

A G E N D A

JAMES CITY COUNTY BOARD OF SUPERVISORS

County Government Center Board Room

October 14, 2014

7:00 P.M.

-
- A. CALL TO ORDER**
 - B. ROLL CALL**
 - C. MOMENT OF SILENCE**
 - D. PLEDGE OF ALLEGIANCE** – Makayla Palmer, a 1st-grade student at James River Elementary and a resident of the Berkeley District
 - E. PRESENTATIONS**
 - F. PUBLIC COMMENT**
 - G. BOARD REQUESTS AND DIRECTIVES**
 - H. CONSENT CALENDAR**
 - 1. Minutes –
 - a. September 23, 2014, Regular Minutes
 - 2. FY 2014 School Year-End Spending Plan
 - 3. Grant Award – Virginia Department of Environmental Quality – \$13, 010
 - 4. Pay Plan and Personnel Policies Agreement with Sheriff
 - 5. Longhill Road Corridor Study Report
 - I. PUBLIC HEARING**
 - J. BOARD CONSIDERATION**
 - K. PUBLIC COMMENT**
 - L. REPORTS OF THE COUNTY ADMINISTRATOR**
 - 1. County Administrator’s Report
 - M. BOARD REQUESTS AND DIRECTIVES**
 - N. CLOSED SESSION**
 - 1. Consideration of a personnel matter, the appointment of individuals to county boards and/or commissions, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
 - a. Social Services Advisory Board
 - 2. Consideration of the acquisition/disposition of a parcel/parcels of property for public use, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia
 - O. ADJOURNMENT** – until 4 p.m on October 28, 2014, for the Work Session

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 23RD DAY OF SEPTEMBER 2014, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

Mary K. Jones, Chairman, Berkeley District
Michael J. Hipple, Vice Chairman, Powhatan District
James G. Kennedy, Stonehouse District
Kevin D. Onizuk, Jamestown District
John J. McGlennon, Roberts District

Bryan J. Hill, County Administrator
Leo P. Rogers, County Attorney

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE – Logan Koselke and Bobby Wilson, members of the 11U Williamsburg Revolution Baseball Team, led the Board and citizens in the Pledge of Allegiance.

E. PRESENTATION – None

F. PUBLIC COMMENTS

1. Mr. Joseph Swanenburg, 3026 The Pointe Drive, addressed the Board regarding the recent Planning Commission Working Group meeting.

2. Mr. John Haldeman, 1597 Founder's Hill North, addressed the Board regarding conflict of interest.

3. Ms. Betty Walker, 101 Locust Place, addressed the Board regarding Common Core.

4. Ms. Petra Nadal, 106 Indian Circle, addressed the Board regarding the Town Hall meeting held in the Grove community with Congressman Rob Whittman.

5. Mr. Keith Sadler, 9929 Mountain Berry Court, addressed the Board regarding affordable housing policies.

6. Ms. Sue Sadler, 9929 Mountain Berry Court, addressed the Board regarding affordable housing policies.

7. Mr. Chris Henderson, 101 Keystone, addressed the Board regarding the maintenance of roads done by the Virginia Department of Transportation (VDOT).

8. Mr. Jay Everson, 103 Branscome Boulevard, addressed the Board regarding Public Comment at Board meetings.

9. Mr. Ed Oyer, 139 Indian Circle, addressed the Board regarding construction vehicles traveling along Route 60.

10. Mr. Walker Ware, 5004 River Drive, addressed the Board regarding the litigation involving his property.

G. BOARD REQUESTS AND DIRECTIVES

Ms. Jones acknowledged the Planning Commission representative in attendance, Mr. John Wright.

Mr. McGlennon stated that on October 7, 2014, the Wall that Heals will be brought to the Williamsburg area. He stated that it is a scaled down replica of the Vietnam Veterans War Memorial.

Mr. Kennedy stated that he would like a report back from staff regarding the cost of maintaining the medians around the community corridors. He requested the information be delivered to the Board by the first meeting in November.

Ms. Jones stated that she attended the ribbon cutting of Work Nimbly on September 15. She stated that she attended the Hampton Roads Transportation Planning Organization/Planning District Commission (HRTPO/PDC) meeting on September 18. She informed the public that the next meeting on the Hampton Roads Transportation Accountability Committee (HRTAC) would take place on September 29. She stated that she intends to hold a public forum, in the near future, in the County with staff members from HRTAC for the benefit of all citizens.

H. CONSENT CALENDAR

Mr. Kennedy made a motion to approve the Consent Calendar.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

1. Minutes –
 - a. September 9, 2014, Regular Meeting

2. Contract Award – Replacement Fire Pumper – \$653,608

RESOLUTION

CONTRACT AWARD - REPLACEMENT FIRE PUMPER - \$653,608

WHEREAS, funds are available in the FY 2015 Capital Improvements Fund (CIP) budget for the purchase of a replacement pumper; and

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

WHEREAS, Fire Department, Fleet, and Purchasing staff determined the contract specifications meet the County's performance requirements for a pumper and negotiated a price of \$653,608 with Atlantic Emergency Solutions for a Pierce Velocity PUC Pumper.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute a contract with Atlantic Emergency Solutions for a Pierce Velocity PUC Pumper in the amount of \$653,608.

I. PUBLIC HEARING – None

J. BOARD CONSIDERATION – None

K. PUBLIC COMMENT

1. Mr. Chris Henderson, 101 Keystone, addressed the Board regarding capacity issues for the James City Service Authority (JCSA).

2. Mr. Walker Ware, 5004 River Drive, addressed the Board and continued his comments regarding litigation.

3. Ms. Petra Nadal, 106 Indian Circle, addressed the Board thanking the Chair and Vice Chair for attending the Town Hall meeting in the Grove community.

4. Mr. Ed Oyer, 139 Indian Circle, addressed the Board regarding the gutters along Route 60 that need to be cleaned out.

5. Mr. Joseph Swanenburg, 3026 The Pointe Drive, addressed the Board regarding the Comprehensive Plan.

6. Ms. Sue Sadler, 9929 Mountain Berry Court, addressed the Board regarding the Primary Service Area (PSA) line discussed at the previous meeting.

7. Mr. Keith Sadler, 9929 Mountain Berry Court, addressed the Board regarding global warming.

L. REPORTS OF THE COUNTY ADMINISTRATOR

1. County Administrator's Report

Mr. Hill stated that the 2014 Report on the Floodplain Management Plan has been released and is available on the County website. He stated the Trick-or-Treat hours for Halloween had been set for the County and will be from 6 to 8 p.m. on Friday, October 31. He stated that included in the packet was a report that included all of the meetings he had attended over the last two weeks. He stated if the Board desired, that report would continue to come in the Agenda packets.

M. BOARD REQUESTS AND DIRECTIVES

Ms. Jones stated that she and Vice Chair Hipple would like information regarding the number of homes in the community that have hookups for public water, but not public sewer.

Mr. McGlennon thanked staff for addressing the overgrowth on the parcel at the corner of Plantation Drive and Route 60 East, which is part of the Safe Routes to School.

At 7:58 p.m., Ms. Jones recessed the Board in order to conduct the JCSA Board of Directors meeting.

At 8:03 p.m., Ms. Jones reconvened the Board of Supervisors meeting.

N. CLOSED SESSION

1. Consideration of a Personnel Matter, the Appointment of Individuals to County Boards and/or Commissions Pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
 - a. Stormwater Program Advisory Committee
2. Consideration of personnel matter(s) involving performance pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
 - a. County Attorney

Mr. McGlennon made a motion to enter into Closed Session according to the Code sections listed on the Agenda.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

At 8:04 p.m., the Board entered Closed Session.

At 9:10 p.m., the Board re-entered Open Session.

Mr. Onizuk made a motion to certify the Closed Session.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

Mr. McGlennon made a motion to appoint Mr. Curtis Darren, Ms. Alexandra Younica, Mr. Bob Gasink, Ms. Angela Whitehead, and Mr. Gerald Hanley to the Stormwater Program Advisory Committee to terms that will be effective immediately and expire on June 30, 2018.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(1), the consideration of a personnel matter, the appointment of individuals to County boards and/or commissions.

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(1), the consideration of personnel matter(s) involving performance.

O. ADJOURNMENT – until 7 p.m. on October 14, 2014, for the Regular Meeting.

Mr. McGlennon made a motion to adjourn.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

At 9:11 p.m., Ms. Jones adjourned the Board.

Bryan J. Hill
Clerk to the Board

092314bos-min

MEMORANDUM

DATE: October 14, 2014

TO: The Board of Supervisors

FROM: John E. McDonald, Director, Financial and Management Services

SUBJECT: FY 2014 School Year-End Spending Plan

At a meeting on August 19, 2014, the Williamsburg-James City County School Board (WJCC) adopted a spending plan for the FY 2014 year-end funds totaling \$3,841,537. These funds represent both revenue in excess of the adopted WJCC budget (\$1,663,141) and underspending (\$2,178,396) for the fiscal year that ended on June 30, 2014. A memorandum from the former Chief Financial Officer of WJCC, attached, describes the year-end balance in more detail.

The City/County School Contract, most recently revised in April 2012, includes the following provision:

Based on Section 22.1-100 of the Code of Virginia, local school funds unexpended in any year shall become part of the appropriated funds of the City and County for the School Board for the following year. However, based on a spending plan submitted by the School Board, unexpended local funds at year-end may be appropriated by the City and County for school purposes beyond those previously funded.

The County share of the total local funding for FY 2014 was 90.46 percent and, as a result, \$3,475,054 of the total represents County funds. The spending plan adopted by WJCC includes the following County funds:

School Buses - Nine replacement	\$ 922,692
Textbook Adoption and Digitalization	452,300
Facility Condition Assessment	135,690
Technology - Elementary Refresh	814,140
Technology - Network Upgrade	<u>271,380</u>
Subtotal:	\$2,596,202
Returned to County	<u>\$ 878,852</u>
Total:	<u>\$3,475,054</u>

The funds returned to the County would compensate for revenue shortfalls in State Sales Taxes for Education for both FY 2014 and FY 2015, which are included in the County's budget. These funds should make the County whole for the expected State revenue shortfalls related to public education.

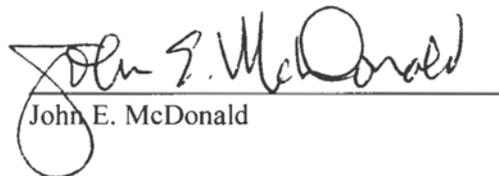
Staff recommends that the spending plan be approved for two capital items:

1. Funding for the nine replacement school buses for \$1,020,000 (\$922,692 County)
2. Funding for classroom technology refresh as included in the FY 2015 adopted School Board capital budget, and not previously funded, in the amount of \$729,000 (\$659,453 County).

The amount retained by the Schools would therefore be reduced from the requested \$2,870,000 (\$2,596,202 in County funds) to \$1,749,000 (\$1,582,145 County). The amount returned to the County increases to \$1,892,909

The staff recommendation focuses on capital spending. The Board of Supervisors and City Council had previously agreed to fully fund the FY 2015 Operating Budget request by the Schools. Allocating additional funds to operating budget spending, at this time, is not recommended.

The attached resolution, if adopted, approves the revised spending plan. Staff recommends approval of the attached resolution.



John E. McDonald

JEM/gb
SchYrEndSpend2014-mem

Attachments

RESOLUTION**FY 2014 SCHOOL YEAR-END SPENDING PLAN**

WHEREAS, the Williamsburg-James City County Schools (WJCC) have submitted a spending plan for unspent local funds for the fiscal year ended June 30, 2014; and

WHEREAS, the Board of Supervisors must approve a spending plan for these unspent local funds under the terms and conditions of the City/County School Contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby authorize the retention by WJCC of \$1,600,237 in unspent County funds for the following purposes:

School Buses - Nine replacement	\$ 922,692
Technology Refresh	<u>659,453</u>
Total:	<u>\$1,582,145</u>

Mary K. Jones
Chairman, Board of Supervisors

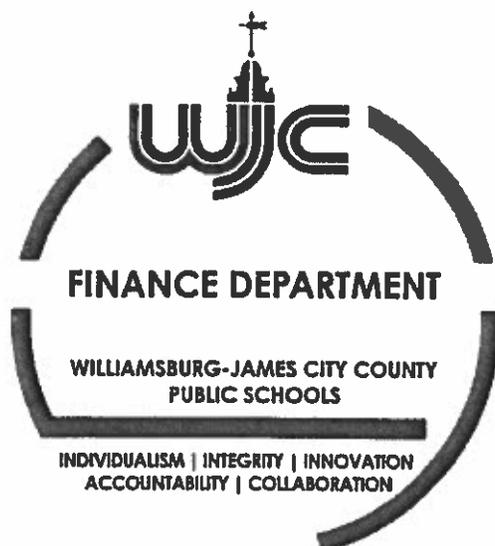
ATTEST:

Bryan J. Hill
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
KENNEDY	___	___	___
JONES	___	___	___
MCGLENNON	___	___	___
ONIZUK	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of October, 2014.

SchYrEndSpend2014-res



To: John McDonald, James City County Finance
Phil Serra, City of Williamsburg Finance

From: Terry S. Stone, CFO

Date: August 28, 2014

Re: FY2014 Year-End Spending Plan

The Contract for the Joint Operation of Schools between the City and County was amended in April 2012. Provision 1c of the amended Contract indicates that the school fund balance at year end becomes part of the appropriation of City and County funds for the following year, unless the School Board submits a spending plan for the unexpended year-end funds. The School Board approved a proposed FY2014 Spending Plan at its August 19, 2014 meeting. The plan was based upon preliminary revenue and expenditure estimates and is unaudited.

Year-end Remaining Funds Estimate

The FY2014 year-end remaining funds estimate is just over \$3.8 million. The amount is made up of \$1.7 million of revenue in excess of the budget appropriation. This revenue is primarily the result of the actual September 30, 2013 enrollment exceeding budgeted enrollment by 144 students or 1.3%. This revenue exceeded the budget appropriation and therefore there was no matching expenditure appropriation to allow spending of the excess revenue.

Description	Amount	% of Total	% of Budget
Revenue in Excess of Appropriation	\$ 1,663,141	43.3%	1.4%
Expenditures Less than Appropriation	2,178,396	56.7%	1.9%
Total funds available for Spending Plan Request	\$ 3,841,537	100%	3.3%

The FY2014 actual expenditures are projected to be \$2.2 million less than budget. Much of the savings is attributable to remaining balances in budget line items that are sensitive to external variables. The price of electrical services, vehicle fuel, and heating fuel are impacted by weather and political/economic factors. Due to the changing variables, these line items are difficult to forecast and the budget must allow for unpredictable fluctuations. Another line item with identified savings is the textbooks and workbooks. WJCC is developing a strategy to address textbook needs with a combination of hard copy and digital sources. These funds have been on hold pending the development of the strategy. The savings also includes legal expenses. There has been a focused approach ensuring the use of legal services is coordinated and concise. The balance of the savings is the sum of the remaining line items, including substitute and attrition savings in many position types.

Description	Amount
Expenditures Less than Appropriation:	
Electrical Services	\$ 456,000
Vehicle & Equipment Fuel	386,000
Heating Fuel	117,000
Legal Services	122,000
Textbooks & Workbooks	236,000
Substitute Teacher & FICA	179,000
Other line items, primarily salary attrition	682,396
Total	\$ 2,178,396

Proposed FY2014 Year-End Spending Plan

Description	Amount
Proposed FY2014 Spending Plan:	
School Buses - 9 replacement	\$ 1,020,000
Textbook Adoption & Digitalization	500,000
Facility Condition Assessment	150,000
Technology - Elementary Refresh	900,000
Technology - Network Upgrade	300,000
Total	\$ 2,870,000
Estimated Return to City/County	\$ 971,537

The proposed spending plan includes the following projects:

- **School buses** –The current fleet includes 154 buses and will have 15 buses that are 15 years old or greater at the end of the 2015-16 school year. The FY2015 proposed replacement plan began with 4 buses in FY2015 and phased into 10 buses in FY2019. The proposed plan was not funded by the City and County. It is recommended that year-end funds be used to directly transition to an ongoing 9 buses per year replacement.
- **Textbook Adoption & Digitalization** – To support targeted textbook replacement to include both hard copy and digital formats.
- **Facility Condition Assessment** – WJCC has requested proposals from qualified professionals on State contract to conduct a facility condition assessment for all buildings. These services would provide detailed information regarding the facilities current and projected condition for a period of 10 years. The information will be used for long and short term planning for Capital Improvements Program. The services would also include assistance in developing a proactive preventive maintenance program for all WJCC facilities. Based upon the responses received, \$150,000 is requested to complete this project.
- **Technology, Elementary Refresh** – To upgrade and replace student and teacher laptops and student-use lab desktops at the elementary level. This refresh will include replacing the current classroom limited number of stationary computer workstations with additional student laptops. This project was included in the proposed Technology Refresh CIP project for FY2016 that was not funded by the City and County.
- **Technology, Network Upgrade** – Funds will be used to complete a division-wide network upgrade. The upgrade is necessary to support the increase in devices and demands upon wireless technology.

Thank you for your consideration of the School Board approved FY2014 Year-end Spending Plan. Please let me know if you need additional information.

MEMORANDUM

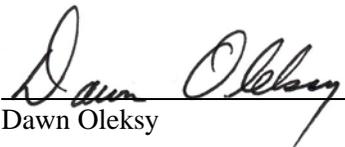
DATE: October 14, 2014
TO: The Board of Supervisors
FROM: Dawn Oleksy, Environmental Coordinator, General Services
SUBJECT: Grant Award – Virginia Department of Environmental Quality – \$13, 010

The FY 2015 Virginia Department of Environmental Quality Litter Prevention and Recycling Grant was awarded to James City County in the amount of \$13,010.

The attached resolution appropriates the grant amount of \$13,010 to the Special Projects/Grants Fund in support of the litter prevention, beautification, and recycling programs.

The litter grant fund is appropriated by the James City Clean County Commission to educate and encourage residents, local businesses, and industry to enhance both the physical and visual environment. Examples of annual programs and activities supported by the litter grant include the Annual Spring Cleanup, Community Outreach and Environmental Education, Household and Hazardous Chemical Collections, and Computer Recycling.

Staff recommends adoption of the attached resolution.


Dawn Oleksy

CONCUR:


John T.P. Horne

DO/nb
GA-VADeptEnvQ-mem

Attachment

RESOLUTION**GRANT AWARD – VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY – \$13,010**

WHEREAS, the Department of Environmental Quality has awarded James City County a Litter Prevention and Recycling Grant in the amount of \$13,010.

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

Revenue:

Litter Control Grant	<u>\$13,010</u>
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Expenditure:

Litter Control Grant	<u>\$13,010</u>
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Mary K. Jones
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
KENNEDY	_____	_____	_____
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of October, 2014.

GA-VaDeptEnvQ-res

September 19, 2014

Mr. Doug Powell
Administrator, County of James City
101 D Mounts Bay Road
Williamsburg, Virginia 23185

Dear Mr. Powell:

I am pleased to inform you that a grant award of **\$13,010** has been approved for the **County of James City** Litter Prevention and Recycling Program activities for the period July 1, 2014 to June 30, 2015. A payment for this amount should be received within the next two weeks if funds can be transferred electronically (EDI) or in thirty days in processing by check is required.

If you have any questions or need additional information, please contact me at steve.coe@deq.virginia.gov or at 804-698-4029.

Sincerely,

G. Stephen "Steve" Coe

G. Stephen Coe
Division of Land Protection & Revitalization
Recycling and Litter Programs

Cc: Grant file

MEMORANDUM

DATE: October 14, 2014

TO: The Board of Supervisors

FROM: James A. Peterson, II, Director of Human Resources
Leo P. Rogers, County Attorney

SUBJECT: Compensation Plan and Personnel Policies Agreement with Sheriff

In May 2014, the Sheriff's Office of Williamsburg-James City County (the "Sheriff") requested that James City County (the "County") include the Sheriff's employees on the County compensation plan and personnel policies, provided the employees are exempted from the County's grievance procedure. As of July 1, 2014, the employees of the Sheriff have been added to the County's compensation plan.

Attached is a resolution authorizing the County Administrator to approve an agreement between the Sheriff and the County to formally include the employees of the Sheriff on the County's compensation plan and personnel policies. The Sheriff has signed duplicate original copies of the agreement.

We recommend adoption of the attached resolution authorizing and directing the County Administrator to execute any and all documents necessary to enter into this agreement.



James A. Peterson, II



Leo P. Rogers

JAP/LPR/nb
PymtPlanAgr-mem

Attachments

RESOLUTION

COMPENSATION PLAN AND PERSONNEL POLICIES AGREEMENT WITH SHERIFF

WHEREAS, the Williamsburg-James City County Sheriff (the “Sheriff”) desires to include its employees on James City County’s (the “County”) compensation plan and personnel policies; and

WHEREAS, the County wishes to enter into an agreement with the Sheriff to include Sheriff’s employees on the County’s compensation plan and policies and procedures; and

WHEREAS, the Board of Supervisors is of the opinion that it is in the public interest to execute the agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes and directs the County Administrator to execute any and all documents necessary to enter into the agreement with the Sheriff.

Mary K. Jones
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
KENNEDY	_____	_____	_____
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of October, 2014.

PyntPlanAgr-res

COMPENSATION PLAN AND PERSONNEL POLICIES AGREEMENT WITH SHERIFF

THE AGREEMENT (the "Agreement"), made and entered into this ____ of _____, 2014, by and between the County of James City, hereinafter referred to as "County," and the Williamsburg-James City Sheriff, hereinafter referred to as "Sheriff."

WHEREAS the County and Sheriff are desirous of entering into an agreement setting forth their understanding as it pertains to compensation plans, personnel policies, and exclusion from the County's grievance procedure as set forth in Section 15.2-1507 of the Code of Virginia, 1950, as amended.

WITNESSETH

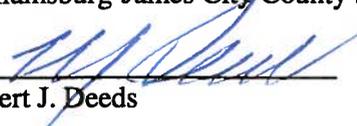
That for and in consideration of the mutual covenants set forth herein the parties agree as follows:

1. The County agrees to place the employees in full- or part-time regular, temporary, and on-call positions, of the Office of the Sheriff on the County's compensation plan and personnel policies (Personnel Policies and Procedures Manual). In addition, employees of this office who are classified and compensated by the state shall follow the County Personnel Policies and Procedures Manual. Unless specifically stated, this Agreement shall not apply to the Sheriff himself.
2. The County and the Sheriff agree that by virtue of the execution of this Agreement, all employees named in Paragraph 1 above shall be included under the County's compensation plan and personnel policies, except as qualified in Paragraph 3 below. The compensation plan shall include salary and all considerations relevant thereto and any and all benefits set forth thereunder.
3. The inclusion of such employees in the County's compensation plan and personnel policies shall not constitute inclusion in the County's grievance procedure.
4. The inclusion of such employees in the County's compensation plan and personnel policies shall not change the status of such employees as employees of a constitutional officer.
5. The County and Sheriff agree that all paychecks and all payroll deduction checks shall be issued through the County Financial and Management Services Department with reimbursement by the Commonwealth or the Sheriff, when appropriate, made to the credit of the County General Fund.
6. The term of this Agreement shall commence July 1, 2014 and shall terminate when the undersigned is no longer Sheriff for Williamsburg and James City County.

County of James City, Virginia

Williamsburg-James City County Sheriff

By: _____
Mary K. Jones
Chairman, Board of Supervisors



Robert J. Deeds

Approved as to Form:

County Attorney

M E M O R A N D U M

DATE: October 14, 2014

TO: The Board of Supervisors

FROM: Ellen Cook, Senior Planner II

SUBJECT: Longhill Road Corridor Study Report

Longhill Road is a major travel corridor in the community that has seen increases in traffic volumes over the years leading to congestion and safety issues. The circumstance was reflected in the County's 2009 Comprehensive Plan, which included a vision statement for Longhill Road that suggested conducting a study to explore needs along the corridor and context-sensitive transportation solutions. In response, the Department of Development Management applied to the Hampton Roads Transportation Organization for an allocation of Federal Regional Surface Transportation Program (RSTP) funds to conduct a study of the Longhill Road Corridor. The County received an allocation in FY 12 and an additional allocation in FY 13 to fully fund the study. These Federal RSTP funds are fully reimbursable by the Virginia Department of Transportation (VDOT) and require no local match. The Board of Supervisors appropriated the funds in July 2012 and the Board authorized the award of a contract to Kimley Horn and Associates, Inc. in April 2013, allowing work on the study to begin. The study has included the following elements:

- Technical Analysis. Kimley Horn and Associates, Inc. conducted an extensive technical analysis. The first step was to document existing conditions, including conducting traffic count data collection, and to compile a variety of other data such as crash reports, environmental and historic features, and existing pedestrian, bicycle and transit facilities and operations to give a broad assessment of the conditions along the corridor. The technical analysis continued as the consultant analyzed land uses and market conditions to forecast future traffic volumes on the corridor, then determine areas where levels of service may decline and become deficient. Using this analysis, Kimley Horn developed proposed typical sections for the corridor, an access management plan, and an intersection design plan. Together, these were used to produce concept renderings for the whole length of the corridor, as well as a listing of the recommended improvements and phasing recommendations.
- Public input. At various stages of the study, the consultant and the County held four public meetings (October, November, February, and May). Additional activities included five meetings of the Project Advisory Committee (which consists of representatives of various agencies and stakeholders along the corridor), 17 stakeholder interviews, and creation of a website (<http://www.jamescitycountyva.gov/longhillcorridorstudy>). In addition to these general opportunities, and in response to requests, staff and the consultant also met with a number of individuals and organizations along Longhill Road to discuss the specifics of the recommendations in relation to their properties.
- Check-ins with the Policy Committee and Board of Supervisors. Staff and the consultant provided updates and opportunities for feedback to the Policy Committee at their meetings in October 2013 and March and May of 2014. Staff and the consultant provided updates to the Board of Supervisors at its work sessions in October 2013 and May 2014. A reading file item was also provided to the Board in March 2014.

The results of the work on these individual components have now been compiled into the Longhill Road Corridor Study Report, which is attached. Also included are new items added since the last update to the Policy Committee and Board in May which include: cost estimates for the sets of recommended improvements and the list of “quick hitter” possible items (i.e., those items that could potentially be accomplished in a shorter timeframe). Both of these can be found in Chapter 9. In addition, since the last update, staff has continued to work on access options for the portion of the corridor in the vicinity of Lafayette High School and Season’s Trace. A number of additional options were developed with input from School Division staff and an update on the options was presented to the School Board at its August 19, 2014, meeting. The School Board provided input, which has been included in the public input appendix, and noted in Chapter 9. Due to the complexity of this situation, staff and the consultant have determined that for the purpose of the Longhill Road Corridor Study, it would be most appropriate for the text to discuss the options (see appendices), but not make a final recommendation on this matter. County staff anticipates additional discussion with the School Division and Board over time as implementation of improvements to Longhill Road proceeds.

Now that the process has reached conclusion and the report has been compiled, the consultant and staff are bringing it forward for adoption. Should the report be adopted, such action will designate the report as the official vision for improvement of Longhill Road, thereby setting the stage for implementation actions such as seeking funding and considering the report recommendations during review of legislative cases. Adoption will also signal to the Virginia Department of Transportation (VDOT) that design work (preliminary engineering) for the widening of the first phase of the corridor (from Route 199 to Olde Towne Road), which was delayed pending completion of the study, should commence. As the work on the preliminary engineering proceeds for the first phase of the corridor and the vision in the report is translated into the specifics of an engineered design, there may be necessary alteration in some details and aspects, and the design process (which is administered by VDOT) will also include opportunities for public comment. This would also be the case for the other two phases of road improvements.

Recommendation:

At its September 3, 2014, meeting, the Planning Commission recommended approval of the report by a vote of 7-0. Staff recommends that the Board of Supervisors adopt the Longhill Road Corridor Study Report dated August 2014.



Ellen Cook

CONCUR:



Allen J. Murphy, Jr.

EC/nb
LonghillRdReport-mem

Attachments:

1. Resolution
2. Planning Commission Minutes
3. Longhill Road Corridor Study Report (posted on the Board of Supervisors agenda page)

RESOLUTION**LONGHILL ROAD CORRIDOR STUDY REPORT**

- WHEREAS, Longhill Road is a major travel corridor in the community that has seen increases in traffic volumes over the years leading to congestion and safety issues; and
- WHEREAS, this circumstance was reflected in the County's 2009 Comprehensive Plan, which included a vision statement for Longhill Road that suggested conducting a study to explore needs along the corridor and context-sensitive transportation solutions; and
- WHEREAS, the County received an allocation of Federal Regional Surface Transportation Program (RSTP) funds in FY 12 and an additional allocation in FY 13 to fully fund a study of the Longhill Road Corridor from Route 199 to Centerville Road; and
- WHEREAS, the Board of Supervisors appropriated the funds in July 2012 and the Board authorized the award of a contract to Kimley Horn and Associates, Inc. in April 2013; and
- WHEREAS, the study has included detailed technical analysis, documenting existing conditions, forecasting future traffic volumes for year 2034, then developing proposed typical sections for the corridor, an access management plan, and an intersection design plan; and
- WHEREAS, the study has also included multiple public input opportunities, such as four public meetings, five meetings of the Project Advisory Committee, 17 stakeholder interviews, creation of a website, and multiple one-on-one meetings with a number of individuals and organizations to discuss the specifics of the recommendations in relation to their properties; and
- WHEREAS, staff and the consultant provided updates and opportunities for feedback to the Policy Committee at their meetings in October 2013 and March and May of 2014, and updates to the Board of Supervisors at its work sessions in October 2013 and May 2014; and
- WHEREAS, the results of the work on these individual components have been compiled into the Longhill Road Corridor Study Report; and
- WHEREAS, the Planning Commission, at its meeting on September 3, 2014, voted 7-0 to recommend approval of the Longhill Road Corridor Study Report.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the Longhill Road Corridor Study as the official guidance document for improvement of Longhill Road, thereby setting the stage for implementation actions such as seeking funding and considering the report recommendations during review of legislative cases.

Mary K. Jones
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
KENNEDY	_____	_____	_____
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of October, 2014.

LonghillRdReport-res

Unapproved Minutes of the September 4, 2014 Planning Commission Meeting

A. Longhill Road Corridor Study

Carroll Collins, Transportation Project Manager with Kimley-Horn and Associates, provided an overview of the Longhill Road Corridor Study process. Mr. Collins noted that the study focused public input as well as data collection. Public input opportunities included community workshops, a project symposium, an online survey and stakeholder interviews. Mr. Collins stated that the responses focused on safety, traffic mobility and improved bike-ped accommodations. Mr. Collins stated that citizens also wanted the corridor to be visually appealing and minimize impact to the natural and built environment. Mr. Collins stated that the recommended design was a four-lane typical section for the entire corridor in its entirety. Mr. Collins stated that notable features of the proposed recommendations include a roundabout at Williamsburg Plantation, a signalized crossing where the multipurpose trail shifts to the opposite side of the roadway and a potential realignment of the corridor to the north of the New Zion Baptist Church Cemetery. Mr. Collins stated that a final report has been prepared for Planning Commission and Board of Supervisors consideration.

Ms. Ellen Cook, Senior Planner II, provided an update on the status of the recommendations for access improvements for Season's Trace and Lafayette High School. Ms. Cook stated that additional options were developed with input from School Division staff and an update on the options was presented to the School Board at its August 19, 2014 meeting. Ms. Cook stated that the School Board provided input which has been included in the public input appendix and noted in Chapter 9 of the report. Ms. Cook further stated that due to the complexity of this situation, staff and the consultant have determined that for the purpose of the Longhill Road Corridor Study, it would be most appropriate for the text to discuss the options but not make a final recommendation on this matter. Ms. Cook stated that staff anticipates additional discussion with the School Division and Board over time as implementation of improvements to Longhill Road proceeds.

Ms. Cook stated that adoption of the Longhill Corridor Study Report would designate it as the official vision for improvement of Longhill Road and set the stage for implementation actions such as seeking funding and considering the report recommendations during review of legislative cases.

Mr. Drummond stated that he is concerned about the section of the corridor in the vicinity of the Montessori School and inquired whether that portion of the corridor would be four lanes.

Mr. Collins confirmed that the recommended design would be four lanes for the entire corridor.

Mr. Collins stated that during the study staff had met with representatives of the Montessori School and also observed the drop-off and pick-up operations. Mr. Collins further stated that there had been discussion about improved full movement access which included relocating the entrance to the west. Mr. Collins also stated that the report included safety recommendations to improve driver awareness of the school zone which include rumble strips and enhanced pavement markings.

Mr. O'Connor inquired about the proposed improvements at Longhill Gate/Warhill Sports Complex.

Mr. Collins responded that the recommendation is for a traditional signalized intersection.

Mr. Krapf stated that he was impressed with the responsiveness to citizen comments and concerns.

Mr. Wright inquired whether the final cost estimates are in current year dollars or future year dollars.

Mr. Collins stated that the estimates are in current year dollars. Mr. Collins further stated that it was also noted in the Report that costs could rise over time.

Ms. Bledsoe noted that she had participated in the Project Advisory Committee and she was pleased that the citizens' voice had been heard and incorporated in the recommendations.

Mr. Krapf stated that the Commission is being asked to make a recommendation to the Board of Supervisors and opened the floor for a motion.

Mr. Drummond moved to recommend approval of the Longhill Road Corridor Study.

On a roll call vote, the Planning Commission voted to recommend approval of the Longhill Road Corridor Study by a vote of 7-0.

MEMORANDUM

DATE: October 14, 2014

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: County Administrator's Report

The following is a summary of activities that took place September 24, 2014 through October 7, 2014:

September 24, 2014 (Wednesday):

- Policy Team Meeting: Regional Radio System
- Meeting with Jack Tuttle, Williamsburg City Manager
- Attend Colonial Community Criminal Justice Board (CCCJB) meeting
- Meeting with John McDonald, Director of Financial and Management Services, Kitty Hall, Director of Purchasing, Patrick Page, Director of Information Technology, and Adam Kinsman, Assistant County Administrator - Electronic Agenda Process
- Radio Interview: WMBZ AM740
- Meeting with James City County Republican Committee

September 25, 2014 (Thursday):

- Meeting with Economic Development Authority
- Tour of Williamsburg Regional Library and meeting with Genevieve Owens, Director of Williamsburg Regional Library, and Sue Mellen, Assistant Director of Financial and Management Services
- Meeting with Judges: Michael E. McGinty, George C. Fairbanks, IV, and Colleen K. Killilea at the Courthouse
- Executive Leadership Team Meeting

September 26, 2014 (Friday):

- Meeting with Jody Puckett, Director of Communications, and Latara Branch - Civic Engagement Coordinator - Civic Engagement
- Meeting with John McDonald, Director of Financial and Management Services, Sue Mellen, Assistant Director of Financial and Management Services, Heather Poulsen, Senior Budget Analyst, and Adam Kinsman, Assistant County Administrator – Taxable Clothing Policy
- Meeting with John McDonald, Director of Financial and Management Services, Allen Murphy, Director of Development Management, Paul Holt, Director of Planning, and Leanne Pollock, Planner III – CIP
- Meeting with Sue Mellen, Assistant Director of Financial and Management Services – Accounting System

September 29, 2014 (Monday):

- Attending Hampton Roads Transportation Accountability Commission (HRTAC) in Chesapeake
- Meeting with Supervisors John McGlennon, Jim Kennedy, and Adam Kinsman, Assistant County Administrator

County Administrator's Report

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September 20, 2014 (Tuesday):

- Meeting in York County – Regional Radio System
- Meeting with Doug Powell, Manager of James City Service Authority – Groundwater Withdrawal Permit
- Meeting with Ann Davis, James City County Treasurer
- Meeting with Allen Murphy, Director of Development Management, Paul Holt, Director of Planning, and Tammy Rosario, Principal Planner – Comprehensive Plan

October 1, 2014 (Wednesday):

- Tour of Fire Stations, EOC and E911 with Tal Luton, Fire Chief, and meeting Shift A
- Meeting with Adam Kinsman, Assistant County Administrator, and Jody Puckett, Director of Communications – current updates
- Meeting with Mary Jones, James City County Board of Supervisors Chair
- Attending Planning Commission

October 2, 2014 (Thursday):

- Meeting with Rusty Carter, Virginia Gazette Editor, and Digby Solomon, Daily Press and Virginia Gazette Publisher, and Jody Puckett, Director of Communication
- Meeting with Supervisor John McGlennon
- Meeting with James Peterson, Director of Human Resources – Personnel
- Meeting with Mary Jones, James City County Board of Supervisors Chair
- Attending Planning Commission Work Session

October 6, 2014 (Monday):

- Meeting with Fire Chief, Tal Luton to meet Shift C
- Attending Hampton Roads Military and Federal Facilities Alliance (HRMFFA) meeting with Mary Jones, James City County Board of Supervisors Chair
- Meeting with Adam Kinsman, Assistant County Administrator, Russell Seymour, Director of Economic Development, and David Baum – Brewery

October 7, 2014 (Tuesday):

- Meeting with John Horne, Director of General Services – Courthouse Roof Process
- Meeting and tour of Child Development Resources (CDR) with Paul Scott and Board Members
- Online Conference Test with York County
- Meeting with James Peterson, Director of Human Resources
- Meeting with Kevan Danker, Director of Williamsburg Area Transit Authority, and Adam Kinsman, Assistant County Administrator – Facilities
- Meeting with Doug Powell, Manager of James City Service Authority – Mission H2O
- Meeting with Dr. Steve Constantino, Superintendent, Williamsburg-James City County Schools



Bryan J. Hill