

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 25, 2022
1:00 PM

ADOPTED
FEB 22 2022
Board of Supervisors
James City County, VA

A. CALL TO ORDER

B. ROLL CALL

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

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

Mr. McGlennon requested a motion to allow Ms. Sadler to participate electronically due to a medical issue that prevented her from attending.

A motion to allow Ms. Sadler to participate electronically was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, Larson, McGlennon Absent: Sadler

Mr. McGlennon welcomed Ms. Sadler to the meeting.

C. PRESENTATION

I. VACo Certified County Supervisors' Program

Mr. McGlennon welcomed Mr. Dean Lynch, Executive Director of the Virginia Association of Counties (VACo), to the podium. Mr. McGlennon noted the importance of Mr. Lynch's role to local counties, in addition to a substantial source of information and education, training efforts for County Supervisors, and County governments.

Mr. Lynch, Executive Director of VACo, addressed the Board providing insight on the organization for the public. Mr. Lynch stated VACo was founded in 1934 to support the efforts of county officials through education programs, advocacy, and business development services. Mr. Lynch thanked the Board for allowing him the opportunity to be present to recognize Ms. Larson for her achievements in the Certified Supervisors Program. Mr. Lynch touched on this program advising it was founded in 2006, adding there was over 100 graduates representing 40 counties statewide. Mr. Lynch stated Ms. Larson completed over 100 education hours to complete certification. Mr. Lynch noted the Certified Supervisors Program was affiliated with VACo and Virginia Tech. Mr. Lynch congratulated Ms. Larson and presented her with the certificate.

Mr. McGlennon congratulated Ms. Larson on her achievement.

Ms. Larson thanked Mr. McGlennon. Ms. Larson remarked it was a great program. Ms. Larson expressed her gratitude to VACo staff, colleagues, and County staff for all efforts and support. Ms. Larson mentioned it was a very informative program, adding VACo allowed opportunities to collaborate with individuals from other counties in the state. Ms. Larson thanked Mr. Lynch for his presence.

Mr. McGlennon added in addition to Ms. Larson's recent certification, she was also elected second Vice Chair of VACo. Mr. McGlennon congratulated Ms. Larson once more.

2. James City Clean County Commission 2021 Annual Report

Ms. Peg Boarman, Chair of James City Clean County Commission, addressed the Board presenting a PowerPoint presentation. Ms. Boarman recognized the members of the James City Clean County Commission. Ms. Boarman discussed several updates regarding the Commission. Ms. Boarman noted a newsletter was launched this month called "All Hands on Deck". She further noted a successful podcast was conducted at the end of December, adding it received a great deal of feedback. Ms. Boarman reported a new program was launched this past fall called "Litter League", adding litter cleanup kits were available at the local libraries for individuals to check out if desired. Ms. Boarman reported since November 2021 there had been eight check outs of the litter cleanup kits, adding there were two cleanup kits currently circulating at both the James City County Library and the Williamsburg Regional Library. Ms. Boarman stated each library had a total of five cleanup kits in addition to the kits at Tewing Road. Ms. Boarman discussed the Stewardship Hour, which touched on 10 environmental topics, adding this information could be viewed on the County website and/or YouTube. Ms. Boarman spoke about the Litter and Recycling Expo 2020-2021 results in reference to the total individual participation breakdown and materials collected. Ms. Boarman thanked Mr. McGlennon for supporting the cause. Ms. Boarman noted on Arbor/Earth Day the Commission planted a tree at the Williamsburg Botanical Garden, adding she hoped to make it annual occurrence. Ms. Boarman discussed the annual Will Barnes Day Picnic and thanked Mr. Icenhour for his participation. Ms. Boarman noted the James City County Ruritan Club gave the presentation. She further noted the Commission dedicated the Will Barnes Shelter for the first time in which a ribbon-cutting event was held. Ms. Boarman welcomed the Board to attend the Will Barnes Day Picnic on June 18, 2022. Ms. Boarman spoke about the Pollinator and Rain Garden at Veteran's Park in which the first planting event was held on May 8, 2021, adding there was a great deal of volunteers who participated. Ms. Boarman discussed the Great American Cleanup in addition to the Spring Cleanup and the total individual participation breakdown as well as materials collected. Ms. Boarman reported a total of 2.5 tons of litter was collected, adding approximately 42.5 miles within the County had been cleared of litter. Ms. Boarman spoke about the Litter Index which touched on the scoring process and the comparison of litter collected annually. Ms. Boarman reported the results for this year were good, adding the amount of litter had decreased compared to previous years. Ms. Boarman briefly touched on Adopt-a-Spot Program in which two new locations had been adopted. The sign displayed on the PowerPoint presentation was adopted by the Warhill High School Environmental Club, adding the newest location was adopted by Jamestown High School. Ms. Boarman reported eight currently adopted sites, adding the signs would display the current senior class year annually. Ms. Boarman discussed the three campaigns: 1) Recycling Education; 2) Zero Tolerance for Litter; 3) Community Beautification and the programs affiliated with each campaign. Ms. Boarman reported the annual efforts of the James City Clean County Commission on the PowerPoint presentation. Ms. Boarman mentioned the need for Commission members in the Jamestown District in addition to the Powhatan District. Ms. Boarman welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Boarman for the informative presentation. Mr. McGlennon welcomed any questions the Board might have.

Mr. Icenhour asked if June 18 was the Will Barnes Day Picnic.

Ms. Boarman confirmed yes, adding the time that day had not yet been confirmed, but it typically was held around 2 p.m.

Ms. Sadler thanked Ms. Boarman for all her efforts in addition to those individuals who volunteered to do litter pick-ups. Ms. Sadler pointed out a couple of her grandsons participated in the litter pick-up efforts, adding she felt it was important to get youth involved and to educate.

Ms. Boarman stated she appreciated the recognition; however, it was the efforts of the James City Clean County Commission.

Mr. McGlennon stated Ms. Boarman's efforts had a significant impact on the success of the Commission, adding the ability to motivate others to volunteer in keeping the County clean and beautiful. Mr. McGlennon thanked Ms. Boarman for the presentation.

Ms. Boarman thanked Mr. McGlennon and was appreciative of the Board's support.

D. CONSENT CALENDAR

Mr. McGlennon asked if any Board member wished to pull or discuss any items.

Ms. Larson stated she would make the motion to approve the Consent Agenda; however, she did not wish to pull any items she just had several questions that could be asked afterwards.

1. Acceptance of Housing Vouchers - \$59,787 - State Rental Assistance Program

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

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

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

2. Additional Appropriation - \$220,000 - 2019 Scattered Site Housing Rehabilitation Community Development Block Grant

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

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

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

3. 2021 Scattered Site Housing Rehabilitation - Community Development Block Grant - Adoption of the Amended Housing Rehabilitation Program Design

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

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

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

4. Competitive Grant Award - \$16,000 - Litter Prevention and Recycling Program (Glass Recycling)

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

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

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

5. Contract Award - \$127,172 - Automatic Cardiopulmonary Resuscitation Devices

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

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

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

6. Contract Award - \$245,738 - Emergency Communications Center HVAC Backup Generator

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

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

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

7. Dedication of the Streets in the Mason Park Subdivision

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

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

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

8. Dedication of the Streets in Section 6 of the Peleg's Point Subdivision

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

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

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

9. Grant Award - \$28,000 - Bulletproof Vest Partnership

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

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

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

10. Grant Award - \$47,797 - Commonwealth Attorney - V-Stop Grant Program Fund

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

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

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

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

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

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

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

12. Grant Award - \$33,333 - Fiscal Year 2022 Law Enforcement Officer Safety and Wellness: Addressing Psychological Needs of Law Enforcement

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

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

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

Ms. Larson commended County staff for efforts in obtaining these grants. Ms. Larson was curious if Item No. 12 was ever previously conducted or if this was a new effort. Ms. Larson requested Police Chief Eric Peterson to address the Board on Item No. 12 in further detail.

Chief Peterson addressed the Board advising this was a new initiative to support the welfare of County law enforcement, adding it would be an ongoing contract with a certain provider

throughout the year.

Ms. Larson asked if this program was available to all officers and if it was confidential between the officer and the provider.

Chief Peterson confirmed yes, adding the initiative was mandatory; however, it also included educational meetings as well.

Ms. Larson thanked Chief Peterson.

13. Grant Award - \$17,991 - Litter Prevention and Recycling Program

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

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

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

14. Grant Award - \$16,000 - State Homeland Security Program

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

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

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

Ms. Larson requested Fire Chief Ryan Ashe to address the Board in regard to Item No. 14 which referenced the Community Animal Response Team.

Chief Ashe addressed the Board advising the Community Animal Response Team started after Hurricane Sandy in which several of the regulations changed when it came to sheltering animals. Chief Ashe stated when taking the animals to the shelter there was a requirement to ensure a group of individuals were able to assist with the daily duties of those animals such as walking them, feeding them, etc. Chief Ashe noted this was another volunteer group to assist with that requirement.

Ms. Larson thanked Chief Ashe.

15. Grant Award - \$5,000 - Williamsburg Health Foundation 2021 Emergency Management

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

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

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

16. Minutes Adoption

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

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

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

The Minutes Approved for Adoption included the following:

- November 23, 2021, Business Meeting
- December 3, 2021, Joint Meeting
- December 14, 2021, Regular Meeting
- January 3, 2022, Organizational Meeting

E. BOARD DISCUSSIONS

I. James City County Facilities Master Plan Update

Mr. Shawn Gordon, Capital Project Management Engineer of General Services, addressed the Board to provide a brief introduction on the James City County (JCC) Facilities Master Plan discussion. Mr. Gordon recognized Mr. Tony Bell, Managing Principal for Moseley Architects, and Mr. Andrew McVeigh, Project Manager of Moseley Architects. Mr. Gordon stated building on a space needs assessment the JCC Facilities Master Plan provided a road map to meet the County's space needs for the next 20 years for the most critical facilities. He further noted at the 75% stage there were two options presented for County Administration facilities, adding now at the 100% stage the preferred option had been identified as the master plan. Mr. Gordon reported there was one additional option primarily in the public safety sector which would be identified as an alternate concept. Mr. Gordon advised cost assessments were developed for all facilities master plan options which were projected for the year 2040. Mr. Gordon mentioned the master plan included the Williamsburg-James City County (WJCC) School Administration and the WJCC Court operations. Mr. Gordon advised of scheduled presentations with the WJCC School Board would be held at the next Regular Meeting in February, adding the WJCC Courthouse presentation would be at an earlier time that day. Mr. Gordon welcomed Mr. Bell to the podium to present the PowerPoint presentation.

Mr. Bell addressed the Board to provide an update on the JCC Facilities Master Plan. Mr. Bell reported a Facilities Space Needs Assessment was conducted in August of 2020 which observed the existing space available at County facilities, data of current departments personnel population, and anticipated growth of personnel and physical space. Mr. Bell noted this information collected was used to create the master plan to determine the expansion needs to fulfill the 2040 Space Needs of the various County departments. Mr. Bell explained the master plan was an overview and it did not provide specifics; however, it did provide a much-needed direction to utilize for the future. Mr. Bell discussed the preliminary budget estimates which were provided for all facilities identified in the master plan. Mr. Bell advised the budget estimates were factored by several different components highlighted on the PowerPoint presentation. Mr. Bell pointed out the Warhill location on the PowerPoint presentation, which was determined to include two sites: 1) Warhill Site - Opportunity Way; and 2) Warhill - Water Tower, which included the proposed facilities and estimated costs associated for those facilities. Mr. Bell touched on the Emergency Communications Center would move from its current facility into the County Administration building, adding the satellite services would remain in the current building. Mr. Bell stated Fire Station 1 would be expanded. Mr. Bell remarked these proposed facilities were based off long-term needs and growth. Mr. Bell mentioned Fire Station 2 would also need an expansion of approximately 6,700 square feet, adding the existing Fire Station 2 was currently used as a logistics warehouse which would be replaced, but the building could be used for County storage or demolition as an option if the County saw fit. Mr. Bell moved on to Fire Station 3 and the proposed recommendations were to replace the existing apparatus bays and to face the bays toward John Tyler Highway to provide improved logistical operations, adding the existing bays could be renovated to serve storage needs, dormitory, or fitness space for the fire station. Mr. Bell noted Fire Station 4 was well sized; however, a recommended expansion of approximately 2,000 square feet would be sufficient for future growth. Mr. Bell further noted Fire Station 5 needed more apparatus bay space, adding proposed expansion to the south of the existing station. Mr. Bell continued the PowerPoint presentation and moved onto proposals for James City Service Authority (JCSA) which would occupy the entire campus on Tewning Road. Mr. Bell added the existing buildings on Tewning Road in addition to the northeast corner be demolished to build a consolidated facility for JCSA. Mr. Bell noted the operations facility would stay but would build a two-story administration wing and then a single-story operations wing to include

apparatus bays. Mr. Bell pointed out the Colonial Community Corrections department would remain in the existing facility; however, a renovation was proposed. Mr. Bell advised the Voter Registrar would move into a new facility indicated on the PowerPoint presentation in which a renovation was proposed as well. Mr. Bell discussed the Human Services Center in which Olde Towne Medical and Dental Center would move from the facility and Social Services would occupy the entire facility, adding it could potentially be a two-step process to renovate the space once vacated in addition to a proposed expansion of approximately 3,700 square feet. Mr. Bell remarked some of these projects included several phases in which work could be done in increments to be more cost effective, adding the County had used this strategy several times in the past 50 years. Mr. Bell continued the PowerPoint presentation and pointed out the James City County Recreation Center which proposed an expansion for additional administration space as indicated on the PowerPoint would be towards Longhill Road, adding the expansion would be adjacent to the multipurpose rooms in which the administration wing could also utilize those rooms for overflow/flex space. Mr. Bell indicated the Solid Waste Facility proposed a new facility of approximately 1,500 square feet to replace the existing facility. Mr. Bell pointed out the James City Government Center campus on the PowerPoint presentation in which there had been no determination on this site yet, adding that concluded the presentation. Mr. Bell welcomed any questions the Board might have.

Mr. McGlennon thanked Mr. Bell for the PowerPoint presentation and asked if the Board had any questions; there were no questions.

Mr. Bell informed the Board of the next steps which included future planned projects implemented into the Capital Improvements Program (CIP). Mr. Bell recommended a more cost-effective approach which included incremental completion.

Mr. McGlennon noted the importance of the figures estimated for these proposed projects evaluated by year was not the viewpoint, but more of a continuum. He further noted certain proposed projects would be short-term while others would be more long-term. Mr. McGlennon remarked even if the County were to consider all projects proposed which estimated to approximately \$522 million in 2040 dollars it was important to note that would be over a 20-year period.

Mr. Bell replied correct, adding that would be the case if the County chose to not to pursue anything for the next 20 years, while the needs continued to accumulate.

Mr. McGlennon pointed out this was not the entirety of the County's CIPs as there was other components which were not factored into this study.

Mr. Bell confirmed that was correct, adding instructional space for County schools was not included in this study conducted.

Mr. Icenhour recommended a later discussion pertaining to Fiscal Year (FY) 2023-2024 budget in which the proposed projects would be ranked by the need, which in turn would be implemented into the CIP.

Mr. Stevens replied some of these proposed projects had already been incorporated into the CIP, adding while other items may shift as time progressed.

Ms. Larson thanked Mr. Bell for the presentation. Ms. Larson expressed her concern of the costs associated with the future needs of the County as well as the County citizens who were watching from home. Ms. Larson advised she looked forward to collaborating with County Administration on how to proceed moving forward.

Mr. McGlennon thanked Mr. Bell, Mr. Gordon, and all other participants for all the hard work

that went into the study.

2. Minimum Wage Impact Analysis

Mr. Patrick Teague, Director of Human Resources, addressed the Board to discuss recent changes to Virginia's minimum wage, upcoming changes, the County's plan, and the impacts associated with those changes. Mr. Teague presented a PowerPoint presentation in which the Commonwealth of Virginia had approved legislation which would increase the minimum wage in two phases. Mr. Teague stated on January 1, 2022, the minimum wage in the Commonwealth of Virginia would increase from \$9.50 per hour to \$11 per hour; following January 1, 2023, the minimum wage would increase again from \$11 to \$12 per hour. Mr. Teague referred to the PowerPoint which discussed the required changes to the County's pay scale in order to comply with the Commonwealth of Virginia's new minimum wage. Mr. Teague reported as of October 2021, the County's workforce totaled approximately 1,100 employees, adding approximately 75% of County employees were full-time employees. Mr. Teague added there were no full-time employees who earned less than \$12 per hour. Mr. Teague discussed the non-full-time employees which included part-time, on-call, and temporary employees that consisted of 77 employees (29.2%) who earned less than \$12 per hour in which 43 employees (16.3%) earned less than \$11 per hour in addition to 34 employees (12.9%) who earned between \$11 and \$11.99 per hour. Mr. Teague explained while base pay adjustments needed to be viewed, compression effects also needed to be considered to maintain the County's pay relationships. Mr. Teague reported Phase No. 1 had been completed to meet the \$11 per hour standard as of January 1, 2022, adding the County's minimum wage would further increase to \$12 per hour in February 2022 approximately one month later which would comply with the Commonwealth of Virginia's minimum wage requirements. Mr. Teague noted each phase included additional compensation adjustments for affected non-full-time and full-time employees to mitigate pay compression. Mr. Teague presented an overview of the pay adjustments in each phase in addition to the cost summary breakdown. Mr. Teague reported for FY 2022 the estimated total cost of the minimum wage adjustment was approximately \$113,000, rising to \$246,000 annually, adding this included benefit roll-up costs. Mr. Teague stated the determination of \$12 per hour was due to a recent study conducted in which retail positions in the local area base pay started at \$12-\$14 per hour, adding the City of Newport News in December 2021 increased its minimum wage to \$12 per hour. Mr. Teague expressed by increasing minimum wage to \$12 per hour now the County would be in a more competitive position. Mr. Teague welcomed any questions the Board might have.

Mr. Icenhour asked what the percentage was in reference to compression effects.

Mr. Teague replied he did not have an exact figure to provide; however, approximately 40% of the costs would reference compression effects and 60% would reference the base pay adjustments.

Mr. Icenhour replied that was helpful, thank you.

Mr. Hipple asked if those two numbers added together was a total cost.

Mr. Teague confirmed yes, adding the total cost reflects both the 2.5% adjustment for compression for any individual under \$16 per hour in addition to the raising wages for any individual under \$12 per hour.

Mr. Hipple understood the \$12 per hour aspect; however, he inquired on the impact that would have on the County for the following year. Mr. Hipple provided an example in which an

employee who was hired mid-February of this year, adding next year minimum wage increased to \$12 per hour in which a new hire got hired at the same rate the tenured employee who had been working with the County for eight months. Mr. Hipple expressed the pattern would continue.

Mr. Teague replied an effort was put forth to implement adjustment of minimum wage in addition to a regular salary adjustment into the FY 2023-2024 budget to alleviate those concerns.

Mr. Hipple thanked Mr. Teague.

Ms. Larson asked if this was worked into this year's budget.

Mr. Teague responded no.

Ms. Larson asked where the funds for this adjustment was coming from.

Mr. Teague was uncertain.

Mr. Stevens advised there was sufficient funds to cover the adjustment expenses if that was the concern. Mr. Stevens expressed the importance of increasing minimum wage this year opposed to next as there were many businesses hiring with competitive base pay, working in a controlled environment, and other incentives while many of the County job listings required work performed outdoors. Mr. Stevens noted the \$12 per hour would help but would still incur challenges. Mr. Stevens further noted he heard of a few surrounding localities that were raising their minimum wage to \$15 per hour. Mr. Stevens stated the County was behind in the aspect of current minimum wage, adding it was challenging a time for local governments and private sectors in terms of pay equity. Mr. Stevens reiterated the funds were available to cover the adjustment expenses; however, it was not specifically budgeted for that intent.

Mr. McGlennon presumed some of the funds available to address this concern was due to the inability to fill some of those positions.

Mr. Stevens mentioned Ms. Day would be speaking after Mr. Teague, adding he felt confident there were funds available to cover the adjustment expenses this year.

Ms. Sadler remarked the importance of addressing the ongoing staff shortages in the County.

Mr. McGlennon stated he and Mr. Stevens attended the Virginia Peninsula Mayors and Chairs Commission in which this was a challenge statewide in addition to nationwide.

Ms. Larson agreed this was an ongoing issue everywhere. Ms. Larson thanked Mr. Teague.

Mr. McGlennon thanked Mr. Teague.

3. Pre-Budget Business Meeting Discussion

Ms. Sharon Day, Director of Financial and Management Services, addressed the Board to provide an update on the County's finances in addition to a few items pertaining to the FY 2023-2024 budget. Ms. Day advised tonight's presentation included an overview of the Department's budget in which she would address the minimum wage comment at that time. Ms. Day referred to the PowerPoint presentation to advise of the topics to be discussed,

which included FY 2021 final year-end results and fund balance, results of operations through the second quarter, finances pertaining to the COVID-19 pandemic, and FY 2023-2024 budget highlights. Ms. Day stated at the October 26, 2021, Business Meeting she provided a detailed budget update for FY 2021, which was based on preliminary figures at that time, adding the annual financial audit was far along in which the figures did not change significantly. Ms. Day recapped the FY 2021 results of operations which indicated a revenue of approximately \$218 million, adding the expenditures were approximately \$192 million which resulted in a surplus of approximately \$26 million. Ms. Day highlighted the breakdown of the surplus funds which included approximately \$1.8 million from a decrease in health and dental claims, approximately \$8.1 million was returned to the County from the school division, adding that was their end of year surplus, approximately \$5.6 million was set aside for FY 2022 budget to assist with CIP and debt service needs, and the remaining balance of approximately \$11 million went to the unassigned fund balance. Ms. Day noted \$7 million of that unassigned fund balance was allocated this past summer to property acquisition in reference to the courthouse properties. Ms. Day discussed the unassigned fund balance, adding it was mandatory due to fiscal policies to maintain an unassigned fund balance which equals or exceeds 12% of the County's general governmental expenditures. Ms. Day noted this fund was much broader than a general fund as it included funding for other programs such as Housing, Social Services, CIP needs, etc. Ms. Day reported that average was typically approximately \$250 million annually, adding at the end of FY 2021 the requirement equated to a fund of at least \$30 million; however, the County exceeded that at a balance of approximately \$56 million. Ms. Day noted the Unassigned Fund Balance had been utilized during the COVID-19 pandemic for expenditures which were cut from the budget due to the uncertainty of the pandemic, but still deemed pertinent for one-time uses such as, the property acquisition of the courthouse buildings, equipment replacements, and items of that nature. Ms. Day further noted while the Unassigned Fund Balance had been used more recently during the pandemic than in the past, the monies was used strategically to ensure the funds remained above the \$30 million requirement. Ms. Day discussed the pertinence of an Unassigned Fund Balance which provided cash flow during economic hardships, decreased cash balances, minimized the amount borrowed, severe weather resulting in storm related damage, adding while some storm-related damage was reimbursed by the federal and state government, it typically only covered 60%-75% in addition the reimbursement could take six months up to one year to receive. Ms. Day noted to avoid using the Unassigned Fund Balance for operational needs, adding it would create a budgetary imbalance. Ms. Day mentioned the example, which was discussed today in regard to minimum wage, adding it was not recommended to use the Unassigned Fund Balance for that purpose as it would be an ongoing expenditure. Ms. Day explained the Unassigned Fund Balance would be a last recourse to fund a significant need; however, it was pertinent to replenish the fund balance. Ms. Day pointed out the several grants the County was awarded this evening, adding that was a half a million dollars' worth of grants with 10 grants to six different departments. Ms. Day noted grants were awarded typically on a regular basis, which the County looked for those funding opportunities to alleviate some of the operational expenditures. Ms. Day discussed FY 2022 which included the full year's budget in addition to six months of activity which would cover July-December. Ms. Day reported an overall upturn since the height of the COVID-19 pandemic. Ms. Day stated general property taxes was the County's largest source of revenue which included real estate and personal property taxes. Ms. Day discussed the comparisons between last year and this year highlighting the differences was other local taxes, state and federal, and the uses of the Unassigned Fund Balance. Ms. Day explained the decrease in state and federal revenue of approximately \$5 million was related to a sales tax for education, adding it used to come to the County as revenue and then was paid to the schools as an expenditure; however, now it goes directly to the school division. Ms. Day highlighted the usage of the fund balance for FY 2021 which included: purchase orders, supply chain issues which required advance purchase, capital needs, budget restorations, and a 2% raise to County staff. Ms. Day moved on to discuss the usage of the fund balance FY 2022 which included approximately \$5.8 million towards planned CIP projects, acquired the courthouse

property for approximately \$7 million, allocated approximately \$2.8 million to the school division for the design of a new preschool, and some outstanding purchase orders from last year which totaled to approximately \$1.5 million. Ms. Day highlighted the General Fund Excise taxes for July-Dec. 2021 on the PowerPoint presentation. Ms. Day reported a significant improvement in comparison to last year's figures due to the COVID-19 pandemic. Ms. Day discussed a comparison from pre-pandemic times FY 2019 to current FY 2022 to assess the improvement. Ms. Day reported about a 30% increase based on FY 2019 figures, adding prior to the pandemic the County was averaging approximately \$900,000 per month and currently the County was averaging approximately \$1.2 million per month. Ms. Day noted most likely the increase was due to online sales tax. Ms. Day further noted lodging tax was up about 13%, adding meals tax was up about 8%. Ms. Day remarked the community was still in highly volatile times in which the Omicron variant strand of COVID-19 was impacting our economy, in addition to the inclement weather we had recently. Ms. Day added she would not be surprised if there was a decrease in revenue reflected for the months of December 2021-January 2022. Ms. Day noted a new cigarette tax which was recently implemented in FY 2022 advising there was no prior data to show for comparison purposes. Ms. Day further noted the budgeted amount was approximately \$900,000, adding through December the County had collected approximately \$350,000 although that figure only reflected approximately three months of revenue collected as the cigarette tax was implemented in September 2021. Ms. Day remarked if the trend continued at the current pace annually the County would come in above budget. Ms. Day discussed the General Fund spending on the PowerPoint presentation, adding if all expenses came in evenly the anticipated average would be approximately 50% of the County's budget would be utilized. Ms. Day stated contributions to outside entities and transfers to other funds was a significantly higher percentage of 72% compared to the other categories. Ms. Day pointed out a line graph on the PowerPoint presentation which indicated how each department was faring compared to budget. Ms. Day explained the green line indicated the 50% benchmark while the red line indicated results for each County department, adding the departments under the benchmark was primarily due to employee turnover. Ms. Day stated the County exhibited turnover and vacancies across-the-board in addition to early retirements. Ms. Day noted for the departments which indicated above higher benchmark it did not necessarily reflect the actuality reiterating if expenses came in evenly, which was not always the case. Ms. Day provided an example such as, Financial Administration which paid the County's annual insurance premiums and the annual audit, adding the insurance premiums were required to be paid in full in July, while the annual audit payment was due in the fall, so that full year budget had already been spent. Ms. Day touched on contributions to outside entities and transfers to other funds. Ms. Day noted this was the category for which the County funded a lot of outside agencies and non-profit organizations, adding full budgeted payment was received in July. Ms. Day further noted fund transfers were conducted to support Social Services, housing, capital programs, etc., those payments were also made in the beginning of the year; therefore, the percentages tend to skew higher. Ms. Day moved on to discuss COVID-19 pandemic funding. Ms. Day mentioned the financial updates provided did not include COVID-19 funding as it was a separate funding source, adding Coronavirus Aid, Relief and Economic Security Act (CARES) and American Rescue Plan Act (ARPA) both had their own fund accounts. Ms. Day explained the funds are set aside separately to not comeingle with the County's operational outlook. Ms. Day noted the COVID-19 funds were a one-time fund to assist with the COVID-19 pandemic hardships, adding it was not an ongoing revenue source. Ms. Day reported the CARES funding had been fully utilized. Ms. Day stated the ARPA funding uses had been approved by the Board, adding the next step was to utilize the personnel to assist with some of the programs in addition to various procurements to jumpstart some of the capital projects. Ms. Day noted the County continued to monitor the inflation and the supply chain concerns to modify if needed. Ms. Day further noted the County's Treasury Department recently released the final rule in regard to guidance of the usage of the ARPA funds, adding collaborative efforts with agencies such as, National Association of Counties (NACo) and VACo to ensure the necessary procedures were in place. Ms. Day reiterated the drastic economic fluctuations due to the pandemic in

addition to the supply chain, personnel, and significant increased costs of construction concerns; however, it was a national predicament. Ms. Day moved on to discuss the two-year budget FY 2023-2024 on the PowerPoint presentation. Ms. Day stated the County was in the process of a real estate biennial assessment, adding mailed notices anticipated to be sent out by the end of February. Ms. Day discussed items that were already incorporated into the FY 2023-2024 budget. Ms. Day advised FMS had been working with Human Resources on the personnel need component, the CIP requests had been submitted, reviewed, and sent to the Planning Commission to ensure compliance based on the 2045 Comprehensive Plan, the County departments had submitted its operations requests to FMS in which FMS was currently evaluating those, received outside agency requests, in addition to working on revenue projections for the next two years. Ms. Day highlighted the budget timeline on the PowerPoint presentation to include pertinent dates associated with FY 2023-2024 in which concluded her presentation. Ms. Day welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Day for the very informative presentation.

Mr. Hipple expressed he would like to see the fund balance increased to 14%.

Ms. Larson thanked Ms. Day for the financial update. Ms. Larson stated the Tourism Council had its meeting last week and confirmed Ms. Day's suspected decrease in revenue for January. Ms. Larson reported Busch Gardens would be open year-round, adding last weekend when the snowfall occurred, she knew of some local residents who visited the park for meals, which advised that helped the County in regard to the meals tax. Ms. Larson mentioned County hoteliers had reported school group business had been booked, which had not been conducted since the COVID-19 pandemic begun. Ms. Larson stated the tourism market had been strictly leisure, adding there had not been any international, business, or school groups which was a large component. Ms. Larson added Jamestown confirmed several school groups booked as well. Ms. Larson asked if Ms. Day knew of any updates on the Williamsburg-James City County schools' budget, adding she had heard a significant compensation plan for staff was considered.

Ms. Day noted most of the discussion was related to staff compensation and capital needs. She further noted some significant grants were being pursued by the COVID-19 funding. Ms. Day mentioned there was some significant increases to health insurance premiums; however, a consultant was utilized to potentially pursue alternative programs to reduce cost.

Ms. Larson replied thank you.

Mr. Icenhour agreed teachers deserved the compensation; however, expressed his concern of significant inflation rates in addition to the increased medical costs would allow for maybe a 10% raise and the potential to be ineffective. Mr. Icenhour suggested a discussion on this topic for the upcoming budget.

Mr. McGlennon asked about the education sales tax which no longer was funneled through the County but now was dispersed directly to the School Board. Mr. McGlennon asked about the percentage of that sales tax the County kept to reflect a visible increase.

Ms. Day clarified there was two revenue sources for sales tax: 1) the 1% local sales which was dispersed and maintained by the County and 2) the 1.125% sales tax was strictly 100% education; and the County never received any portion of that tax, adding that was now dispersed directly to the School Division. Ms. Day noted the School Division was experiencing similar increases; however, that was more of a statewide increase opposed to the County being more local.

Mr. McGlennon reiterated his question and referred to the PowerPoint slide that indicated the

significant decrease in revenue that was no longer counted, adding what that would look like if it had been applied to the County's revenue an increase or decrease.

Ms. Day indicated a flat rate would have been shown. Ms. Day stated the County received minimal federal funds, adding approximately \$8,000 was received for payment in lieu of taxes. Ms. Day touched on the other part of the category which referred to Constitutional Officers and monies received from the Compensation Board.

Mr. McGlennon requested Ms. Day go to the slide mentioned in the PowerPoint presentation.

Ms. Day initiated the request and referred to the State and Federal Tax category on the PowerPoint.

Mr. McGlennon asked if the County would come close to budget for this year.

Ms. Day stated approximately \$15.6 million for this year yes, adding to date the County had received approximately \$7.4 million which only reflected five months due to the delay in the sales tax. Ms. Day stated if that data was annualized, the County would meet and/or exceed the budget. Ms. Day remarked to her recollection the revenue projection exhibited approximately \$2 million increase in the County's sales tax.

Mr. Stevens referred to the PowerPoint slide and asked Ms. Day if the schools education tax was still incorporated in the County budget the \$15.6 million would reflect approximately \$27 million.

Ms. Day replied yes, approximately \$27-\$28 million.

Mr. McGlennon remarked he wanted to understand the sense of impact to the County's budget now that the education sales tax was no longer being funneled through the County.

Ms. Day referred to the General Fund spending slide. Ms. Day indicated in the category for WJCC School Division it used to reflect approximately \$113 million, which was now approximately \$100 million. Ms. Day stated while the revenue was removed, so was the expenditure so the actual impact to the County budget would be a net zero.

Mr. Stevens noted if the County was experiencing greater sales tax returns so would the WJCC School Division, adding the money unspent at the end of the year would be returned to the County. Mr. Stevens noted by dispersing the education sales tax directly to the WJCC School Division the surplus remained the same.

Mr. McGlennon noted now that the education sales tax was dispersed directly to the WJCC School Division that would reflect an increase to its annual budget forecasts, adding from what he had read there was a discussion of a potentially overall smaller increase in funding that the WJCC School Division was looking for from localities compared to previous years. Mr. McGlennon asked Ms. Day if she saw those figures.

Ms. Day stated she had not seen a preliminary number yet.

Mr. McGlennon thanked Ms. Day for the report. Mr. McGlennon noted positive news in addition to potential ideas to be pursued. He further noted a significant number of one-time monies in which could possibly be used for future needs.

Ms. Latara Rouse, Communications Manager, addressed the Board to present a PowerPoint presentation to include an overview of JCC's FY 2021 Annual Report. Ms. Rouse stated the Annual Report highlighted accomplishments of County departments, adding the full Annual Report was available on the County's website at www.jamescitycounty.va.gov. Ms. Rouse reported a summary of the County's response to the COVID-19 pandemic. Ms. Rouse stated The Greater Williamsburg Vaccination Clinic was a partnership with the City of Williamsburg, York County, the Virginia Department of Health, Colonial Williamsburg, the College of William & Mary, and other community partners. Ms. Rouse noted it opened on January 22, 2021, adding over the course of approximately four months the clinic administered approximately 22,840 doses of the Moderna vaccine to local residents and personnel. Ms. Rouse further noted County departments expanded remote provision of some services. Ms. Rouse highlighted the Building Safety and Permits Division offered remote inspections, Parks and Recreation offered at home versions of some of its Special Events, Social Services Housing Unit provided more than \$1.4 million in assistance for pandemic related needs, and the Solid Waste Division exhibited approximately 25% more users at the three convenience centers compared to the previous fiscal year. Ms. Rouse touched on the County Administration Department achievements which included, a second Assistant County Administrator position which was approved by the Board of Supervisors, a Diversity, Equity, and Inclusion team was established, and the Communications Division launched a redesigned version of the employee newsletter "The Helm". Ms. Rouse moved on to discuss Community Development Department accomplishments which included completion of the second-year update process for the Engage 2045 Comprehensive Plan, significant progress on several transportation projects, and completed new and amended conservation easements on Meadows Farm to protect scenic views along Forge Road. Ms. Rouse stated the office of Economic Development collaborated with Economic Development Authority to issue a contract for approximately 58 acres in the James River Commerce Center, the County welcomed six new businesses and assisted over 125 existing small businesses to secure available pandemic relief funds through the Virginia 30-Day Fund, and Economic Development was awarded a Community Economic Development Award from the Virginia Economic Developers Association (VEDA) for its roles. Ms. Rouse touched on FMS achievements which included a new financial software system, "Munis" being launched through collaborative efforts with the Information Resources Management (IRM) Department, managed over \$30 million in CARES Act and ARPA funds, completed office renovations for social distance requirements, and instituted stricter internal controls to monitor pandemic impacts on County finances. Ms. Rouse indicated the Fire Department took the lead on behalf of JCC to coordinate the Greater Williamsburg COVID Vaccination Clinic, the Fire Department utilized CARES Act funds to upgrade the Emergency Communications Center consoles, and the Fire Department improved response capability by staffing an additional engine company at Fire Station 3 and increased minimum daily staffing at Fire Stations 1 and 5. Ms. Rouse discussed General Services accomplishments which included execution of extensive floodplain management activities as a result the County had been elevated from a Class seven rating to a Class five rating in the National Flood Insurance Program (NFIP) Community Rating System. Ms. Rouse stated JCC was the first community in Virginia to receive a Class five rating, adding County homeowners with flood insurance policies would be eligible for a discount of up to 25% on flood insurance premiums for NFIP policies issued and/or renewed in special flood hazard areas. Ms. Rouse noted General Services Fleet and Equipment Division continued efforts to incorporate alternative fuel equipment into the County's fleet. She further noted General Services commissioned a space needs study to evaluate future needs. Ms. Rouse highlighted Human Resources Department achievements which included transitioning to a virtual format for Benefits Open Enrollment and New Employee Orientation, developing a COVID-19 Preparedness and Response Plan, and celebrating the graduation of the inaugural class of the Emerging Leaders Academy. Ms. Rouse discussed IRM Department accomplishments which included collaboration efforts with FMS as a result completed the County's upgraded financial

system, collaborated with Cox Communications to extend broadband service to students in which CARES Act funds were utilized to support the cause, and providing telework solutions for County personnel. Ms. Rouse touched on Parks and Recreation which partnered with over 40 community organizations to offer more equitable access to recreation services, completed the Chickahominy Riverfront Park Shoreline Stabilization Project, and launched a new registration program called PerfectMind. Ms. Rouse highlighted the Police Department achievements which included being the recipient of the Board of Supervisors 2020 Chairman's Award, the Police Department developing an election date operational plan, adding the plan was nationally recognized and shared as a model for best practices. The Police Department and Colonial Community Corrections staff members were honored with the 2020 Police Chief's Award for their outstanding service during the COVID-19 pandemic. Ms. Rouse pointed out Social Services Department accomplishments which included permanency for 10 foster children was achieved, the benefits eligibility phone line received over 12,000 calls in regard to financial and medical assistance, and participation in benefit programs increased significantly. Ms. Rouse discussed Williamsburg Regional Library accomplishments which included opening the Kiwanis Kids Idea Studio, partnering with the College of William & Mary for One Book, One Community reading project, and debuting a new state-of-the-art Bookmobile. Ms. Rouse concluded her PowerPoint presentation, adding she welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Rouse for the presentation.

Ms. Larson thanked Ms. Rouse for the presentation, adding it was very informative.

Ms. Sadler thanked Ms. Rouse for the presentation.

5. Update on the Natural and Cultural Assets Plan Effort

Ms. Tammy Rosario, Assistant Director of Community Development, addressed the Board stating that Ms. Karen Firehock, Executive Director of the Green Infrastructure Center (GIC) Inc., would provide an update on the progress to date in addition to the next steps of the Natural and Cultural Assets Plan.

Ms. Firehock addressed the Board to present a PowerPoint presentation and highlighted the topics of discussion. Ms. Firehock recapped the project overview for the public. Ms. Firehock noted the plan was an operational initiative in the County's 2035 Strategic Plan, which provided guidance and objectives for the Natural and Cultural Assets Plan. She further noted the importance of natural assets and the benefits of conserving natural assets, adding the natural assets also supported cultural assets. Ms. Firehock discussed the progress to date which included drafted maps of the most intact landscapes in the County, adding it was pertinent to detect connecting corridors as it allowed more resilience. Ms. Firehock indicated the six steps for Natural Asset Planning on the PowerPoint presentation. Ms. Firehock displayed a flowchart in reference to timeline progress on the PowerPoint presentation, adding the Natural and Cultural Assets Mapping Committee (NCAMP) held a meeting in January and provided valuable input which would be implemented into the drafted maps. Ms. Firehock added collaborated efforts would continue alongside the Technical Advisory Committee (TAC) of County staff who provided advice, review, and tech support. Ms. Firehock stated follow-ups were conducted every two weeks to ensure on course. Ms. Firehock mentioned a community survey would be created to allow local residents to view the maps and pinpoint desired areas. Ms. Firehock noted the land coverage information had to be updated as there were some areas that had been developed, so those areas had to be removed from the map, adding while aerial imagery was used to obtain the updated information, there was some field work required to confirm certain data. Ms. Firehock referred to Draft Map No. 1 on the

PowerPoint presentation, adding the green highlighted areas indicated the natural areas which are the most intact and of highest quality. Ms. Firehock noted in comparison to other localities JCC had a substantial number of high-quality landscape areas. She further noted GIC was in the process of ranking the areas as some natural areas may include cultural/archaeological resources which would result in a higher rank. Ms. Firehock referred to Draft No. 2 on the PowerPoint presentation, adding the orange highlighted areas indicated the areas of the County which had the highest value agricultural soils, adding this was the best soil for crops. Ms. Firehock noted this map would be updated to pinpoint farms, farmers markets, and farm stands which may interest local tourists. Ms. Firehock moved on to Draft Map No. 3 on the PowerPoint presentation, adding the green highlighted areas indicated areas to include forested tracts which were large enough to be suitable for forestry. Ms. Firehock noted approximately 30 acres or more would suffice for forestry. Ms. Firehock referred to Draft Map No. 4 on the PowerPoint which indicated sources of water to include streams, wetlands, reservoirs, and floodplains. Ms. Firehock referred Draft Map No. 5 which indicated recreation areas in the County. Ms. Firehock moved on to Draft Map No. 6, which was based on heritage and culture areas, adding this would include historic landscapes, heritage areas, community character areas, and known archeological sites. Ms. Firehock commented this map would need the most input as it depended on community values. Ms. Firehock stated the GIS team was in the process of inputting all comments, sketches, and pinpoints into the maps. Ms. Firehock mentioned the proposed timeline to launch the online community survey was in February, adding the survey would be available for three weeks. Ms. Firehock stated there would also be two in-person comment stations, one would be located at the JCC Recreation Center and the other at the JCC library, which would be available for three weeks as well. Ms. Firehock welcomed staff feedback, adding the items mentioned would require a timeline from February into March. Ms. Firehock noted staff would conduct outreach to existing County committees to provide further insight which would be utilized in the process. She further noted once the most pertinent landscapes were identified then the next step would be to identify corridor connection(s). Ms. Firehock stated the online community survey would be launched officially on Valentine's Day, February 14, 2022, adding once community input was obtained GIC would implement the data into the maps. Ms. Firehock reiterated the timeline process and what was expected moving forward. Ms. Firehock concluded the presentation, adding she welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Firehock for the presentation.

Ms. Sadler appreciated the presentation, adding she felt Valentine's Day was a perfect date to launch the online community survey. Ms. Sadler asked if the County's local committee would be able to contribute to the survey questions.

Ms. Firehock noted the online community survey was half drafted currently; however, it would be finished sometime this week, adding once completed she would send it to Ms. Rosario who would provide insight on the survey before it was launched to ensure all components were satisfactory.

Ms. Sadler reiterated the question of if the local committee would be able to provide input on the questions that would be on the online community survey.

Ms. Firehock stated absolutely.

Mr. Hipple expressed concern of private landowner dilemmas, adding for instance if members of the community pinned a landscape which was privately owned how would that be handled with the landowner. Mr. Hipple noted concern if the landowner was aware the property owned was considered a significant area in the County and if that could potentially create predicaments in regard to compensation requests and/or restrictions etc.

Ms. Firehock stated that was a great question. Ms. Firehock stated if a privately owned property was identified on the map as a significant area in the County, she assured no one would come to the property and dictate what that landowner does with his/her piece of property. Ms. Firehock provided examples of previous experiences she had in other localities. Ms. Firehock mentioned addressing the private landowner concern on the online community survey.

Mr. Hipple stated private landowners might be concerned with having their property displayed on a map, adding the public may attempt to visit the property. Mr. Hipple expressed it could create confusion.

Ms. Firehock advised GIC would input some clarification in the description to alleviate concern.

Mr. Hipple replied right.

Ms. Firehock referred to the Recreation Map to inform the only areas to be included on that map would be public accessible facilities. Ms. Firehock stated she understood the concerns, adding GIC would be cautious of public versus private aspect.

Mr. Hipple reiterated his expressed concerns.

Ms. Firehock mentioned when parks, trails, etc. were overlaid on the map it would provide an abundance of options which were already available to the public. Ms. Firehock stated the firm was originated 14 years ago, adding numerous of plans had been conducted in Virginia in which she had never run into that situation thus far.

Mr. McGlennon stated this was a very exciting project which in addition would provide some resourceful tools to utilize for future Comprehensive Plan updates, consider various proposals, and how to invest in County resources in preservation of the environment. Mr. McGlennon expressed his gratitude to GIC and County staff for the hard work put into this project.

Ms. Firehock remarked one final comment to advise an individual who was in the process of development wanted to utilize the information for his/her development plans, adding this data could be utilized as a positive tool for several components.

F. BOARD CONSIDERATION(S)

1. James City County Parks Master Plan Update

A motion to Approve was made by Michael Hipple, the motion result was Passed.

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

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

Mr. Alister Perkinson, Parks Administrator, addressed the Board to provide an update on the James City County Master Plan to include the following parks: Upper County Park (UCP), James City County Recreation Center Park (JCCRC), and the Warhill Sports Complex (WSC). Mr. Perkinson stated the master plan was a long-term planning document to provide a conceptual layout to guide the future growth of each park. Mr. Perkinson reported the plans were prepared in 2021 by an interdepartmental team of County staff members which consisted of staff from Parks and Recreation, General Services, and Community Development. He further noted the team held several planning meetings, adding each park was reviewed separately. Mr. Perkinson highlighted the several components that were factored into the evaluation process, adding the initial drafts were created and presented to the Board of

Supervisors in April 2021. Mr. Perkinson stated the team solicited input from the public through a month-long survey period, virtual public meeting, and a Facebook Live presentation in May-June 2021, adding 174 online and paper surveys were received. Mr. Perkinson noted the plans were revised based on the input of the public and the Board of Supervisors. He further noted the proposed plans presented today had been supported by the Parks and Recreation Advisory Commission and the JCC Planning Commission. Mr. Perkinson reiterated these master plans were considered conceptual, adding elements may not be drawn to scale or located in their exact future positions; however, following approval the elements of these plans would be prioritized and implemented into the Parks and Recreation CIP requests. Mr. Perkinson indicated the Special Use Permits (SUPs) for each park would need to be amended to include the necessary changes. Mr. Perkinson spoke about UCP, adding it was one of the County's oldest parks having opened in 1984. Mr. Perkinson stated there was a draft master plan for UCP which was created in the early 1990s; however, there was never an approved master plan for the park. Mr. Perkinson noted UCP had several existing park amenities, adding it was well built out. He further noted citizen feedback and data from the 2017 Parks and Recreation Master Plan was incorporated to guide potential future amenities. Mr. Perkinson explained after review of the master plan it indicated a lack of several park amenities in this region of the County which included hard surface trails, gymnasiums, recreation centers, and indoor pools. Mr. Perkinson discussed the citizen survey feedback which included a multiuse trail, splashpad, and an off-leash area were the most requested amenities. Mr. Perkinson highlighted the existing amenities which included a 25-meter outdoor swimming pool, toddler pool, basketball and sand volleyball courts, picnic shelters, playground, mountain bike trails, a primitive camping area for youth groups, and a seasonal concession stand. Mr. Perkinson noted the team proposed to include the following future amenities: replace the toddler pool with a splashpad to include a spray ground feature, a half-mile paved multiuse trail, community gymnasium with two full-sized indoor courts and fitness area, pickleball and/or tennis courts, off-leash dog area, and an archery range for County programs, adding park maintenance area and increased parking to support the additional amenities. Mr. Perkinson moved on to discuss JCCRC, adding the focus was on the grounds of this site in addition to an adjacent parcel which used to occupy a James City Service Authority (JCSA) water tower. Mr. Perkinson stated there was no existing master plan for this park; however, it was largely developed excluding the adjacent parcel. Mr. Perkinson discussed the citizen survey feedback which included the expansion of the skate park and a request for an off-leash area. Mr. Perkinson touched on the existing park amenities which included the recreation center, skate park, two lighted softball fields, two lighted rectangular fields, 2.1-mile paved multiuse trail, and an Americans with Disabilities Act compliant accessible playground. Mr. Perkinson added the team recommended the following potential future amenities which included a potential expansion of the JCCRC, expansion of the skate park, picnic shelter, off-leash dog area, restrooms to support the picnic shelter/skate park/off-leash dog area and restroom/concession building to support the softball fields. Mr. Perkinson discussed WCP, adding the last update to the WCP Master Plan was in 2016, since that time new features had been added to the park such as a private indoor pool facility and a community garden. Mr. Perkinson stated the utilization of this park was used by many different groups, adding a meeting was held with 22 community partner organizations to solicit input and community needs for this complex. Mr. Perkinson noted the feedback results from the community partner organizations included more lighted rectangular fields, more full-sized baseball and softball fields to support the increased participation in senior softball. He further noted the citizen survey feedback which included full-sized baseball fields, off-leash dog area, and tennis courts. Mr. Perkins stated the team recommended the following proposed future amenities such as synthetic turf field complex which would feature two lighted softball multiuse fields and two lighted baseball multiuse fields, restrooms and concessions, stadium complex which would feature a baseball and softball field, redesign connector road between Longhill Road and Opportunity Way. Mr. Perkinson indicated an existing connector road which essentially connected Opportunity Way to the entrance of the park on Longhill Road, via the WSC parking lot, adding the proposal was to remove the existing connector road from the

middle of the park for a new connector road to go around the park amenities instead. Mr. Perkinson continued the proposed future amenities for the park, an addition to the private indoor pool facility, lighted pickleball and tennis courts, the recently added community garden and General Services maintenance facility was added to the plans in addition to increased parking to support the increased amenities. Mr. Perkinson highlighted a few of the amenities on the 2016 WSC Master Plan to eliminate which included one large baseball complex to allow for increased parking in that area, seven of the multipurpose rectangular fields (four multipurpose rectangular fields would remain), a proposed indoor sports facility, BMX park, and the running center. Mr. Perkinson reiterated upon the adoption of these plans the items would be prioritized and implemented into the Parks and Recreation CIP requests, adding community, citizens need, and funding would determine the timeline. Mr. Perkinson concluded the presentation, adding he welcomed any questions the Board might have.

Mr. McGlennon thanked Mr. Perkinson.

Ms. Larson thanked Mr. Perkinson for the presentation. Ms. Larson commended the Parks and Recreation Department for its outstanding efforts. Ms. Larson expressed her opinion that Parks and Recreation amenities were one of the best amenities the County offered; however, she was concerned with the lack of public pool options in the County specifically for high schools. Ms. Larson understood aquatic centers were costly to operate in addition to the bottom-line component. Ms. Larson aspired for consideration on the demand for public pool space. Ms. Larson noted the lack of softball fields at the WCP. She further noted pickleball had been addressed numerous times, adding while she understood pickleball was a popular growing sport she aspired for more emphasis on alternative youth sports. Ms. Larson remarked she was pleased about the expansion of the skate park. Ms. Larson inquired about the splashpad as she recalled a pool was removed at Chickahominy Riverfront Park to accommodate a splashpad. Ms. Larson asked what the appeal of a splashpad versus a toddler pool.

Mr. Perkinson replied some of it was related to Parks and Recreation trends, adding splashpads served a broader range of age groups. Mr. Perkinson noted toddler pools were being phased out for several reasons: 1) limited on usage; 2) difficult to maintain; and 3) safety concerns.

Ms. Larson replied thank you.

Mr. Icenhour inquired about the off-leash dog areas, adding he noticed the off-leash dog area at the JCCRC where the old water tower used to be was heavily treed which was a great benefit. Mr. Icenhour suspected when the new off-leash dog area is developed that would be considered for shade purposes. Mr. Icenhour mentioned the surface covering concerns when it gets wet and chewed up. Mr. Icenhour asked if Parks and Recreation had conducted any research on what other parks had done in addition to considerations of alternative surface coverings for the off-leash dog areas.

Mr. Perkinson confirmed the department had been looking into the different types of surface coverings. Mr. Perkinson stated that with artificial turf, it could downpour and the dogs would still be able to walk on it; however, there would be cost factors associated. Mr. Perkinson noted as time approached to develop the design that would be investigated further. He further noted evaluation of those surface coverings would need to be researched more in depth, adding there was pros and cons of all the surface coverings it seemed. Mr. Perkinson touched on the shade aspect of the off-leash dog area. Mr. Perkinson confirmed JCCRC would keep the forested area for the off-leash dog area.

Mr. Icenhour inquired if the off-leash dog area at UCP would be in an open field or a shaded area.

Mr. Perkinson advised it would be located in a new growth forested area; however, currently it was located in an existing open field. Mr. Perkinson noted there would be an opportunity to select trees that were there.

Mr. Icenhour replied that would be helpful.

Ms. Sadler requested the list of proposed future amenities for UCP.

Mr. Perkinson reiterated the list which included conversion of the toddler pool to a splashpad, off-leash area, paved multiuse trail, additional court space for pickleball or tennis, archery area for County programs, and a maintenance area for the park staff.

Ms. Sadler replied thank you. Ms. Sadler remarked to keep in mind Stonehouse was adding approximately 1,800 more homes, adding the demand at UCP would increase. Ms. Sadler expressed the archery range would be a great addition to the park.

G. BOARD REQUESTS AND DIRECTIVES

Ms. Larson discussed an Iwo Jima Memorial Park was underway, which was located between the fork for Neck-O-Land and Jamestown Roads. Ms. Larson described the area to include a hill covered with white crosses, flags, and a silhouette of military men. Ms. Larson noted she, and Mr. Jason Purse, Assistant County Administrator visited the property with Mr. John Karafa, President of Iwo Jima Memorial Park Board of Directors. She further noted Mr. Karafa was working with Mr. Purse to make a presentation to the Board soon. Ms. Larson asked Mr. Purse if a date had been finalized yet, adding would that be in February.

Mr. Purse could not provide a confirmed date; however, advised that was the plan.

Ms. Larson replied okay, thank you. Ms. Larson stated she attended the Tourism Council meeting last week. Ms. Larson noted there was a presentation conducted by the Student Youth Travel Association, adding there was discussion on student travel to resume. She further noted it was not where it initially was prior to the pandemic; however, there was some increase in student travel, adding the association anticipated increased growth within the next couple of years. Ms. Larson stated she, and Ms. Sadler participated in a Zoom meeting with a group of citizens last week.

Ms. Sadler mentioned she attended a virtual Economic Development Authority (EDA) meeting. Ms. Sadler reported there was an inducement resolution for an \$8 million bond for Blaine Landing, adding it would come before the Board in the next month or two for approval. Ms. Sadler informed the EDA approved a request to extend the sales agreement study period for the property and contract for James River Commerce. Ms. Sadler noted this week she would attend the Agricultural and Forest District (AFD) Advisory Committee meeting in addition to a meeting with Mr. Stevens. Ms. Sadler congratulated Ms. Larson on the completed VACo certification and participation.

Ms. Larson replied thank you.

Mr. McGlennon reported he attended the Hampton Roads Transportation Planning Organization last week followed by Hampton Roads Planning District Commission meeting, adding a lot of discussion related to transportation concerns in addition to legislative items. Mr. McGlennon stated he attended a briefing on Economic Development which included a report

on the Virginia Ports presented by Mr. Stephen Edwards, CEO of Virginia Port Authority. Mr. McGlennon recognized Mr. William (Bill) Person Jr., who had recently passed away, adding he was a distinguished citizen and served as a Commonwealth Attorney in addition to a local judge. Mr. McGlennon expressed the importance of recognizing Mr. Person's many contributions to the Williamsburg-James City County court system.

Mr. McGlennon asked Mr. Stevens if he had any items to report.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens stated he had no items to report today.

I. CLOSED SESSION

A motion to Enter a Closed Session was made by James Icenhour, the motion result was Passed.

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

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

At approximately 3:35 p.m., the Board entered Closed Session.

At approximately 5:12 p.m., the Board re-entered Open Session.

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

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

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

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

J. ADJOURNMENT

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

A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

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

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

At approximately 5:13 p.m., Mr. McGlennon adjourned the Board of Supervisors.


Deputy Clerk