

**A G E N D A**

**JAMES CITY COUNTY BOARD OF SUPERVISORS**

**READING FILE**

**September 22, 2009**

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**FOR YOUR INFORMATION**

1. Curbside Leaf Collection
2. Cable Franchise Renewal

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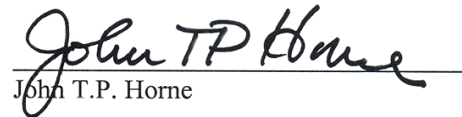
MEMORANDUM

DATE: September 22, 2009  
TO: Sanford B. Wanner, County Administrator  
FROM: John T. P. Horne, General Services Manager  
SUBJECT: Curbside Leaf Collection

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You requested that General Services investigate the probable cost of a curbside leaf collection program in 2009 consisting of one round of curbside collection. The Department has consulted with the contractor who has conducted the program for several years. The additional cost of adding this program would be approximately \$28,400. The program would consist of one round of curbside pickup in December 2009, prior to the holidays. The exact dates for each district would be determined later and communicated to the public with sufficient time for property owners to prepare.

With the current budget available for this service, the Department was planning to allow free drop-off of leaves at the Jolly Pond landfill site for certain time periods from November 2009 through January 2010. Even if the limited curbside collection is budgeted, staff will investigate this drop-off service and probably proceed. Minor disposal costs for that service can be handled within current budget allocations.

  
John T.P. Horne

JTPH/nb  
CurbsideLC\_mem

MEMORANDUM

DATE: September 22, 2009  
TO: The Board of Supervisors  
FROM: Leo P. Rogers, County Attorney  
Jody Puckett, Communications Director/Cable Administrator  
SUBJECT: Cable Franchise Renewal


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James City County has begun the process to renegotiate the franchise agreement with Cox Communications. We are targeting May 2010 as the completion date for a new cable franchise ordinance to be adopted by the Board of Supervisors. In addition, negotiations on the County's fiber contract with Cox Communications will take a parallel track using a similar target date.

A major component of the renewal negotiations is to obtain objective, empirical data through a community needs assessment. This will involve stakeholder groups and community feedback. The Cable Communications Committee has worked diligently to develop a community survey that will provide data on cable customer service, technical quality, and our public, education, and government (PEG) channels. The survey will be conducted in October 2009 and will be made available on-line and at County buildings as a mail-in survey. A public input meeting will be held late October as another opportunity for citizen feedback.

An additional internal stakeholder group representing public safety, Williamsburg-James City County Schools, libraries, Economic Development, Communications, Information Technology, and budget and finance will be formed to collect feedback and data on future needs of the fiber network and cable services.

Once feedback and data are collected, the County Attorney's office will enter into negotiations with Cox. See the attached key dates for an outline of the process.

  
Leo P. Rogers

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Jody Puckett

LPR/gb  
CableRenewal\_mem

Attachment

### Cox Franchise Renewal: Key Dates

**Target date for Cox Franchise renewal: May 25, 2010**

November 2008	Cable Communications Committee (CCC) begins review of quarterly Cox customer service records
July 2009	CCC begins process for community needs assessment; meets with County Attorney; reviews key dates; adopts meeting calendar; organize working groups
September 2009	Cox submits 1 <sup>st</sup> draft franchise proposal
September – April 2010	Franchise negotiations & stakeholder groups ongoing
September 9, 2009*	CCC finalizes community needs assessment and publicity plan; Cox reports to cable committee on state of the industry and future Peninsula business plans
September 22, 2009	Franchise renewal and community needs survey plan submitted for Board of Supervisors (BOS)
October 2009	CCC implements customer feedback/community needs assessment survey plan
October/November 2009	Community needs assessment survey implemented
November/December 2009*	CCC reviews community needs survey results
January 13, 2010*	Community needs report completed for BOS and reviewed by CCC
January 26, 2010	Community needs assessment report to BOS
January 2010	JCC County Attorney's office begins franchise negotiations
March 10, 2010*	Franchise renewal update to CCC
May 12, 2010*	CCC reviews final franchise agreement/ordinance
May 25, 2010	BOS adopts franchise ordinance

\* denotes CCC meeting as adopted

9/15/2009