

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 27, 2015
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leader - Jacobi Cherry, a 6th grade student at Hornsby Middle School and resident of the Powhatan District

E. PRESENTATIONS

F. PUBLIC COMMENT - Until 7 p.m.

G. CONSENT CALENDAR

1. Minutes Adoption - October 13, 2015 Regular Meeting
2. Department of Motor Vehicles Grant Award - Occupant Protection - \$3,850
3. Department of Motor Vehicles Grant Award - Speed Enforcement - \$19,404
4. Department of Motor Vehicles Grant Award – Alcohol Enforcement - \$26,716
5. Establishment of a Petty Cash Fund - \$500
6. Federal Grant Award – Department of Justice, Office on Violence Against Women - \$450,000
7. Grant Appropriation - Clerk of the Circuit Court - \$39,935
8. Case No. MP-01-2015. Greensprings Plantation Master Sign Plan Amendment
9. Contract Award - Essex Court Stream Restoration - \$211,955
10. Virginia Department of Transportation (VDOT) Revenue Sharing Program - Fiscal Year 2017

H. PUBLIC HEARING(S)

I. BOARD CONSIDERATION(S),

J. BOARD REQUESTS AND DIRECTIVES

K. REPORTS OF THE COUNTY ADMINISTRATOR

1. County Administrator's Report

L. PUBLIC COMMENT

M. CLOSED SESSION

1. Stormwater Program Advisory Committee Appointments

N. ADJOURNMENT

1. Adjourn until 6:30 pm on November 10, 2015 for the Regular Meeting

ITEM SUMMARY

DATE: 10/27/2015

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Pledge Leader - Jacobi Cherry, a 6th grade student at Hornsby Middle School and resident of the Powhatan District

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/14/2015 - 3:48 PM

ITEM SUMMARY

DATE: 10/27/2015
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Minutes Adoption - October 13, 2015 Regular Meeting

ATTACHMENTS:

	Description	Type
▣	101315bos-mins	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/14/2015 - 3:51 PM

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 13, 2015
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

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

Bryan J. Hill, County Administrator
Michelle M. Gowdy, County Attorney

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leader – Eliza Moore, a 4th-grade student at Matthew Whaley Elementary School and a resident of the Jamestown District.

E. PRESENTATIONS

F. PUBLIC COMMENT - Until 7 p.m.

1. Ms. Linda Rice, 2394 Forge Road, addressed the Board regarding the Candidate Forum being held by the League of Women Voters on Thursday, October 15, 2015.
2. Mr. Chris Henderson, 101 Keystone, addressed the Board questioning the James Terrace item on the Consent Calendar and addressing the media coverage of the candidates running for local office.
3. Ms. Betty Walker, 101 Locust Place, addressed the Board regarding Common Core.
4. Ms. Barbara Henry, 141 Devon Road, addressed the Board regarding an online checkbook register to improve transparency.
5. Mr. James Douglass, 116 Lake Point Court, addressed the Board regarding the water supply issues facing the County.
6. Mr. Joseph Swanenburg, 3026 The Pointe Drive, addressed the Board regarding the media coverage of the candidates running for local office.
7. Ms. Juliet Wright, 805 North Henry Street, addressed the Board regarding the Americans with Disabilities Act and equal employment.

G. CONSENT CALENDAR

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

Mr. Hipple requested that Item No. 7 be pulled from the Consent Calendar so that he might make a formal presentation of the resolution.

Mr. McGlennon made a motion to approve the remaining items on the Consent Calendar.

Mr. Hipple asked Ms. Kate Sipes, Business Development and Retention Coordinator with the Office of Economic Development, to come forward.

Mr. Hipple made brief comments about Manufacturing Day and expressed his appreciation for the efforts of Ms. Sipes in bringing the event together. He read the formal Resolution of Appreciation and presented it to Ms. Sipes.

Mr. McGlennon made a motion to approve Item No. 7 on the Consent Calendar as well.

1. Minutes Adoption - September 22, 2015, Regular Meeting
2. Grant Award - Radiological Emergency Preparedness - \$30,000
3. Federal Grant Award - Bulletproof Vest Partnership (BVP)
4. Contract Award - James Terrace Subdivision Drainage Improvements, Phases 2 and 3 - \$514,309
5. Declaration of Local Emergency
6. Declaration Ending Local Emergency Which was Declared on October 2, 2015
7. Resolution of Appreciation

H. PUBLIC HEARING(S)

1. Ordinances to Repeal Certain County Code Sections

A motion to Approve was made by Mr. Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

Ms. Gowdy addressed the Board giving an overview of the memorandum and ordinances included in the Agenda Packet.

As there were no questions for staff, Mr. Hipple opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, questioned the wisdom of repealing the ordinances that reference landfills and refuse removers.

As no one else was registered to speak, Mr. Hipple closed the Public Hearing.

2. ZO-0001-2015, Article VI, Division 3 - Floodplain Area Regulations

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

Ms. Christy Parrish, Deputy Zoning Administrator, presented a video and PowerPoint presentation that gave a comprehensive overview of the memorandum and ordinances included in the Agenda Packet.

The Board had some minor questions for staff to clarify the technical aspects of a flood zone designation and the impact on current property owners.

Mr. Hipple asked the Planning Commission representative, Ms. Robin Bledsoe, to speak to the Commission recommendation.

Ms. Bledsoe stated that the Commission had similar questions to the ones voiced by the Board and that the Commission voted unanimously to approve the ordinances.

As there were no other questions for staff, Mr. Hipple opened the Public Hearing.

As no one was registered to speak, Mr. Hipple closed the Public Hearing.

3. Case No. ZO-0005-2015. Article VIII-Appeals

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

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

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

Mr. Jason Purse, Zoning Administrator, addressed the Board giving an overview of the memorandum and ordinance included in the Agenda Packet.

Mr. Hipple asked Ms. Bledsoe to come forward and speak to the Planning Commission's recommendation.

Ms. Bledsoe stated that the Commission voted unanimously to approve the changes to the ordinances as outlined by Mr. Purse.

As there were no questions for staff, Mr. Hipple opened the Public Hearing.

As no one was registered to speak, Mr. Hipple closed the Public Hearing.

4. FY 2015 School Year-End Spending Plan-Appropriation

A motion to Approve with Conditions was made by Mr. McGlennon and the motion result was Passed.

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

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

Ms. Suzanne Mellen, Director of Financial and Management Services, addressed the Board giving an overview of the memorandum and resolution included in the Agenda Packet. She stated that several members of the Williamsburg-James City County (WJCC) School's administration are available to answer any questions.

Ms. Christina Berta, Chief Financial Officer for WJCC Schools, came forward to answer any questions that the Board might have.

Mr. Onizuk questioned the acceleration of the replacement schedule for school buses. While safety is the paramount concern, the Board had been reassured for the last 12 months that the school bus fleet was fine.

Ms. Berta stated that by accelerating the replacement schedule, it would provide the schools with additional flexibility.

Mr. Onizuk questioned what “additional flexibility” means.

Ms. Berta stated that there has been discussion by the School Board to change the tier structure and start times, and in order to do that, the schools need adequate buses. Also, with an additional middle school coming online soon, the additional buses will be necessary.

Mr. Onizuk clarified that this is not an urgent request then, that buses do not need to be immediately replaced. He questioned if this money could just be set aside until such a time as a plan is made to change start times or the new middle school comes online.

Ms. Berta stated if that is the pleasure of the Board then yes.

Mr. Onizuk questioned the text book appropriation as well.

Ms. Valerie DiPaola, Senior Director for School Performance, stated that new text books have not been adopted since 2006. Science and Social Studies are the two subjects where material changes drastically and as the Standards of Learning (SOLs) have been updated, then so do the text books.

Mr. Onizuk asked if this replacement was planned.

Ms. DiPaola stated that the replacement was planned several years ago, but was put off because of funding issues. At this point, the SOLs have changed enough that a text book replacement is now an immediate need in order to be in alignment.

Discussion ensued regarding the cost estimate of the replacement buses, the replacement plan and where the savings came from in the school budget.

Mr. Kennedy specifically requested to see documentation on how many school buses are outside the state guidelines for replacement, how many buses are needed for New Horizons transportation and what the projections are for the buses to service the new middle school.

Several Board members stated their support for the text book request, but questioned the support of allocation for buses without further information.

Mr. Hipple opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board sharing the concerns voiced by several of the Board members.

As no one else was registered to speak, Mr. Hipple closed the Public Hearing.

Ms. Ruth Larson, School Board member, stated that the Schools will come back to the Board with a more definitive plan and information regarding the buses, but requested that the text book allocation be addressed this evening.

Mr. McGlennon made a motion to amend the resolution included in the Agenda Packet and to approve the allocation of \$162,576 for the purchase of new text books for WJCC Schools. The remaining \$1,059,031 is to remain in the Capital Fund for an appropriation to the Schools at a later date.

Mr. Hipple clarified that the remaining appropriation would be postponed until the first regular meeting of the Board of Supervisors in January 2016.

I. BOARD CONSIDERATION(S)

1. To Amend the Board of Supervisors Calendar to Add a Work Session on October 19, 2015 at 1 p.m.

A motion to Approve was made by Ms. Jones and the motion result was Passed.

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

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

J. BOARD REQUESTS AND DIRECTIVES

Several Board members discussed their activities since the previous meeting in September.

K. REPORTS OF THE COUNTY ADMINISTRATOR

1. County Administrator's Report

Mr. Hill stated that the Strategic Planning process has begun. The Board will meet on Monday, October 19 at 1 p.m. The Strategic Plan Advisory Board will meet at 4 p.m. on October 19 and the Strategic Plan Technical Advisory Board will meet on Tuesday, October 20. At the conclusion of those meetings, a schedule will be in place for the rest of the process. All meetings will be open to the public and will be either televised or recorded and placed On Demand.

L. PUBLIC COMMENT - None

M. CLOSED SESSION

1. Consultation with legal counsel on a specific legal matter requiring the provision of legal advice pursuant to Section 2.2-3711 (A)(7); consideration of the acquisition of a parcel of property pursuant to Section 2.2-3711 (A)(3); and the discussion of a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made pursuant to Section 2.2-3711 (A)(5).

A motion to Enter a Closed Session was made by Mr. McGlennon and the motion result was Passed.

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

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

At 8:27 p.m., the Board entered into Closed Session.

2. Certification of Closed Session

A motion to Certify the Close Session was made by Mr. McGlennon and the motion result was Passed.

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

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

At 8:40 p.m., the Board re-entered Open Session.

Mr. Onizuk made a motion to approve the Resolution entitled "Authorizing Cooperative Efforts with the County and Consenting to Common Representation."

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

N. ADJOURNMENT

1. Adjourn until 1 p.m. on October 19, 2015, for a Work Session

A motion to Adjourn was made by Ms. Jones and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple

At 8:40 p.m., Mr. Hipple adjourned the Board.

Bryan J. Hill
Clerk to the Board

ITEM SUMMARY

DATE: 10/27/2015
TO: The Board of Supervisors
FROM: Bradley J. Rinehimer
SUBJECT: Department of Motor Vehicles Grant Award - Occupant Protection - \$3,850

The James City County Police Department has been awarded a highway safety grant from the Virginia Department of Motor Vehicles (DMV) Highway Safety Office for \$3,850. The funds are to be used towards traffic enforcement overtime where officers will focus on the enforcement of laws related to proper use of occupant restraints. The grant requires only an in-kind match, which is available through the fuel and maintenance costs for police vehicles that participate in traffic enforcement duties. These funds will not take the place of budgeted expenses.

The DMV typically administers three recurring annual grants passed through the National Highway Transportation Safety Administration for the purpose of supporting statewide goals in enforcing highway safety laws. Each grant has a different enforcement focus area (includes: alcohol, speed, and occupant protection). The Department has been awarded grants in each of the focus areas.

Staff recommends adoption of the attached resolution.

ATTACHMENTS:

	Description	Type
□	Memorandum	Cover Memo
□	res	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Police	Rinehimer, Bradley	Approved	10/16/2015 - 6:55 AM
Police	Rinehimer, Bradley	Approved	10/16/2015 - 6:55 AM
Publication Management	Burcham, Nan	Approved	10/16/2015 - 10:56 AM
Legal Review	Gowdy, Michelle	Approved	10/18/2015 - 1:09 PM
Board Secretary	Mellen, Sue	Approved	10/19/2015 - 8:45 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 10:50 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 10:57 AM

MEMORANDUM

DATE: October 27, 2015
TO: The Board of Supervisors
FROM: Bradley J. Rinehimer, Chief of Police
SUBJECT: Department of Motor Vehicles Grant Award - Occupant Protection - \$3,850

The James City County Police Department has been awarded a highway safety grant from the Virginia Department of Motor Vehicles (DMV) Highway Safety Office for \$3,850. The funds are to be used towards traffic enforcement overtime where officers will focus on the enforcement of laws related to proper use of occupant restraints. The grant requires only an in-kind match, which is available through the fuel and maintenance costs for police vehicles that participate in traffic enforcement duties.

The DMV typically administers three recurring annual grants passed through the National Highway Transportation Safety Administration for the purpose of supporting statewide goals in enforcing highway safety laws. Each grant has a different enforcement focus area (includes: alcohol, speed and occupant protection). The Department has been awarded grants in each of the focus areas.

Staff recommends adoption of the attached resolution.

BJR/nb
GA-DMV-OccupantProt-mem

Attachment

RESOLUTION

DEPARTMENT OF MOTOR VEHICLES GRANT AWARD -

OCCUPANT PROTECTION - \$3,850

WHEREAS, the James City County Police Department has been awarded a highway safety grant from the Virginia Department of Motor Vehicles (DMV) Highway Safety Office for \$3,850; and

WHEREAS, the funds are to be used towards alcohol traffic enforcement overtime; and

WHEREAS, the grant requires only an in-kind match, which is available through the fuel and maintenance costs for police vehicles that participate in traffic enforcement duties.

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:

FY 16 DMV – Occupant Protection \$3,850

Expenditure:

FY16 DMV – Occupant Protection \$3,850

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of October, 2015.

GA-DMV-OccupantProt-res

ITEM SUMMARY

DATE: 10/27/2015
TO: The Board of Supervisors
FROM: Bradley J. Rinehimer
SUBJECT: Department of Motor Vehicles Grant Award - Speed Enforcement - \$19,404

The James City County Police Department has been awarded a highway safety grant from the Virginia Department of Motor Vehicles (DMV) Highway Safety Office for \$19,404. The funds are to be used toward speed traffic enforcement overtime. The grant requires only an in-kind match, which is available through the fuel and maintenance costs for police vehicles that participate in traffic enforcement duties. These funds will not take the place of budgeted expenses.

The DMV typically administers annual recurring grants passed through the National Highway Transportation Safety Administration for the purpose of supporting statewide goals in enforcing highway safety laws. Each grant has a different enforcement focus area including alcohol and speed. Enforcing occupant protection laws is a primary goal of each of these grants, as well.

Staff recommends adoption of the attached resolution.

ATTACHMENTS:

	Description	Type
▣	memorandum	Cover Memo
▣	res	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Police	Rinehimer, Bradley	Approved	10/16/2015 - 6:55 AM
Police	Rinehimer, Bradley	Approved	10/16/2015 - 6:55 AM
Publication Management	Burcham, Nan	Approved	10/16/2015 - 10:49 AM
Legal Review	Gowdy, Michelle	Approved	10/18/2015 - 1:08 PM
Board Secretary	Mellen, Sue	Approved	10/19/2015 - 8:44 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 10:50 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 10:57 AM

MEMORANDUM

DATE: October 27, 2015
TO: The Board of Supervisors
FROM: Bradley J. Rinehimer, Chief of Police
SUBJECT: Department of Motor Vehicles Grant Award - Speed Enforcement - \$19,404

The James City County Police Department has been awarded a highway safety grant from the Virginia Department of Motor Vehicles (DMV) Highway Safety Office for \$19,404. The funds are to be used toward speed traffic enforcement overtime. The grant requires only an in-kind match, which is available through the fuel and maintenance costs for police vehicles that participate in traffic enforcement duties.

The DMV typically administers annual recurring grants passed through the National Highway Transportation Safety Administration for the purpose of supporting statewide goals in enforcing highway safety laws. Each grant has a different enforcement focus area including alcohol and speed. Enforcing occupant protection laws is a primary goal of each of these grants, as well.

Staff recommends adoption of the attached resolution.

BJR/nb
GA-DMV-Speed-mem

Attachment

RESOLUTION

DEPARTMENT OF MOTOR VEHICLES GRANT AWARD -

SPEED ENFORCEMENT - \$19,404

WHEREAS, the James City County Police Department has been awarded a highway safety grant from the Virginia Department of Motor Vehicles (DMV) Highway Safety Office for \$19,404; and

WHEREAS, the funds are to be used towards speed traffic enforcement overtime; and

WHEREAS, the grant requires only an in-kind match, which is available through the fuel and maintenance costs for police vehicles that participate in traffic enforcement duties.

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:

FY 16 DMV – Speed Enforcement	<u>\$19,404</u>
-------------------------------	-----------------

Expenditure:

FY 16 DMV – Speed Enforcement	<u>\$19,404</u>
-------------------------------	-----------------

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of October, 2015.

GA-DMV-Speed-res

ITEM SUMMARY

DATE: 10/27/2015

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer

SUBJECT: Department of Motor Vehicles Grant Award – Alcohol Enforcement - \$26,716

The James City County Police Department has been awarded a highway safety grant from the Virginia Department of Motor Vehicles (DMV) Highway Safety Office for \$26,716. The funds are to be used toward alcohol traffic enforcement overtime. The grant requires only an in-kind match, which is available through the fuel and maintenance costs for police vehicles that participate in traffic enforcement duties. These funds will not take the place of budgeted expenses.

The DMV typically administers annual recurring grants passed through the National Highway Transportation Safety Administration for the purpose of supporting statewide goals in enforcing highway safety laws. Each grant has a different enforcement focus area including alcohol and speed. Enforcing occupant protection laws is a primary goal of each of these grants, as well.

Staff recommends adoption of the attached resolution.

ATTACHMENTS:

	Description	Type
□	Memorandum	Cover Memo
□	res	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Police	Rinehimer, Bradley	Approved	10/16/2015 - 6:54 AM
Police	Rinehimer, Bradley	Approved	10/16/2015 - 6:54 AM
Publication Management	Burcham, Nan	Approved	10/16/2015 - 10:53 AM
Legal Review	Gowdy, Michelle	Approved	10/18/2015 - 1:10 PM
Board Secretary	Mellen, Sue	Approved	10/19/2015 - 8:45 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 10:51 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 10:57 AM

MEMORANDUM

DATE: October 27, 2015
TO: The Board of Supervisors
FROM: Bradley J. Rinehimer, Chief of Police
SUBJECT: Department of Motor Vehicles Grant Award - Alcohol Enforcement - \$26,716

The James City County Police Department has been awarded a highway safety grant from the Virginia Department of Motor Vehicles (DMV) Highway Safety Office for \$26,716. The funds are to be used toward alcohol traffic enforcement overtime. The grant requires only an in-kind match, which is available through the fuel and maintenance costs for police vehicles that participate in traffic enforcement duties.

The DMV typically administers annual recurring grants passed through the National Highway Transportation Safety Administration for the purpose of supporting statewide goals in enforcing highway safety laws. Each grant has a different enforcement focus area including alcohol and speed. Enforcing occupant protection laws is a primary goal of each of these grants, as well.

Staff recommends adoption of the attached resolution.

BJR/nb
GA-DMV-Alcohol-mem

Attachment

RESOLUTION

DEPARTMENT OF MOTOR VEHICLES GRANT AWARD -

ALCOHOL ENFORCEMENT - \$26,716

WHEREAS, the James City County Police Department has been awarded a highway safety grant from the Virginia Department of Motor Vehicles (DMV) Highway Safety Office for \$26,716; and

WHEREAS, the funds are to be used towards alcohol traffic enforcement overtime; and

WHEREAS, the grant requires only an in-kind match, which is available through the fuel and maintenance costs for police vehicles that participate in traffic enforcement duties.

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:

FY 16 DMV – Alcohol Enforcement \$26,716

Expenditure:

FY 16 DMV – Alcohol Enforcement \$26,716

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of October, 2015.

GA-DMV-Alcohol-res

ITEM SUMMARY

DATE: 10/27/2015
TO: Board of Supervisors
FROM: Jody Puckett, Director of Communications
SUBJECT: Establishment of a Petty Cash Fund - \$500

ATTACHMENTS:

	Description	Type
▣	memo	Cover Memo
▣	resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Communications	Puckett, Jody	Approved	10/15/2015 - 10:33 AM
Publication Management	Burcham, Nan	Approved	10/15/2015 - 11:09 AM
Legal Review	Gowdy, Michelle	Approved	10/18/2015 - 1:06 PM
Board Secretary	Mellen, Sue	Approved	10/19/2015 - 8:46 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 11:28 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 11:41 AM

MEMORANDUM

DATE: October 27, 2015
TO: The Board of Supervisors
FROM: Jody Puckett, Director of Communications
SUBJECT: Establishment of a Petty Cash Fund

In order to stay consistent with existing cash management procedures and policies, it is necessary for the Communications Division to establish a \$500 petty cash fund to be used at James City County sponsored events. This fund will improve customer service by providing staff with the necessary resources to handle all fee collection practices in an efficient and effective manner.

Attached is a resolution authorizing the establishment of a \$500 petty cash fund to be used by staff when collecting fees at James City County sponsored events.

Staff recommends approval of the attached resolution.

JP/nb
PettyCashFnd-mem

Attachment

RESOLUTION

ESTABLISHMENT OF A PETTY CASH FUND

WHEREAS, the Division of Communications continues to explore tourism event opportunities to generate revenue; and

WHEREAS, it is necessary to accept cash and provide change to event patrons that require an admission, sale of merchandise or parking fee; and

WHEREAS, this collection of fees and cash management process must be consistent with James City County adopted policies and procedures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the Treasurer to establish a \$500 petty cash fund to be used by County staff at events sponsored by James City County.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of October, 2015.

PettyCashFnd-res

ITEM SUMMARY

DATE: 10/27/2015
TO: Board of Supervisors
FROM: Bradley J. Rinehimer
SUBJECT: Federal Grant Award – Department of Justice, Office on Violence Against Women - \$450,000

James City County has been awarded a grant by the Office on Violence Against Women at the Department of Justice – Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program - in the amount of \$450,000. The Grant Award period is from October 1, 2015 to September 30, 2018.

The purpose of this grant is twofold: 1. to centralize and coordinate police enforcement, prosecution, or judicial responsibility for sexual assault, domestic violence, dating violence and stalking cases in teams or units of police officers, prosecutors, parole and probation officers, or judges; and 2. develop multidisciplinary high-risk teams focusing on reducing domestic violence and dating violence homicides.

The grant awarded funds for the following purposes: 1) hiring of four (4) part-time positions (project coordinator, 28 hours/week; victim advocate, 20 hours/week; domestic violence pretrial officer, 20 hours/week; domestic violence probation officer, 28 hours/week) and increasing by ten (10) hours weekly the domestic violence prosecutor; 2) travel, OVW mandated technical assistance and training funds; 3) equipment; 4) supplies; 5) contracts, for interpretation services and curfew monitoring; and 6) costs associated with underwriting two training conferences in the greater Williamsburg area.

Revenue will be generated from the two conferences by way of registration fees and sponsorship donations in an amount anticipated to total \$14,000.

I request the appropriation of \$464,000 to the Special Projects/Grants Fund and the establishment of four (4) new Part-time Limited Term positions as described above.

ATTACHMENTS:

	Description	Type
□	memorandum	Cover Memo
□	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
------------	----------	--------	------

Police	Rinehimer, Bradley	Approved	10/9/2015 - 8:30 AM
Police	Rinehimer, Bradley	Approved	10/9/2015 - 8:31 AM
Publication Management	Burcham, Nan	Approved	10/9/2015 - 10:18 AM
Legal Review	Gowdy, Michelle	Approved	10/12/2015 - 1:24 PM
Board Secretary	Mellen, Sue	Approved	10/14/2015 - 9:42 AM
Board Secretary	Kinsman, Adam	Approved	10/15/2015 - 9:31 AM
Board Secretary	Fellows, Teresa	Approved	10/16/2015 - 9:06 AM

MEMORANDUM

DATE: October 27, 2015

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Chief of Police

SUBJECT: Federal Grant Award – Department of Justice, Office on Violence Against Women

James City County has been awarded a grant by the Office on Violence Against Women (OVW) at the Department of Justice, Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program, in the amount of \$450,000. The Grant Award period is from October 1, 2015 to September 30, 2018.

The purpose of this grant is twofold: 1) to centralize and coordinate police enforcement, prosecution or judicial responsibility for sexual assault, domestic violence, dating violence and stalking cases in teams or units of police officers, prosecutors, parole and probation officers or judges; and 2) develop multidisciplinary high-risk teams focusing on reducing domestic violence and dating violence homicides.

The grant awarded funds for the following purposes: 1) hiring of four part-time positions (project coordinator, 28 hours/week; victim advocate, 20 hours/week; domestic violence pretrial officer, 20 hours/week; domestic violence probation officer, 28 hours/week) and increasing by ten hours weekly the domestic violence prosecutor; 2) travel, OVW mandated technical assistance and training funds; 3) equipment; 4) supplies; 5) contracts, for interpretation services and curfew monitoring; and 6) costs associated with underwriting two training conferences in the greater Williamsburg area.

Revenue will be generated from the two conferences by way of registration fees and sponsorship donations in an amount anticipated to total \$14,000.

I request the appropriation of \$464,000 to the Special Projects/Grants Fund and the establishment of four new part-time limited term positions as described above.

BJR/nb
GA-OVW-mem

Attachment

RESOLUTION

FEDERAL GRANT AWARD – DEPARTMENT OF JUSTICE,

OFFICE ON VIOLENCE AGAINST WOMEN

WHEREAS, James City County has been awarded a grant by the Office on Violence Against Women at the Department of Justice in the amount of \$450,000; and

WHEREAS, the grant award period is from October 1, 2015 to September 30, 2018; and

WHEREAS, revenue is anticipated in the amount of \$14,000 from two annual Crimes Against Women conferences by way of registration fees and sponsorship donations; and

WHEREAS, the funds are to be used for personnel, travel, equipment, supplies, contracts and other costs associated with holding of two conferences.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant, the establishment of four part-time limited term positions (Project Coordinator, 28 hours/week; Domestic Violence Pretrial Officer, 20 hours/week; Domestic Violence Probation Officer, 28 hours/week; Assistant Victim’s Advocate, 20 hours/week); an increase of 10 hours/week to an existing 20 hours/week Domestic Violence Prosecutor, and the following appropriations to the Special Projects/Grants Fund:

Revenues:

Office on Violence Against Women Grant	\$450,000
Conference Fees/Donations	<u>14,000</u>
TOTAL:	<u>\$464,000</u>

Expenditure:

Office on Violence Against Women Grant	<u>\$464,000</u>
--	------------------

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of October, 2015.

ITEM SUMMARY

DATE: 10/27/2015
TO: The Board of Supervisors
FROM: Suzanne R. Mellen, Director of Financial and Management Services
SUBJECT: Grant Appropriation - Clerk of the Circuit Court - \$39,935

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Accounting	Mellen, Sue	Approved	10/9/2015 - 1:01 PM
Financial Management	Mellen, Sue	Approved	10/9/2015 - 1:02 PM
Publication Management	Burcham, Nan	Approved	10/9/2015 - 2:10 PM
Legal Review	Gowdy, Michelle	Approved	10/12/2015 - 8:06 AM
Board Secretary	Fellows, Teresa	Approved	10/12/2015 - 8:59 AM
Board Secretary	Kinsman, Adam	Approved	10/15/2015 - 9:31 AM
Board Secretary	Fellows, Teresa	Approved	10/16/2015 - 9:06 AM

MEMORANDUM

DATE: October 27, 2015
TO: The Board of Supervisors
FROM: Suzanne R. Mellen, Director of Financial and Management Services
SUBJECT: Grant Appropriation - Clerk of the Circuit Court - \$39,935

The Clerk of the Circuit Court has been awarded a grant from the State Compensation Board's Technology Trust Fund totaling \$39,935. This grant is a yearly allocation that will continue to be used for replacement computer equipment and its maintenance as well as converting records to digital format. This grant requires no local match. The state determines the equipment replacement schedule and reimburses the County for the full cost. These funds may not supplant local operations.

Staff recommends approval of the attached resolution authorizing a budget appropriation of \$39,935 to the Special Projects/Grant Fund through June 30, 2016.

SRM/nb
GA-TTF-FY16-mem

Attachment

RESOLUTION

GRANT APPROPRIATION - CLERK OF THE CIRCUIT COURT - \$39,935

WHEREAS, the State Compensation Board has awarded a Technology Trust Fund grant to the Clerk of the Circuit Court totaling \$39,935; and

WHEREAS, the grant will be used for the replacement of computer equipment and records modernization through June 30, 2016; and

WHEREAS, no local match is required for this grant.

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

Revenue:

Revenue from the Commonwealth	<u>\$39,935</u>
-------------------------------	-----------------

Expenditure:

Clerk of the Circuit Court	<u>\$39,935</u>
----------------------------	-----------------

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of October, 2015.

ITEM SUMMARY

DATE: 10/27/2015

TO: The Board of Supervisors

FROM: Christopher Johnson, Principal Planner

SUBJECT: Case No. MP-01-2015. Greensprings Plantation Master Sign Plan Amendment

ATTACHMENTS:

	Description	Type
▣	Cover Memo	Cover Memo
▣	Resolution	Resolution
▣	Location Map	Backup Material
▣	Sign Detail	Backup Material
▣	Proposed Sign Locations	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	10/9/2015 - 3:27 PM
Development Management	Kinsman, Adam	Approved	10/15/2015 - 9:31 AM
Publication Management	Burcham, Nan	Approved	10/15/2015 - 9:54 AM
Legal Review	Gowdy, Michelle	Approved	10/18/2015 - 1:13 PM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 8:22 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 10:51 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 10:56 AM

MEMORANDUM

DATE: October 27, 2015
TO: The Board of Supervisors
FROM: Christopher Johnson, Principal Planner
SUBJECT: Case No. MP-01-2015. Greensprings Plantation Master Sign Plan Amendment

Greensprings Plantation is a master planned community generally located off of John Tyler Highway, Centerville Road and Greensprings Plantation Drive and it encompasses the following developments: Greensprings West Subdivision, Williamsburg National Golf Course, Greensprings Vacation Resort, Patriot's Colony Retirement Community, Fairway's Villas, Greensprings Plantation Office Park, Braemar Creek, Governor's Ridge and other areas.

Master planned communities which are zoned R-4, such as Greensprings Plantation, are permitted to have unique signing systems, as may be approved by the Planning Commission and Board of Supervisors. The intent of the master sign plan is to allow the developer and builder to distinguish the various sections of large communities by their respective locations, while at the same time serving to maintain a uniform and consistent appearance within the project as a whole.

Accordingly, Greensprings obtained an initial Master Sign Plan in 1996 for various subdivision identification and directional signs throughout the community. A subsequent amendment was last approved by the Board in 2001 for additional signage for the golf course and for Greensprings West.

Mr. C.J. Jones of Berkeley Property Management, agent for the Greensprings Plantation Governor's Ridge Homeowners Association has applied for an amendment to the Greensprings Plantation Master Sign Plan to add two additional signs, specifically to identify the Governor's Ridge portion of the development.

An amendment to the plan is required since the location of the two proposed signs is not identified on the currently adopted master sign plan.

As shown on the attached graphic, two brick columns, each measuring 2' x 2' x 5½' tall, would be added on Phillip Ludwell, just past the entrance to the golf course parking lot, to better identify the area as the transition to the single-family home area.

Recommendation

Staff recommends the Board of Supervisors approve the requested master sign plan amendment with the following conditions:

1. Up to two additional signs may be permitted as part of the Greensprings Master Sign plan to identify the Greensprings Plantation Governor's Ridge residential area.
2. The two additional signs shall be generally consistent with the design, materials and size as those shown in Attachment No. 2, as determined by the Planning Director. Signs shall not be internally illuminated.
3. The two additional signs shall be generally located as shown in Attachment No. 3, as determined by the Planning Director.

On October 7, 2015, the Planning Commission recommended approval by a vote of 7-0.

CJ/nb

GreenspringsMSignPlan-mem

Attachments:

1. Resolution
2. Location Map
3. Proposed Sign Design
4. Proposed Sign Locations

RESOLUTION

CASE NO. MP-01-2015. GREENSPRINGS PLANTATION MASTER SIGN PLAN AMENDMENT

WHEREAS, the Board of Supervisors of James City County has adopted by ordinance, specific provisions to allow for the master planning of signs within the R-4, Residential Planned Community District; and

WHEREAS, Mr. C.J. Jones of Berkeley Property Management, agent for the Greensprings Plantation Governor's Ridge Homeowners Association, has applied to amend the existing Master Sign Plan for Greensprings Plantation (as last amended under Case No.'s MP-03-01) and within the R-4, Residential Planned Community District, on property generally identified as Parcel Nos. 3640300001A and 3640300001D.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby approve the Greensprings Plantation Master Sign Plan Amendment, Case No. MP-01-2015, subject to the conditions listed below, to allow construction of additional signs within the planned community.

1. Up to two additional signs may be permitted as part of the Greensprings Master Sign plan to identify the Greensprings Plantation Governor's Ridge residential area.
2. The two additional signs shall be generally consistent with the design, materials and size as those shown in Attachment No. 2, as determined by the Planning Director. Signs shall not be internally illuminated.
3. The two additional signs shall be generally located as shown in Attachment No. 3, as determined by the Planning Director.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

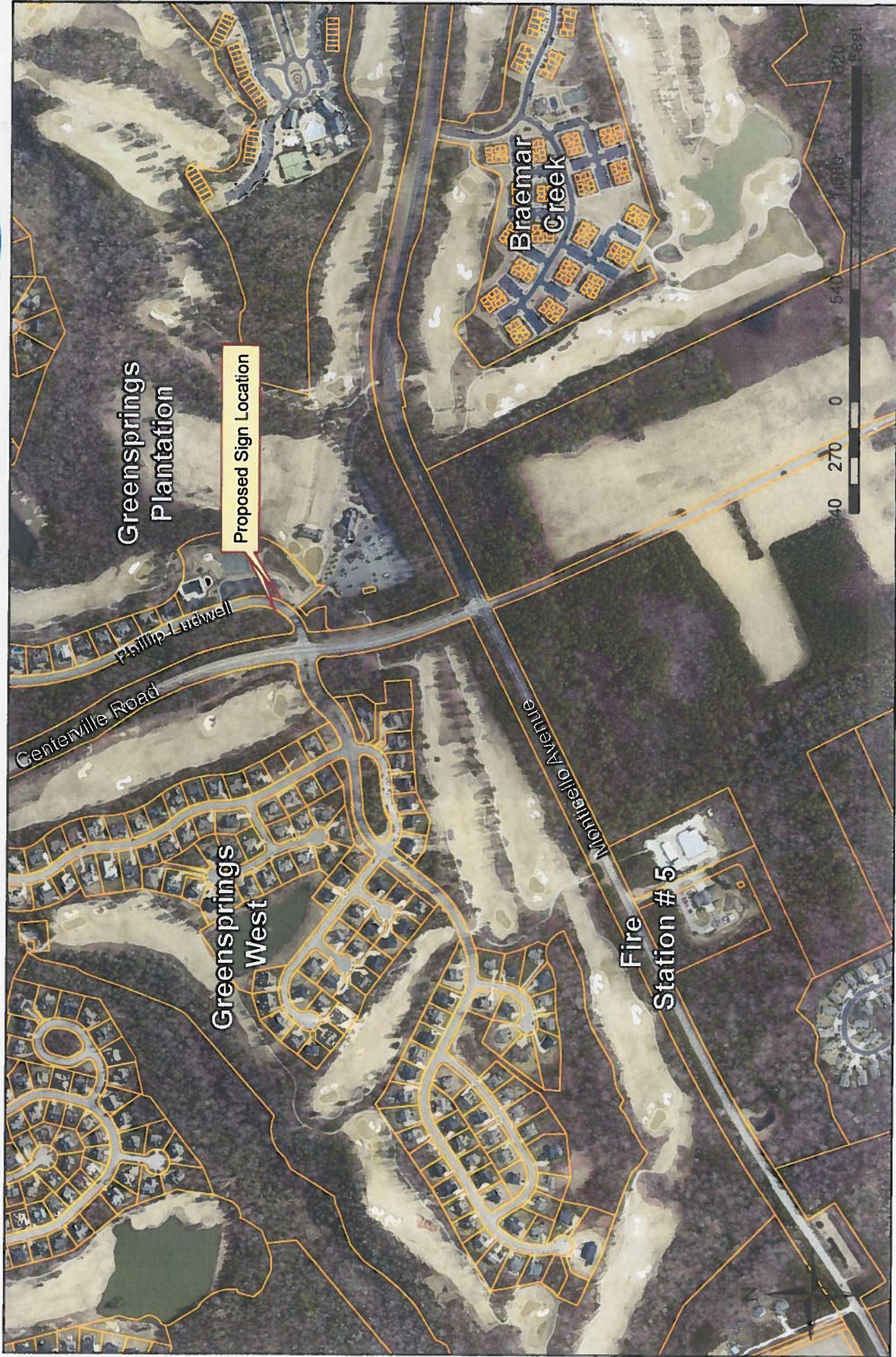
Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of October, 2015.

MP-0001-2015

Greensprings Plantation

Master Sign Plan Amendment

Attachment 1



2'x2'x66" column



APPROVED _____ APPROVED AS NOTED _____
NEW PROOF WILL BE SENT

SALESPERSON: _____
DESIGNER: _____
DATE/ MODIFIED: _____

JOB NAME: _____
JOB ADDRESS: _____
CONTACT: _____
FILE NAME: _____

PROPERTY OF

757.490.7766
757.490.6971. FAX

123 PENNSYLVANIA AVENUE
VIRGINIA BEACH, VA 23462





ITEM SUMMARY

DATE: 10/27/2015
TO: Board of Supervisors
FROM: Barry E. Moses, Capital Projects Coordinator
SUBJECT: Contract Award - Essex Court Stream Restoration Contract Award - \$211,955

ATTACHMENTS:

	Description	Type
▣	memo	Cover Memo
▣	resolution	Resolution
▣	Exhibit 1	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Capital Projects	Moses, Barry	Approved	10/9/2015 - 4:38 PM
General Services	Horne, John	Approved	10/12/2015 - 7:14 AM
Publication Management	Burcham, Nan	Approved	10/12/2015 - 8:54 AM
Legal Review	Gowdy, Michelle	Approved	10/14/2015 - 4:25 PM
Board Secretary	Fellows, Teresa	Approved	10/16/2015 - 9:07 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 10:54 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 10:56 AM

M E M O R A N D U M

DATE: October 27, 2015
TO: The Board of Supervisors
FROM: Barry E. Moses, Capital Projects Coordinator
SUBJECT: Contract Award – Essex Court Stream Restoration – \$211,955

The Essex Court Stream Restoration project involves the restoration of 456 linear feet of channel downstream of Scott’s Pond Drive. The contributing drainage area is approximately 63 acres of mixed hardwoods and residential land use. The proposed stream restoration is designed to restore natural stream function and habitat and is based on natural stream channel design practices. Bank stabilization, grade control, habitat enhancement and bankfull benches are proposed throughout the project area. Channel relocation is proposed where existing bends produce excessive bank stresses and have the potential for meander cutoff. Rock and/or log drop structures are proposed throughout the project area, providing grade control and augmenting stable dimension and pattern designs. The riparian buffer will be stabilized and restored with native tree and shrub species.

This project will reduce the discharge of phosphorus from the site which will support the County’s Chesapeake Bay Total Maximum Daily Load Action Plan.

A two-step Invitation for Bids was publicly advertised. All bidders were required to submit a Technical Bid form and a Bid Price form in two separate sealed envelopes. On the Technical Bid form, bidders had to document adequate resources and experience to do the job. Bidders were required to have completed a minimum of three projects of similar size and type in the past three years. The Technical Bid form was opened first and the qualifications were evaluated without pricing to determine if the bidder had the required experience and resources. The Technical Bid form was evaluated by the County’s Project Manager, Consultant and Purchasing staff. If the bidder met the requirements, the Bid Price Form was opened. If the bidder did not meet the requirements, the Bid Price form was returned to the bidder unopened.

Three Technical Bid forms were received and one was determined to be non-qualified after evaluation. The following two firms submitted qualified bids and were considered for contract award.

<u>Firm</u>	<u>Amount</u>
Environmental Quality Resources, LLC	\$238,956
HGS, LLC/DAB Angler Environmental	\$211,955

HGS, LLC/DAB Angler Environmental has done satisfactory work for James City County in the past and was determined to be the lowest qualified, responsive and responsible bidder. Previously authorized Capital Improvements Program budget funds and Stormwater Local Assistance Funds are available to fund this project.

Staff recommends adoption of the attached resolution authorizing the contract award to HGS, LLC/DAB Angler Environmental.

BEM/nb
CA-EssexCourt-mem

RESOLUTION

CONTRACT AWARD – ESSEX COURT STREAM RESTORATION – \$211,955

WHEREAS, this project supports the County’s Chesapeake Bay Total Maximum Daily Load action plan; and

WHEREAS, three or more bids were received, one was unresponsive; therefore, two bids were considered for award and HGS, LLC/DAB Angler Environmental was the lowest qualified, responsive and responsible bidder; and

WHEREAS, previously authorized Capital Improvements Program budget funds and Stormwater Local Assistance Funds are available to fund this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$211,955 with HGS, LLC/DAB Angler Environmental for the Essex Court Stream Restoration project.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

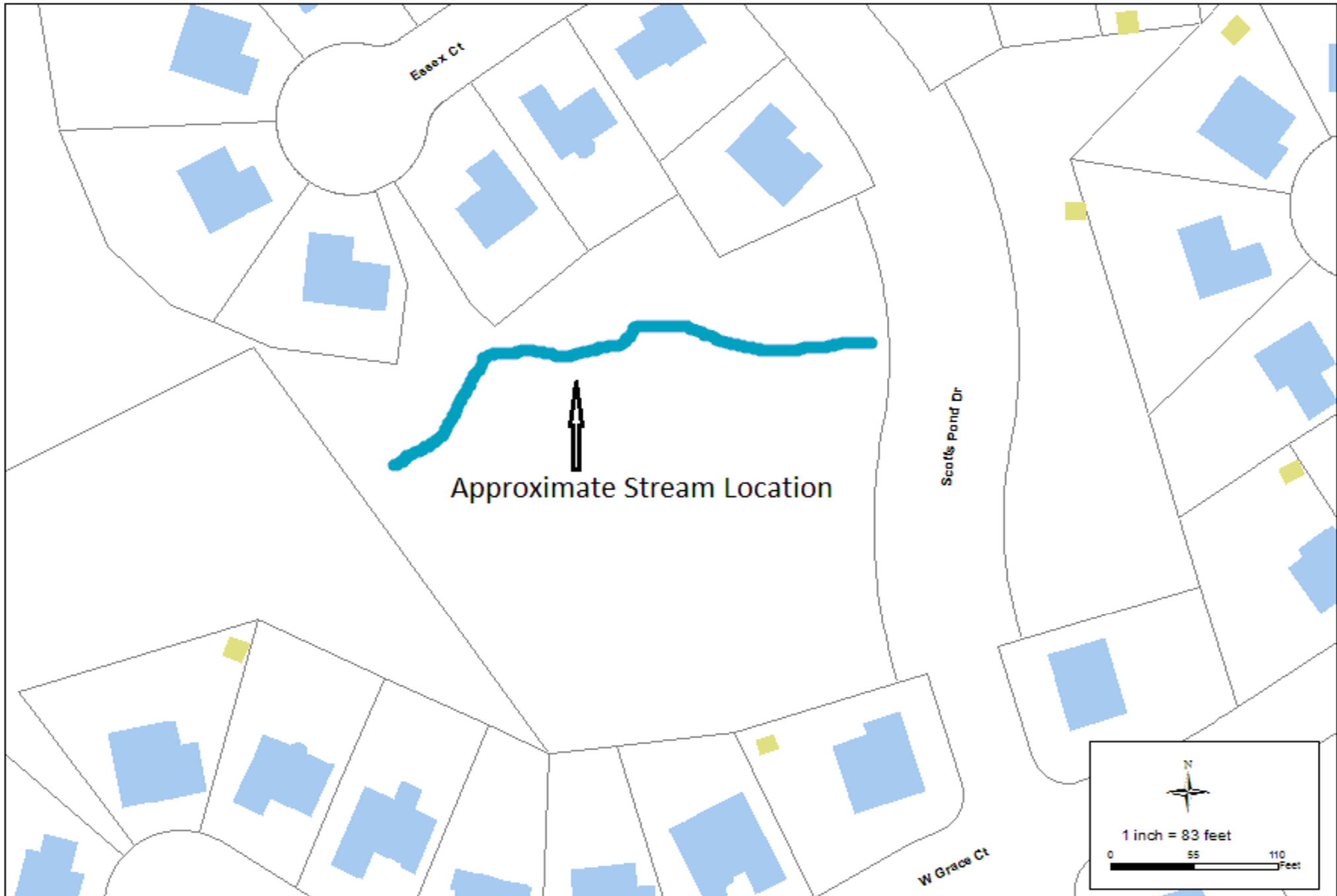
Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of October, 2015.

CA-EssexCourt-res

Essex Court Stream Restoration



ITEM SUMMARY

DATE: 10/27/2015

TO: The Board of Supervisors

FROM: Ellen Cook, Senior Planner II

SUBJECT: Virginia Department of Transportation (VDOT) Revenue Sharing Program - Fiscal Year 2017

Each year VDOT invites localities to participate in the Revenue Sharing Program, which provides localities with an additional funding option to construct, reconstruct, improve or maintain the highway system. This year staff is recommending one project for the Board's consideration, intersection improvements at Longhill Road/Olde Towne Road, which will address an immediately needed improvement for the Longhill Road corridor. Staff recommends adoption of a resolution which will authorize the County to participate in the FY2017 Revenue Sharing Program.

ATTACHMENTS:

	Description	Type
▣	Staff Report	Staff Report
▣	resolution	Resolution
▣	Project Area Map	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	10/9/2015 - 3:16 PM
Development Management	Kinsman, Adam	Approved	10/15/2015 - 9:32 AM
Publication Management	Burcham, Nan	Approved	10/15/2015 - 9:47 AM
Legal Review	Gowdy, Michelle	Approved	10/18/2015 - 1:05 PM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 8:29 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 10:54 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 10:57 AM

M E M O R A N D U M

DATE: October 27, 2015

TO: The Board of Supervisors

FROM: Ellen Cook, Senior Planner II

SUBJECT: Virginia Department of Transportation Revenue Sharing Program - Fiscal Year 2017

Each year the Virginia Department of Transportation (VDOT) invites localities to participate in the Revenue Sharing Program, which provides localities an additional funding option to construct, reconstruct, improve or maintain the highway system. The program matches local dollars on a one-to-one basis up to \$10 million per locality. As a competitive program, VDOT prioritizes eligible projects into the following categories:

Priority 1	Construction projects that have previously received Revenue Sharing funding
Priority 2	Construction projects that meet a transportation need identified in the Statewide Transportation Plan or projects that will be accelerated in a locality's capital plan
Priority 3	Projects that address deficient pavement resurfacing and bridge rehabilitation
Priority 4	All other eligible projects that do not meet the above priority criteria

The County has historically used revenue sharing to provide funding for small projects or immediately needed improvements or to supplement existing funding on projects. This year staff is recommending one project for the Board's consideration, intersection improvements at Longhill Road/Olde Towne Road, which will address an immediately needed improvement for the Longhill Road corridor.

As detailed in Longhill Road Corridor Study approved by the Board of Supervisors in October 2014, the segment of Longhill Road between Route 199 and Olde Towne Road has existing daily traffic volumes that are beginning to reach or exceed the ideal operational capacity of the roadway. Intersections and segments of the corridor experience deteriorating traffic operations under peak hour conditions (6:30-8:30 a.m. and 4-6 p.m.). In addition, approved or planned development within the corridor and expected growth in the general vicinity will result in increased traffic volumes and additional demand on the roadway network. In conjunction with this study, a VDOT Traffic Operations Study dated November 2013 found that the Olde Towne Road southbound approach experiences excessive queues and that the approach regularly experiences queues in the shared left-turn and through lane that exceed the available space, often extending past the right-turn taper. This prevents vehicles attempting to make a right-turn movement from being able to access the right-turn lane. The VDOT study concluded that extending the right-turn lane will address this condition and in combination with the exclusive through and exclusive left-turn lanes, will process traffic from Olde Towne Road more efficiently through the Longhill Road/Olde Towne Road intersection. The additional Olde Towne Road turn-lane capacity will allow the signal to be re-timed and provide more green time back to the mainline through movements along Longhill Road. VDOT anticipates that these capacity and operational improvements will significantly reduce delays at the Longhill Road/Olde Towne Road intersection as well as along the Longhill Road corridor.

The proposed FY 2017 Revenue Sharing project consists of the following specific improvements:

- extending the existing exclusive right-turn lane from Olde Towne Road onto Longhill Road by approximately 240 feet;
- constructing an exclusive left-turn lane from Olde Towne Road onto Longhill Road and providing a single through lane from Olde Towne Road onto Devon Road;
- modifying the traffic signal to accommodate the exclusive left-turn movement; and
- optimizing the existing signal timings to enhance peak hour (e.g., AM, PM, Off-Peak) intersection operations.

The project also consists of installing a 5-foot sidewalk segment along the northwest side of Olde Towne Road for a distance of approximately 255 feet. This will address a gap in the pedestrian network by providing a contiguous route between the signalized intersection and the James City County Human Services Center. On the southeast side of Olde Towne Road, improvements to the roadway and adjacent drainage ditch will likely necessitate full or partial replacement of the existing sidewalk. Finally, the project will involve the relocation of several above-ground utility poles. This application would be considered a “Priority 4” project under VDOT criteria.

The total cost of the proposed improvements including preliminary engineering, right-of-way and construction is estimated at \$2,060,000, with \$1,000,000 requested from VDOT. The County’s proposed contribution is \$1,060,000, which has not yet been allocated in the FY 2017 budget.

Should House Bill 2 and other funding mechanisms (e.g., RSTP) not be successful, a tentative plan for funding the remainder of the Longhill Road Phase I improvements using only the Revenue Sharing program may consist of the following:

Year	Project Description	Project Cost	County Share
FY18- FY19	Widen westbound Longhill to provide two lanes from Route 199 to Olde Towne Road	\$9,941,000	\$2,485,250 (FY18) \$2,485,250 (FY19)
FY20	Widen eastbound Longhill to provide two lanes from Olde Towne Road to Route 199	\$9,198,000	\$4,599,000
FY21	Construct Roundabout at Williamsburg Plantation Intersection	\$3,889,000	\$1,944,500

It is important to note that this plan is non-binding and represents a plan only. Actual future applications would be subject to approval by future Boards.

Staff recommends the adoption of the attached resolution which will authorize the County to participate in the FY 2017 Revenue Sharing Program.

EC/nb

RevShare2017-mem

Attachments

1. Resolution
2. Project Area Map

RESOLUTION

VIRGINIA DEPARTMENT OF TRANSPORTATION REVENUE SHARING PROGRAM –

FISCAL YEAR 2017

WHEREAS, the Board of Supervisors of James City County desires to submit an application requesting up to \$1,000,000 of Revenue Sharing Funds through the Virginia Department of Transportation (VDOT) Fiscal Year 2017 Revenue Sharing Program; and

WHEREAS, the County will allocate \$1,060,000 to match Revenue Sharing Program funds as part of the FY2017 budget; and

WHEREAS, the combined County and State funding totaling up to \$2,060,000 is requested to fund the improvements to the Route 658 Olde Towne Road/Route 612 Longhill Road intersection.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby supports this application for an allocation of \$1,000,000 through the VDOT Revenue Sharing Program, approves a County contribution up to \$1,060,000 toward this project, and hereby authorizes the County Administrator or Development Manager to sign the necessary applications, agreements and other documentation necessary to administer this revenue sharing project.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

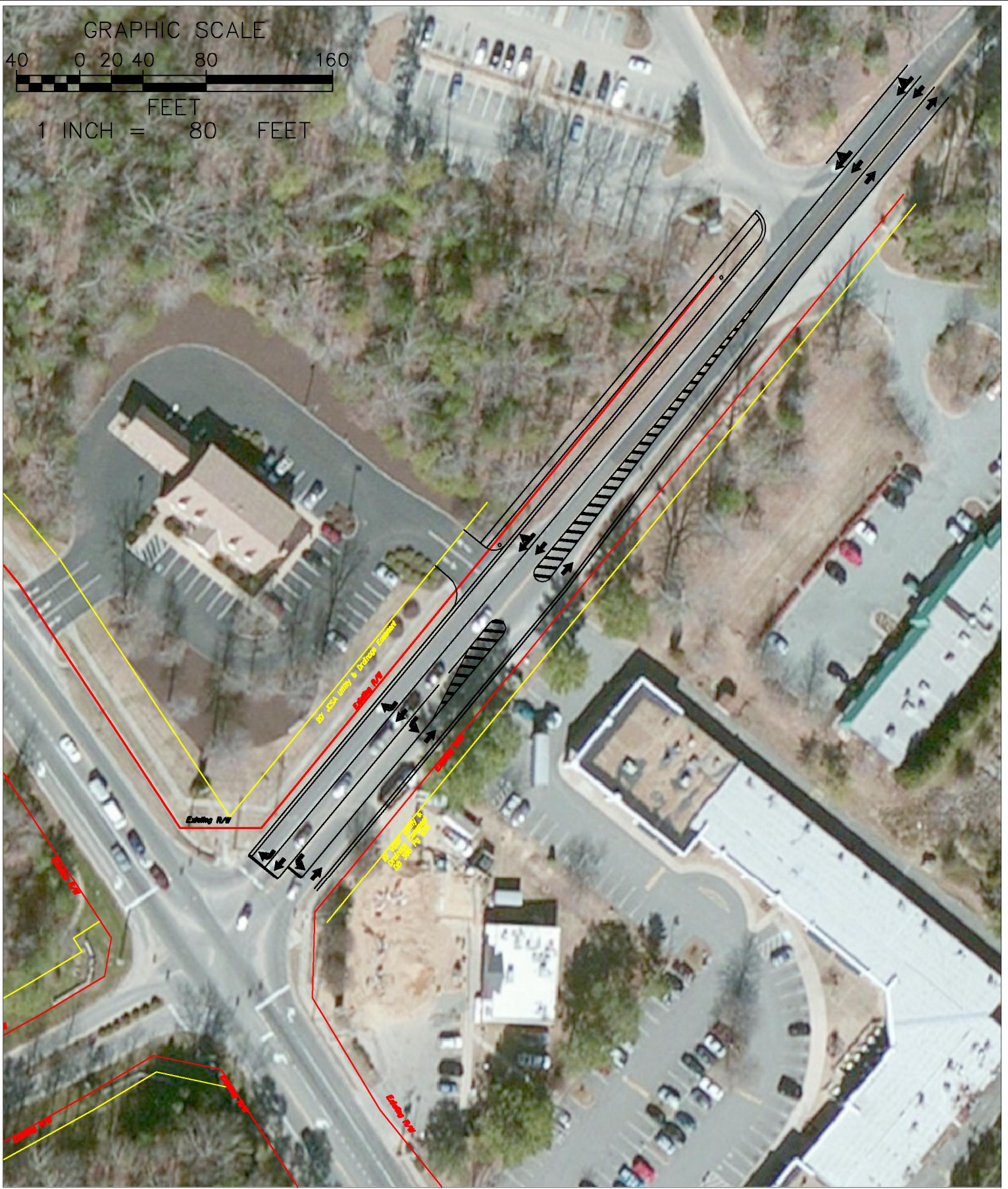
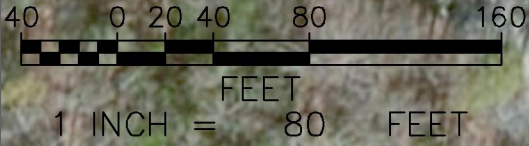
Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of October, 2015.

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Please read and understand this document without written authorization and approval by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

GRAPHIC SCALE



Olde Towne Road Turn Lane
Improvements
James City County, VA

- EXISTING RIGHT-OF-WAY (ROW)
- EXISTING EASEMENTS (JCSA & VDOT)

KHA PROJECT

DATE
9/23/2015

SCALE AS SHOWN

DESIGNED BY

DRAWN BY

CHECKED BY

ITEM SUMMARY

DATE: 10/27/2015
TO: The Board of Supervisors
FROM: Bryan J. Hill, County Administrator
SUBJECT: County Administrator's Report

ATTACHMENTS:

	Description	Type
▣	County Administrator's Report	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/20/2015 - 3:49 PM

MEMORANDUM

DATE: October 27, 2015
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 October 7, 2015 through October 20, 2015:

October 7, 2015 (Wednesday)

- Stakeholder Interview
- Met with Angie Gilliam, Director of Human Resources
- Met with economic development prospect and OED staff: Russell Seymour, Director of Economic Development and Kate Sipes, Assistant Director of Economic Development
- Attended Hampton Roads Planning District Commission CAO meeting in Newport News
- Met with Gary Massie King
- Video Shoot with Brett Lewis and Chris Williams, Communications Specialists

October 8, 2015 (Thursday)

- Attended Economic Development Authority meeting
- Met with Sue Mellen, Director of Financial and Management Services
- Met with Sandy Wanner, Interim Gloucester County Administrator
- Video Shoot with Brett Lewis and Chris Williams, Communications Specialists

October 12, 2015 (Monday)

- Met with Sue Mellen, Director of Financial and Management Services
- Met with Angie Gilliam, Director of Human Resources

October 13, 2015 (Tuesday)

- Attended WJCC Schools Foundation Breakfast
- Agenda Meeting
- Met with John Carnifax, Director of Parks and Recreation

October 14, 2015 (Wednesday)

- Met with Jody Puckett, Director of Communications, Brett Lewis and Chris Williams, Communications Specialists; Board of Supervisors meeting recap
- Met with John Horne, Director of General Services
- Met with Davenport and Sue Mellen, Director of Financial and Management Services
- Met with Diana Hutchens, Director of Community Services
- Met with Ryan Ashe, Interim Fire Chief

October 15, 2015 (Thursday)

- Attended HRPDC, HRTPO and HRTAC meeting; Chesapeake
- Met with Hal Diggs, Director of Colonial Community Corrections

October 16, 2015 (Friday)

- New Employee Orientation
- Met with Karen Riordan, GWCTA Director
- Conference Call with Clarion, strategic planning firm and Project Team
- Video Shoot (Board of Supervisors Meeting Recap) with Brett Lewis and Chris Williams, Communications Specialists

October 17, 2015 (Saturday)

- Attended Fire Station 2 Open House
- Attended Chickahominy Day Parade
- Speaking engagement: rhythm of Ireland Feis

October 19, 2015 (Monday)

- Met with Clarion and Project Team
- Attended Board of Supervisors work session with Clarion
- Attended Strategic Planning Advisory Group (SPAG) meeting with Clarion

October 20, 2015 (Tuesday)

- Meet and Greet Technical Advisory Group (TAG) and Clarion
- Attended State of the Art City, Newport News City event

BJH/nb

CARreport102715-mem

ITEM SUMMARY

DATE: 10/13/2015

TO: The Board of Supervisors

FROM: Frances C. Geissler, Stormwater Director

SUBJECT: Recommendation of a new committee member for the Stormwater Program Advisory Committee (SPAC)

ATTACHMENTS:

	Description	Type
▣	memorandum	Cover Memo
▣	Attachment A	Backup Material
▣	Attachment B	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Stormwater	Geissler, Fran	Approved	10/12/2015 - 9:37 AM
General Services	Horne, John	Approved	10/12/2015 - 9:39 AM
Publication Management	Burcham, Nan	Approved	10/12/2015 - 10:17 AM
Legal Review	Gowdy, Michelle	Approved	10/12/2015 - 1:31 PM
Board Secretary	Fellows, Teresa	Approved	10/12/2015 - 2:21 PM
Board Secretary	Kinsman, Adam	Approved	10/15/2015 - 9:32 AM
Board Secretary	Fellows, Teresa	Approved	10/16/2015 - 9:06 AM

ITEM SUMMARY

DATE: 10/27/2015
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 6:30 pm on November 10, 2015 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/14/2015 - 3:50 PM