



MEMORANDUM

Date: August 14, 2015
To: Records Management
From: The Policy Committee
Subject: Policy Committee Minutes: 2/15/2013

The following minutes for the Policy Committee of James City County dated 2/15/2013 are missing an approval date and were either never voted on or never presented for approval in the year surrounding these meetings.

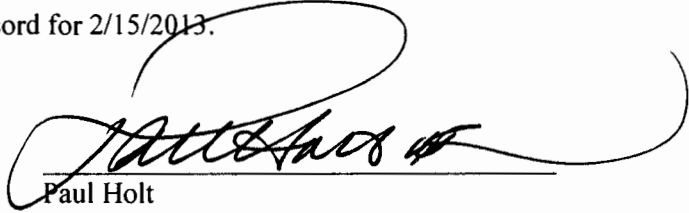
These minutes, to the best of my knowledge, are the official minutes for the 2/15/2013 Policy Committee meeting.

They were APPROVED by the current Policy Committee at the August 13, 2015 meeting.

Please accept these minutes as the official record for 2/15/2013.



John Wright
Chair



Paul Holt
Secretary

POLICY COMMITTEE MEETING

December 5, 2013

3:00 p.m.

County Government Center, Building A

1.) Roll Call

Present

Ms. Robin Bledsoe

Mr. Rich Krapf

Mr. Al Woods

Staff Present

Mr. Paul Holt

Ms. Tammy Rosario

Mr. Luke Vinciguerra

Ms. Beth Klapper

Guests Present

Ms. Brittany Voll

Absent

Mr. Tim O'Connor

Ms. Robin Bledsoe called the meeting to order at 3:00 p.m.

3.) Old Business – FY15 Capital Improvements Program (CIP) Requests

Mr. Luke Vinciguerra inquired whether the Committee had reviewed the minutes from the December 2, 2013 meeting.

The Committee noted that they had not had sufficient time to review the minutes and would prefer to hold approval of the minutes until the January 2014 meeting.

Mr. Krapf requested that the Committee discuss the process for ranking requests where the funding is not being requested for out years rather than the upcoming fiscal year.

Ms. Bledsoe suggested holding the discussion on processes at the conclusion of the meeting.

The Committee concurred.

Mr. Vinciguerra stated that he had compiled the Committee's individual scores in a spreadsheet and developed an average score for each project. Mr. Vinciguerra further stated that the projects were then ranked based on the average score and ranked accordingly to identify the top 10 projects.

Mr. Vinciguerra recommended that the Committee review those projects where there was a large discrepancy in the scores. Mr. Vinciguerra requested that the Committee also confirm the top 10 projects that the Planning Commission will recommend to the Board of Supervisors.

The Committee discussed its individual rankings and scores.

Ms. Bledsoe noted that Stormwater Neighborhood Drainage Improvements was ranked number one.

Mr. Woods noted that the project incorporates regulatory requirements, quality of life and safety.

Mr. Krapf noted that the project had significant positive implications for compliance with the Chesapeake Bay Act.

Ms. Bledsoe noted that Mr. O'Connor had voiced concern over whether the neighborhood home owners associations (HOA) were carrying their fair share of the responsibilities.

Mr. Krapf noted that those concerns had been addressed during the presentation. Mr. Krapf further noted that only one potential concern with an HOA had been identified.

Mr. Woods noted that HOA's varied greatly in the scope of their neighborhood oversight.

Ms. Bledsoe noted that many of the neighborhoods identified for the project are older and have drainage systems that are very different from newer developments.

Mr. Krapf stated that he would like to review the scores for the 3-1-1 system and the Content Management System (CMS).

The Committee discussed whether the two systems depended on each other. It was noted that the CMS can exist without 3-1-1, but 3-1-1 cannot exist without the CMS.

The Committee noted that there were individual scores lacking for several projects. Scores were provided and staff updated the rankings.

Mr. Krapf noted that the Rec. Center Outdoor Restrooms and Concession Stands application was included in the top 10 projects; however, the Hornsby/Blayton Restrooms and Concession Stands application was not. Mr. Krapf further noted that the two applications seemed identical and inquired what accounted for the difference.

Ms. Bledsoe noted that she had made a distinction between one venue being public and the other being WJCC School property. Ms. Bledsoe further noted that it appeared that the Rec. Center would have more use.

Mr. Krapf noted that although the Hornsby/Blayton athletic fields are located on school property, they fall under Parks and Recreation and are open to the public.

Ms. Bledsoe stated that if a choice had to be made between the two facilities, she felt that the Rec. Center would be more important geographically and for accessibility.

Mr. Krapf noted that many of the projects were related to promoting sports tourism.

Ms. Bledsoe noted that she believed those projects should be rated higher.

Ms. Rosario noted that providing additional facilities for the Hornsby/Blayton athletic fields would make it possible to shift the local leagues to those locations when the Warhill Sports complex was in use for large tournaments.

Ms. Bledsoe noted that she would still give priority to the Rec. Center Facilities.

Ms. Rosario stated that the objective was not for everyone to have the same score, but to be certain that no details were overlooked that might affect an individual score.

Mr. Krapf stated that he had concerns over American Disability Act (ADA) issues where porta johns are in use.

Mr. Woods stated that he was not aware that public facilities could be developed without making ADA accommodations.

Mr. McDonald stated that new construction must meet ADA standards.

Mr. Woods noted that Hornsby/Blayton facility is relatively new.

Mr. McDonald stated that ADA does not require a restroom; however, if one is installed it must be ADA compliant.

Mr. Woods noted that by installing porta johns, the County is acknowledging the need for a restroom.

Mr. Krapf inquired whether ADA compliant porta johns available.

Mr. McDonald noted that they exist but was not certain if they were being used at the Hornsby/Blayton location.

Mr. Woods and Mr. Krapf noted that they had scored the Hornby/Blayton project higher because of the need for regulatory compliance.

Mr. McDonald stated that, for comparison, there are seven athletic fields at the Hornsby/Blayton complex and four at the Rec. Center. Mr. McDonald stated that because of the Rec. Center operating hours, there is greater access to indoor restroom facilities. Mr. McDonald stated that the fields at the Hornsby/Blayton complex are primarily used by youth leagues where the Rec. Center athletic fields are used by both adult and youth leagues. Mr. McDonald further stated that Parks and Recreation would hold the need for concession stands equal for both facilities as youth leagues would be able to raise funds for their programs through the concession sales.

Following the discussion, Ms. Bledsoe provided staff with updated scores for the Hornsby/Blayton Restrooms and Concession Stands. Ms. Bledsoe also provided updated scores for the Mid County Park Phase 2 application.

Mr. Woods inquired if there were any projects that did not rank in the top 10 that the Committee might wish to review.

Mr. Krapf noted that he would like the Committee to discuss the Automatic Vehicle Locator application and the Building D Video Broadcast Package application.

Mr. Krapf stated that, in regard to the video broadcast package, it would be helpful to have the capability to do remote broadcasts. Mr. Krapf also noted the equipment would be available for use in an emergency.

Mr. McDonald noted that currently there is no broadcast capability in Building D and that the Broadcast Equipment Package was for new equipment rather than replacement of existing equipment.

Ms. Bledsoe requested that the Committee confirm the projects that should be in the top 10.

The Committee agreed that Stormwater Neighborhood Drainage, Local Transportation Match, Automatic Vehicle Locator, Shelter Generator, Chickahominy Riverfront Park Shore Stabilization, New Middle School, Mid County Park Phase 2 should be in the top 10.

The Committee then discussed several of the applications including the Parks and Recreation Administrative Offices, the General Services Building and the Hornsby/Blayton Restrooms and Concession Stands.

Mr. Woods inquired whether the need for the Parks and Recreation Administrative Offices and the General Services Building was because they are sharing the same space.

Mr. McDonald stated that these are two separate buildings.

Mr. Woods inquired whether the buildings are dilapidated.

Ms. Rosario stated that Parks and Recreation is currently occupying space in the Business and Technology Incubator and needs to move. Ms. Rosario noted that the Stormwater Division also has offices on Palmer Lane and that General Services has other facilities on Tewning Road. Ms. Rosario further noted that there are several ways the options could play out.

Mr. Woods inquired whether the facilities are adequate.

Ms. Rosario responded that the facilities on Tewning Road are outdated and inadequate.

Mr. McDonald noted that the application for the Parks and Recreation Administrative Offices was initially a proposal for an operations center at the Warhill Complex and which included the administrative offices.

Mr. Krapf stated that he believes if the Parks and Rec. Center Restrooms and Concession Stands application ranked in the top 10, then the Hornsby/Blayton Restrooms and Concession Stands should also be included.

After further discussion, it was determined that the Hornsby/Blayton Restrooms and Concession Stands were planned for FY18 and that the Parks and Rec. Center Restrooms and Concession Stands, the Parks and Recreation Administrative Offices and the General Services Building were planned to move forward more quickly. Mr. Krapf noted that this made a difference in the priority because there would be an opportunity for projects planned for out years to apply for funding again during the next CIP process.

Ms. Rosario noted that the Committee had also asked to discuss the 3-1-1 System application and the CMS application.

Mr. Woods inquired whether the Committee could submit more than 10 recommended projects.

Ms. Rosario stated that the Committee could submit recommendations for more projects if that would best reflect the needs of the community.

Mr. Krapf stated that he would consider moving the CMS to the top 10 because there are currently no metrics to track citizen calls. Mr. Krapf further stated that he believed the system would result in better customer service and would assist staff in determining work priorities.

Ms. Bledsoe inquired if the Committee wanted to move up the CMS separate from the 3-1-1 system.

Mr. Krapf stated that he would be in agreement.

Ms. Rosario suggested that CMS be ranked 13 and 3-1-1 ranked 14.

Mr. Woods requested that the Committee discuss the Olde Towne Trail application.

Mr. Vinciguerra noted that there was a Special Use Permit "SUP" condition that the Olde Towne Timeshares build the portion of the trail that went around its property.

Mr. Woods inquired if it was necessary for that condition to be fulfilled before proceeding with further development.

Mr. Vinciguerra stated that the SUP condition must be fulfilled when a certain number of units were built and that the development was close to reaching that milestone.

Mr. Woods inquired if the portion of trail to be built by the Olde Towne Timeshares would affect the priority of the remainder of the trail.

Ms. Bledsoe inquired where the potential improvements along Longhill Road would intersect with the Olde Towne Trail. Ms. Bledsoe further inquired if funding for a portion of the Olde Towne Trail might be incorporated in the Longhill Road project.

Ms. Rosario stated that it would be unlikely for road project funds to include the trail.

Mr. McDonald noted that one of the challenges is that the trail will need to cross Route 199.

Ms. Bledsoe inquired if the trail was intended as recreational or to connect the Rec. center to the Warhill Complex.

Mr. McDonald stated that the purpose was to create a connection to the Warhill Sports Complex primarily using the power line utility easement.

Mr. Krapf stated that he had given special consideration to the Olde Towne Trail application because of the obligation for the Olde Towne Timeshares to construct its portion but did not feel that the cost was not justified in light of the other priorities.

The Committee concurred that it was satisfied with the current ranking of the Olde Towne Trail application.

Mr. Krapf inquired if staff felt that the Committee had missed any projects that should be in the list of recommended projects.

Mr. McDonald noted that the future of many of the projects would depend on whether funding would be allocated in the budget process.

At Ms. Bledsoe's request, the Committee reviewed the project rankings.

Mr. Woods inquired whether the existing technology use by Police and Fire in vehicles could be used in place of the Automatic Vehicle Locator.

Mr. McDonald responded that the mobile data terminals (MDT) are tied to secure systems and that it might not be possible to incorporate other technology without compromising those systems. Mr. McDonald stated that the radio equipment and cell phones had locator technology; however, that might not be sufficient.

Mr. Woods stated that a note should be added to determine if existing technology could fill the need of the Automatic Vehicle Locator.

Ms. Bledsoe inquired if the Automatic Vehicle Locator allowed the dispatchers to determine where a vehicle was located in relation to an incoming call for assistance.

Mr. McDonald confirmed and stated that the current technology could only identify the nearest fire station.

Ms. Bledsoe inquired whether the system would allow identification of response vehicles from adjacent localities.

Mr. McDonald stated that the County often coordinated with York county and the City of Williamsburg.

Mr. McDonald also noted that the system identified trends and would allow repositioning of vehicles based on those trends.

Mr. Krapf noted that there was also a feature that would reduce the amount of time a police officer spent filling out a traffic citation.

Mr. Woods determined that no note was needed.

After reviewing the top 13 projects, the Committee decided to recommend the following project applications: Stormwater Neighborhood Drainage, Local Transportation Match, Automatic Vehicle Locator, Shelter Generator at the Abram Frink, Jr. Community Center, Chickahominy Riverfront Park Shore Stabilization, New Middle School, Fiber Optic Ring Phase 2, Greenways/Trails, Mid County Park Phase 2, Rec Center Outdoor Restroom and Concession Stands, General Services Building, Parks & Recreation Administrative Offices and the Content Management System.

Ms. Bledsoe requested that the Committee discuss the CIP review process.

Ms. Bledsoe noted that the applications should be labeled to correspond with the designation on the list of applications.

Mr. Krapf noted it would be helpful to determine if there was a need to rank those applications that request funds three fiscal years in the future. Mr. Krapf inquired if there was a reason that agencies submit requests in advance of when the funds are needed and if it would create a problem to reduce the ranking pool to current and next year projects.

Mr. McDonald noted that the advantage to seeing the future year funding requests is that the Committee would be able to recommend advancing the schedule for projects that it believes should be implemented sooner.

Ms. Bledsoe inquired whether it would be helpful to know which projects from prior years actually received funding.

The Committee discussed the benefits of knowing whether the recommended projects received funding and determined that the role of the Committee is to review and rank projects on fulfilling Comprehensive Plan goals and on community need.

After further discussion, the Committee and staff determined that it would be helpful to review requests for future year funding; however, unless the committee identified a project should be accelerated, was not necessary to rank those projects.

Mr. Krapf noted that applications should include a statement outlining current situation, requested change, need for the change and benefit. Mr. Krapf further noted that this format should be a standardized part of the narrative.

Ms. Bledsoe clarified that the application for a project submitted to the ranking pool would not be considered complete without the narrative.


Ms. Bledsoe noted that it would be helpful for the Committee to see the compiled scores/rankings prior to the meeting so that the members could identify items for discussion in advance.

4.) **New Business**

There was no new business to discuss.

5.) **Adjournment**

The meeting was adjourned at 4:35 p.m.



Robin Bledsoe, Chair of the Policy Committee