) projects, unless the scope has changed or the contract amount exceeds the approved CIP budget amount.

Authorization by the Board of Supervisors shall be required for the award of all contracts over $250,000 if not already approved in the CIP budget.

The Board will receive monthly reports on CIP projects awarded and purchases approved and signed by the County Administrator and Purchasing Director.

**Section 5 - Authority to Amend or Terminate a Contract**

The Purchasing Director may amend any James City County contract that includes provisions for modification of the contract during performance, up to $10,000. Any single or cumulative increase to a fixed price contract that would result in a new contract amount over $100,000 requires written approval of the County Administrator. Any single or cumulative increase to a fixed-price contract greater than twenty-five percent of the original contract or $50,000, whichever is greater, requires written approval of the Board of Supervisors.

The Purchasing Director may terminate any contract for convenience, cause, or non-appropriation of funds in accordance with the contract terms and conditions after consultation with the Office of the County Attorney.

**Section 6 - Preferences and the Bids**

In accordance with the Code of Virginia, James City County does not grant preferences or set-asides except in the case of tie bids. If all bids are for the same total amount or unit price (including authorized discounts and delivery times) and if the public interest will not permit the delay of re-advertisement for bids, the Purchasing Director shall be authorized to award the contract to the resident James City County tie bidder whose firm has its principal place of business in the County, or if there be none, to the resident Virginia tie bidder, or if there be none, to one of the tie bidders by drawing lots.

**Section 7 - Vendor Outreach**

The Purchasing Office is the County's main contact point with vendors. As such, the Office will pursue outreach activities that may include developing specialized publications, attending/hosting trade fairs, and encouraging vendor visits with Office staff.

**Section 8 - Anti-Discrimination**

James City County conforms, as applicable, to the provisions of the Federal Civil Rights Act of 1964, as amended; the Virginia Fair Employment Contracting Act of 1975, as amended; the Virginians with Disabilities Act; the Americans with Disabilities Act, and Sections 2.2-4310 and 2.2-4311 of the Virginia Public Procurement Act. All bidders/offerors who submit bids/proposals to the County are required to certify they conform to these same anti-discrimination requirements.

**Section 9 - Assistance to Targeted Businesses**

The County shall undertake every reasonable effort to increase the opportunity for participation in the procurement process by targeted businesses. To this end, the Purchasing Office shall:

Make targeted businesses aware of the County's procurement policies. Any targeted business seeking assistance in understanding or completing any bids or proposals should seek the assistance of the Purchasing Department.

Participate in training seminars for the purpose of informing targeted business bidders of the procurement opportunities and procedures.

Participate in local and regional targeted business purchasing fairs.

Cooperate with the Department of Minority Business Enterprise, the United States Small Business Administration, and other public or private agencies.

**Section 10 - Debarment, Enjoinment, or Suspension**

Contractors who either do not meet their obligations or have other performance or non-performance issues may be suspended or disqualified from contracting with the Commonwealth through enjoinment or debarment.

Enjoinment is to impose bidding restrictions on a contractor when the contractor fails to fulfill its obligations. Enjoinment is used for issues that can be corrected. A contractor may be enjoined for the following reasons:

- Failure to meet SWaM requirements
- Delinquency
- Unwillingness or inability to fulfill a contract
- Failure to comply with the Contract documents, Special and General Conditions

The punishment for enjoinment will be the prohibition of bidding on County construction contracts for a period not to exceed one year.

Debarment is the County's exclusion of certain individuals or firms from contracting with the County for a specified period of time. The Purchasing Director may debar a person or company from consideration for awards or contracts for a period up to three (3) years upon a finding of cause that the vendor has engaged in any of the following activities.

- Unsatisfactory performance on a contract with a public body, including but not limited to, failure to comply with contract terms and conditions or to meet specification/scope of services requirements.
- Offering any gift, gratuity, favor, or advantage to any County employee who exercises official responsibility for procurement transactions.
- Failing to disclose a condition constituting a conflict of interest by any officer, director, owner, or partner of the vendor in a contract or purchase order awarded by the County.
- Conviction of any officer, director, owner, partner, or agent of the vendor of any criminal offense involving public contracting.
- Court judgment finding a violation of Federal or State antitrust laws.
- Conviction of any criminal offense, or a judgment in civil litigation, which indicates a lack of moral or business integrity.
- Abandonment of performance or termination for default on any other James City County project.
- Default on any surety bond or written guaranty on which James City County is an obligee.
- The filing of a bankruptcy petition, by, against, or regarding the contractor.
- Any other cause that the Purchasing Director determines to be so serious and compelling as to affect responsibility as a contractor, such as debarment by another governmental entity for any cause listed herein, or prior reprimands.

The Purchasing Director may suspend a person or company from consideration for award or contracts for a period up to three months upon a finding of probable cause that might lead to debarment.

In debarring or suspending any individual or firm from contracting with the County, the Purchasing Director shall follow all applicable procedures outlined herein and in the James City County Purchasing Manual.

## Section 11 - Excess and Surplus Property

The Purchasing Director shall be responsible for:

- Redistribution of serviceable excess personal property.
- Disposal of surplus County personal property through sealed bid, online or physical auction, trade-in, or fixed price sales. Some personal property may also be disposed of by junking, sale as scrap metal, or cannibalization.
- Disposal of unclaimed property in the custody of the Police Department in accordance with the Code of Virginia Sections 15.2-1719, 15.2-1720 and 15.2-1721.

Surplus County property may be donated to charitable and other non-County activities where appropriate. The Purchasing Director shall evaluate the request for donation and first determine whether the requested item is needed by any County agency. Other factors to be considered in the evaluation are availability of the requested item, serviceability, compatibility to the intended use and potential benefits to the County, including public relations and goodwill.

## Section 12 - Public Purchasing Ethics

All James City County procurement is subject to and will be conducted in accordance with the Virginia Public Procurement Act, the State and Local Conflict of Interests Act, and the Governmental Frauds Act.

# M E M O R A N D U M

DATE: June 23, 2026

TO: The Board of Supervisors

FROM: Grace A. Boone, Director of General Services

SUBJECT: Renaming the General Services Department to the Public Works Department and Establishment of the Custodial Services Division

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In an effort to more accurately reflect the Department's operational responsibilities and service delivery functions, County Administrator, Mr. Scott Stevens has authorized the General Services Department to seek approval for a departmental name change to the Public Works Department. This organizational alignment also includes the establishment of Custodial Services as a separate division from Facilities Maintenance, creating clearer operational structure and supporting improved efficiency, accountability, and service delivery. Overall, there will be no change to functions or delivery process as a result to the departmental name change.

**Proposed Departmental Name Change The General Services Department to The Public Works Department**

Over several years, the Department has evolved significantly through the addition of divisions, expanded programs, and increased operational responsibilities driven by continued population growth and rising residents' desire for provided services. As a result, the current name, General Services, no longer fully reflects the broad scope and essential nature of the department's work.

Today, the Department oversees six operational divisions: Facilities Maintenance, which manages building maintenance, safety and security programs that includes Custodial Services; Fleet and Equipment Maintenance, is responsible for maintaining every vehicle and all equipment owned by James City County, Williamsburg Regional Library, and James City Service Authority; General and Capital Services oversees the inspection, construction, and management of all new and existing construction projects to ensure they are completed according to approved plans and within budget; Grounds Maintenance maintains many community medians, sidewalks, conducts street-sweeping along community corridors and bike lanes, supports the setup of community-wide events and maintains all Williamsburg-James City County (WJCC) and James City County properties; Solid Waste Management administers programs such as curbside recycling, bulk pickup, annual leaf collection, live Christmas tree drop-off, and household hazardous waste disposal along with the management of three community convenience centers; and Stormwater and Resource Protection provides public education efforts focused on protecting local waterways and natural resources with public programs such as Clean Water Heritage, Stormwater Maintenance and Repair Grant, Good Neighbor Grant, Turf Love Program and administers the County's state stormwater permit all while implementing programs to manage stormwater runoff, erosion and sediment control compliance from development that protects residents, business properties and County waterways.

In addition to operational responsibilities, the Department maintains a strong public education and community outreach through its Sustainability Programs, Clean County Commission initiatives, internship partnership with WJCC Schools, mosquito dunk distribution program, and environmental initiatives such as Clean Water Heritage, Septic Smart, Fertilize Smart, rain garden education, and floodplain management outreach. The Department also administers various grant and rebate programs and oversees infrastructure improvement initiatives, including LED streetlight conversions to enhance visibility and neighborhood safety, as well as street-name-sign replacement programs. Collectively, these functions align closely with the core responsibilities traditionally associated with Public Works departments in many surrounding communities.

Renaming the Department to Public Works will:

- Provide greater clarity and recognition for residents, staff, and external partners;
- More accurately define departmental operations and responsibilities;
- Align James City County with naming conventions used by surrounding localities;
- Reduce ambiguity regarding services provided to the community; and
- Improve opportunities for recruitment, professional recognition, accreditation, networking, and industry awards.

The rebranding effort will include updates to internal and external communications materials, including the website, signage, logos, uniforms, and printed materials, in accordance with County administrative regulations and communication guidelines. Because updates will be phased in when materials need to be replenished, overall costs are expected to remain minimal. All tasks are expected to be completed by existing staff and resources.

**Establishing the Custodial Services Division as a separate entity from Facilities Maintenance**

Today, Custodial Services is considered a part of the Facilities Maintenance Division and by changing the established structure to a standalone division it will better define operational responsibilities, improve service delivery, and enhance departmental efficiency and accountability.

GAB/ap
RenPubWksEstCSDiv-mem

Attachments:
1. Resolution Approving the Departmental and Division Name Changes
2. Proposed Organization Chart for Public Works

# R E S O L U T I O N

RENAMING THE GENERAL SERVICES DEPARTMENT TO THE PUBLIC WORKS

DEPARTMENT AND ESTABLISHMENT OF THE CUSTODIAL SERVICES DIVISION

WHEREAS, to more accurately reflect the department's operational responsibilities and service delivery functions provided to James City County and the community while also establishing a more recognizable naming convention, the department name will be changed to Public Works. In addition, one section currently operating within the Facilities Maintenance Division will be separated, and established as the Custodial Services Division; and

WHEREAS, this change more appropriately reflects the Department's responsibilities and aligns with the naming conventions used by surrounding localities; and

WHEREAS, the mission of the Department is to build, maintain, and operate County facilities, grounds, and programs in an efficient, environmentally responsible manner that is responsive to the needs of both internal stakeholders and the community we serve; and

WHEREAS, all changes can be accomplished using existing staff and resources; and

WHEREAS, Section 6.1 of the James City County Charter states that the Board of Supervisors may create new departments or divisions, or combine or abolish existing departments or offices and distribute the functions thereof, or establish temporary departments for special work.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, that the Department of General Services shall hereby be renamed the Department of Public Works and hereby creates the Division of Custodial Services and authorizes and directs the County Administrator to execute those documents necessary to effectuate these changes.

____________________________
John J. McGlennon
Chair, Board of Supervisors

ATTEST:

____________________________
Teresa J. Saeed
Deputy Clerk to the Board

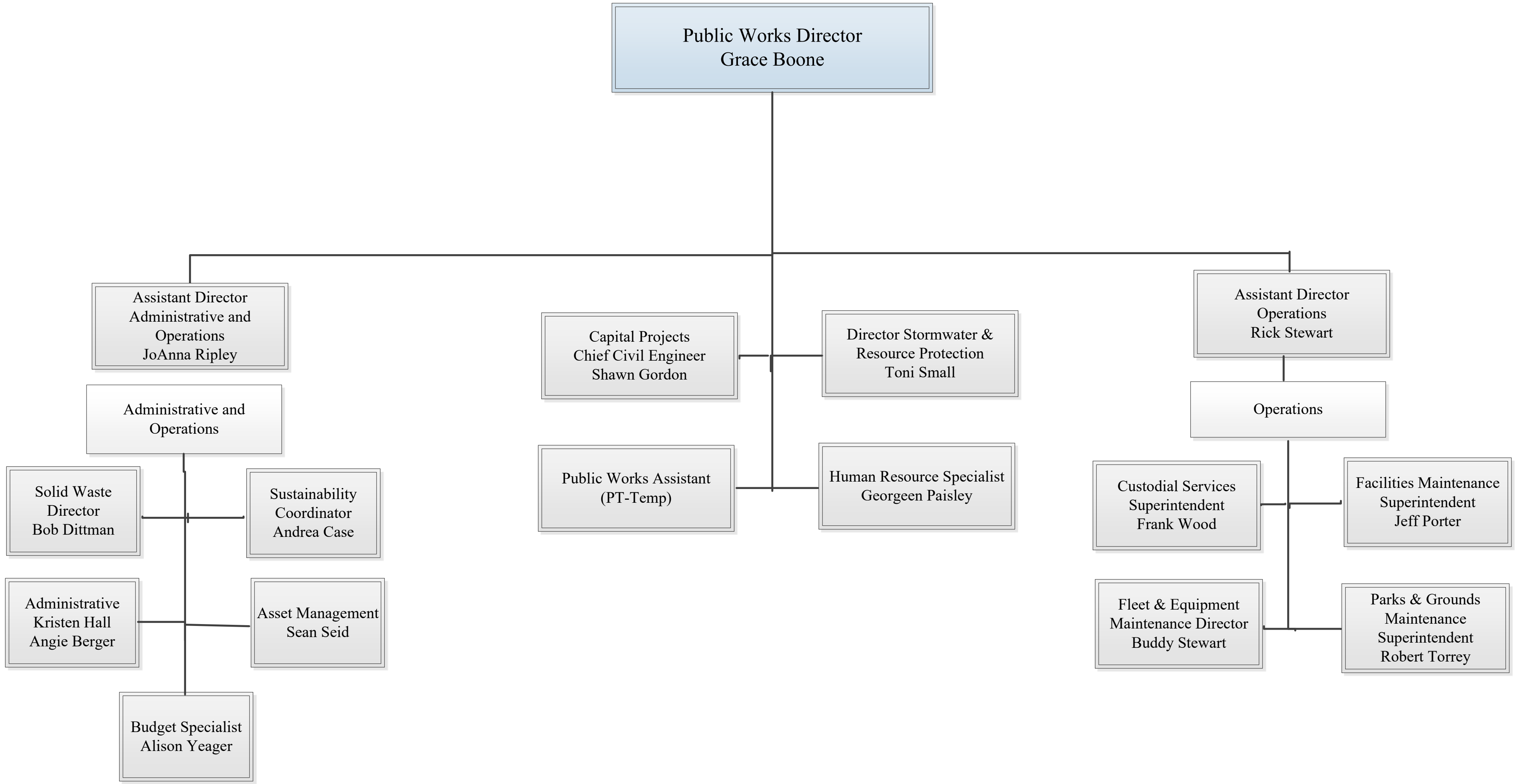
| | VOTES AYE | NAY | ABSTAIN | ABSENT |
|---|---|---|---|---|
| WAINWRIGHT | ____ | ____ | ____ | ____ |
| NULL | ____ | ____ | ____ | ____ |
| ICENHOUR | ____ | ____ | ____ | ____ |
| LARSON | ____ | ____ | ____ | ____ |
| MCGLENNON | ____ | ____ | ____ | ____ |

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of June, 2026.

RenPubWksEstCSDiv-res

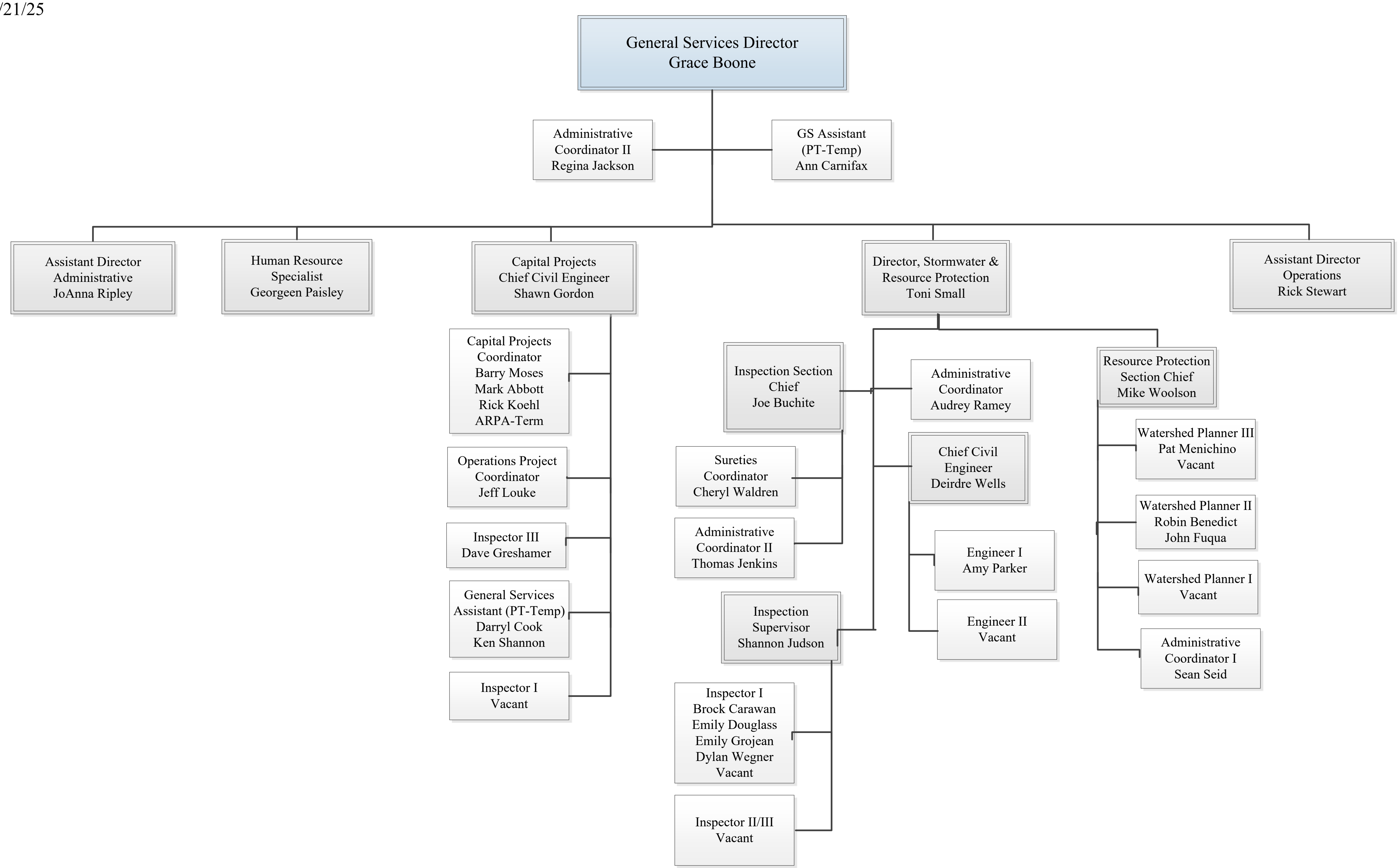
# Public Works Organization Chart

Effective 7/1/26



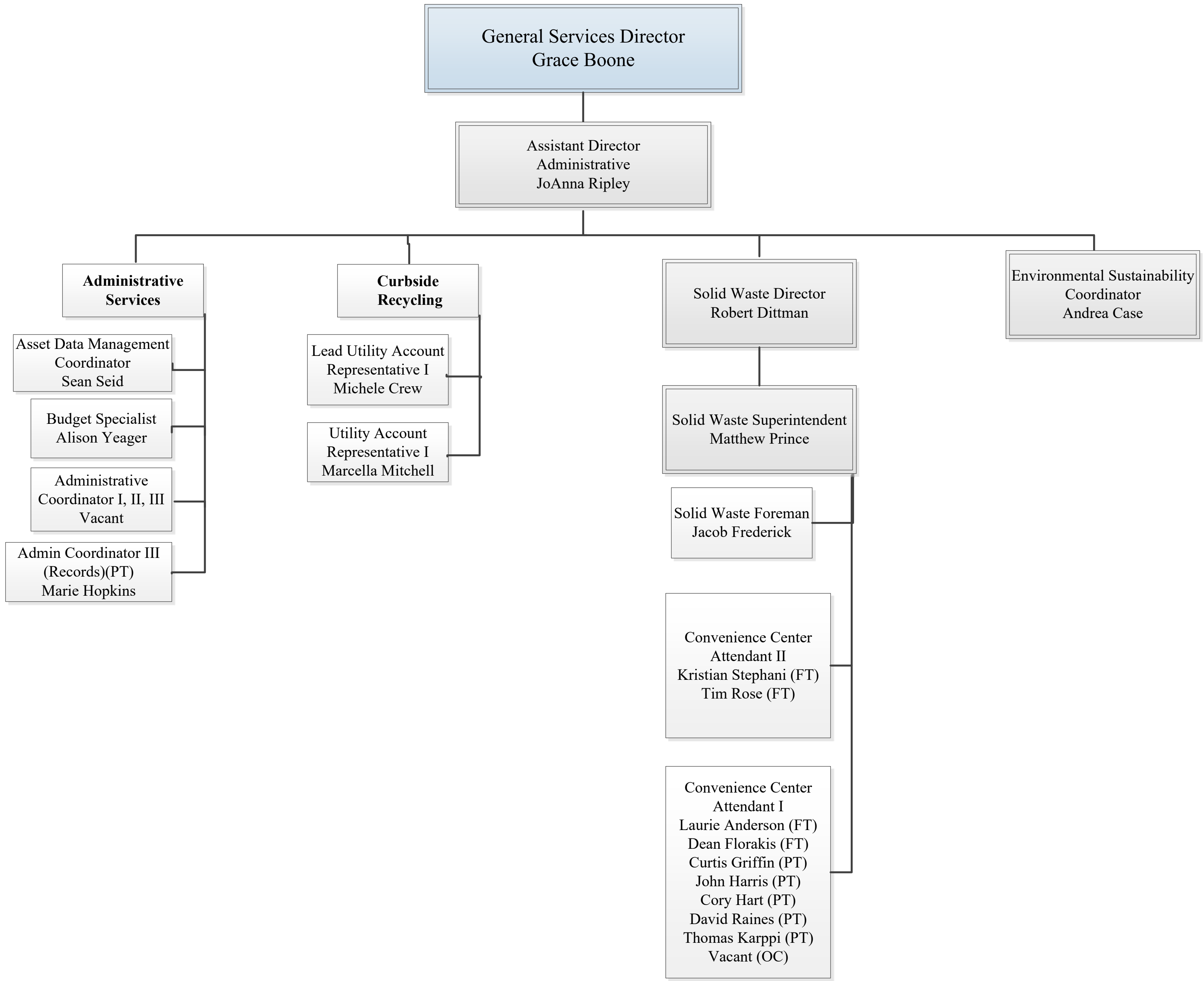
# General Services Organization Chart

Effective 3/21/25



# General Services Organization Chart

Effective 3/21/25



# General Services Organization Chart

Effective 3/21/25

- General Services Director — Grace Boone
  - Assistant Director Operations — Rick Stewart
    - Security & Custodial Services Superintendent — Vacant
      - Custodian Supervisor Night Shift — Richard Lathroum
        - Custodian II (PT) — Val Datsyuk
        - Custodian I (PT) — Doraine Marsh, Hampton Meekins, Walter Minor, Galina Strih, Vacant
      - Custodian Supervisor Day Shift — Debra Frye
        - Custodian II — Michael Gray, Vacant, Vacant
        - Custodian I — Marvin Jones, Kateryna Datsyuk, Carly Parker, Judy UrQuhart, Frank Wood
    - Facilities Superintendent — Jeff Porter
      - Maintenance Superinendent (LEC) — Herman Hatchett
        - Custodian I — George Washington, Charlene Dickens
      - Electrical Supervisor — Dennis Holman
        - Facilities Technician II (Electrical) — Jon Moore
      - Maintenance Superintendent (Courthouse) — Richard Biddle
        - Facilities Specialist — Lorenzo Penny
        - Custodian I — Joyce Frazier
      - Facilities Supervisor — Jason Crump
        - Facilities Technician II — Gillard Eubanks
        - Facilities Technician I — Brian Crowley
      - HVAC & Plumbing Supervisor — Jon Butcher
        - Facilities Technician II (HVAC) — Sean Persons
        - Facilities Technician II (Plumbing) — Marc Lorenzen
        - Facilities Technician I/II/III — Ryan Springsteen
    - Director of Fleet & Equipment — Buddy Stewart
      - Automotive Service Coordinator — Vacant
      - Automotive Inventory Specialist — Leanne Whiting
      - Administrative Coordinator I/II/III — Cameron Persinger
      - Lead Automotive Technician — Charlie Armistead
        - Automotive Technician III — Bobby Bradley
        - Automotive Technician II — Tiff Judson
        - Automotive Technician I — Robert Alexander, Bryan Ortery
        - Small Engine Mechanic — Troy Jarvis
    - Parks & Grounds Maintenance Superintendent — Robert Torrey
      - Assistant Superintendent — Vacant
        - Foreman — Rusty Workman
          - Lead CMW (Landscape) — Scott Brandt
            - CMW — Vacant, Vacant
          - Lead CMW — Jessie Martin
            - CMW — Azeria Pachero, Vacant
            - CMW II — Hector Davilla
          - Lead CMW — Lee Cyr
            - CMW I — Aaron Green, Vacant
            - CMW II — Joe Berkley
            - CMW III — Vacant
          - Schools Lead CMW — Vacant
            - CMW I — Curtis Dawson, John Walker
            - CMW II — Luke Buel, Julio Lima
            - CMW III — Jared Arthur
          - Spray Technician — Emma Massengill
          - CMW (Part-time) — Waylon Burcham
        - Foreman — Hunter Mackerney
          - Lead CMW (Athletics) — Ernest Byrd
            - CMW I — Vacant
            - CMW II — Curtis Lemley, Vacant
            - CMW III — Chris Little, Mark Wood
          - Lead CMW — Mark Rogers Jr.
            - CMW — Chris Temple, Frank Workman
          - Lead CMW (Road) — Vacant
            - CMW — Vacant, Vacant, Vacant

**M E M O R A N D U M**

DATE: June 23, 2026

TO: The Board of Supervisors

FROM: Liz Parman, Deputy County Attorney

SUBJECT: Initiation of Consideration of Required Amendments to the Zoning and Subdivision Ordinances

---

During its 2026 Session, the Virginia General Assembly enacted several land use measures that require localities to amend their Zoning and Subdivision Ordinances. These legislative changes address a variety of topics, including sound profile assessments for data centers, temporary wireless communication facilities, standards applicable to solar energy projects, and regulatory reforms intended to increase housing availability.

The table below summarizes the legislation requiring amendments to James City County's Ordinances:

| **Bill Number** | **Summary** |
|---|---|
| HB 153 | Require a sound profile assessment for new data centers near homes and schools |
| HB 876 | Allow temporary cell towers |
| HB 888 | Reduce parking requirements for residential, multifamily, or mixed-use development |
| HB 891 | Allow by-right battery energy storage on parcels with approved utility-scale solar projects |
| HB 711/SB 347 | New criteria for solar farms |
| SB 531 | Permits for accessory dwelling units |
| HB 655/SB 346 | Allow manufactured homes in residential zones |
| HB 1279/SB 388 | Permit by-right housing on property of tax-exempt religious organizations or certain property tax-exempt nonprofit organizations |
| HB 1212 | Allow 3,000-square-foot lots in at least one zoning district |

The County Attorney recommends approval of the attached Initiating Resolution to commence the process of amending the County's Ordinances in response to land use legislation enacted by the Virginia General Assembly during its 2026 Session.

LP/ap
IntConsAmdZ-SubdO-mem

Attachment

**R E S O L U T I O N**

INITIATION OF CONSIDERATION OF REQUIRED AMENDMENTS TO THE

ZONING AND SUBDIVISION ORDINANCES

WHEREAS, the Code of Virginia Sections 15.2-2286 and 15.2-2253 and County Code Sections 24-13 and 19-10 permit the Board of Supervisors of James City County, Virginia (the “Board”), to, by resolution, initiate amendments to the regulations of the Zoning and Subdivision Ordinances that the Board finds to be prudent; and

WHEREAS, the Board is of the opinion that the public necessity, general welfare, and good zoning practice warrant the consideration of amendments to the Zoning and Subdivision Ordinances to comply with recently adopted legislation by the Virginia General Assembly during their 2026 legislative session.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby initiate amendments to James City County Code, Chapter 24, Zoning, and Chapter 19, Subdivisions, to comply with the following legislation adopted by the Virginia General Assembly in 2026:

| **Bill Number** | **Summary** |
|---|---|
| HB 153 | Require a sound profile assessment for new data centers near homes and schools |
| HB 876 | Allow temporary cell towers |
| HB 888 | Reduce parking requirements for residential, multifamily, or mixed-use development |
| HB 891 | Allow by-right battery energy storage on parcels with approved utility-scale solar projects |
| HB 711/SB 347 | New criteria for solar farms |
| SB 531 | Permits for accessory dwelling units |
| HB 655/SB 346 | Allow manufactured homes in residential zones |
| HB 1279/SB 388 | Permit by-right housing on property of tax-exempt religious organizations or certain property tax-exempt nonprofit organizations |
| HB 1212 | Allow 3,000-square-foot lots in at least one zoning district |

BE IT FURTHER RESOLVED that the Planning Commission shall hold at least one public hearing on the consideration of each amendment to said Zoning and Subdivision Ordinances and shall forward its recommendations to the Board of Supervisors in accordance with the law.

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 23rd day of June, 2026.

IntConsAmdZ-SubdO-res

**M E M O R A N D U M**

DATE: June 23, 2026

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Assistant County Administrator

SUBJECT: Final Phase of a Comprehensive Agreement for the New Consolidated Government Center

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At the January 23, 2024, Board of Supervisors' (the "Board") meeting, the Board directed the County Administrator to negotiate an Interim Agreement with Henderson Inc. and Gilbane, a Joint Venture (HGJV) with the intent of moving forward with the potential construction of a new consolidated government center located at 5231 Longhill Road.

Since that time, the following steps have been taken:

- An Interim Agreement was signed and executed in February of 2024. This first Interim Agreement took the project up to 30% design.
- At the December 10, 2024, Board meeting, the Board directed the County Administrator to negotiate a second Interim Agreement that took the design of the facility up to a 100% completion status along with final construction documents. HGJV has completed construction documents for this project.
- At the October 14, 2025, Board meeting, the Board directed the County Administrator to execute an early site work package that began site work on the proposed parcel for the construction of the new consolidated government center and library addition.
- At the December 9, 2025, Board meeting, the Board authorized the County Administrator to execute the first phase of a Comprehensive Agreement not to exceed $46 million. That first Comprehensive Agreement covered the costs of pre-ordering steel, concrete work, initial plumbing, HVAC, and electrical work.

The County now desires to enter into the final phase of a Comprehensive Agreement that will complete construction on the site. The additional cost of the final Comprehensive Agreement will not exceed $100 million. The total anticipated cost of design and construction of the consolidated government center will not exceed $179 million. A continuation of funding for the government center is allocated in the County's Fiscal Year (FY) 2027 Capital Improvement Program (CIP) of $72,000,000 and in the County's FY 2028 CIP of $52,000,000. Staff recommends the adoption of the attached resolution.

BJR/ap
FinPhCAConsGovCtr-mem

Attachment

# R E S O L U T I O N

FINAL PHASE OF A COMPREHENSIVE AGREEMENT FOR THE

CONSOLIDATED GOVERNMENT CENTER CONSTRUCTION

WHEREAS, the James City County Board of Supervisors (the "Board"), on January 23, 2024, directed the County Administrator to execute an Interim Agreement for the initial 30% design and programming for a potential new consolidated government center (the "Project") located at 5231 Longhill Road; and

WHEREAS, on December 10, 2024, the Board directed the County Administrator to execute a second Interim Agreement for the complete design of a consolidated government center (the "Project"); and

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

WHEREAS, on October 14, 2025, the Board directed the County Administrator to execute an early site work package that began site work on the proposed parcel for the construction of the Project and library addition; and

WHEREAS, HGJV began site work on the proposed location of the Project at 5231 Longhill Road after a groundbreaking ceremony held on November 12, 2025; and

WHEREAS, on December 9, 2025, the Board directed the County Administrator to execute the first phase of a Comprehensive Agreement that began construction on the site to include pre-ordering steel, concrete work, initial plumbing, HVAC, and electrical work; and

WHEREAS, the Board now desires to enter into a final phase of a Comprehensive Agreement that will complete construction on the site; and

WHEREAS, the Board understands that the cost for the services provided under this final phase of a Comprehensive Agreement is not to exceed $100 million; and

WHEREAS, the County desires to move forward with this Project; funds are allocated in the County's Fiscal Year (FY) 2027 Capital Improvement Program (CIP) of $72,000,000 and in the FY 2028 CIP of $28,000,000 to cover this Agreement; and

WHEREAS, the Board desires to complete construction on the Project at 5231 Longhill Road with the understanding that the total anticipated construction and design cost of the Project will not exceed $179 million.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby authorize the County Administrator to execute the final phase of a Comprehensive Agreement with HGJV authorizing the completion of construction of the Project not to exceed $100 million.

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 23rd day of June, 2026.

FinPhCAConsGovCtr-res