

# **A G E N D A**

## **JAMES CITY COUNTY BOARD OF SUPERVISORS**

### **READING FILE**

**April 10, 2007**

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#### **FOR YOUR INFORMATION**

1. Review of the FY 2008-12 Capital Improvements Program
  - a. Policy Committee FY 2008-12 Capital Improvement Plan Rankings (Spreadsheet)
  - b. Unapproved Planning Commission Minutes from March 7, 2007, Planning Commission Meeting
  - c. Policy Committee Meeting Minutes - FY 2008-12 CIP (Attachments 2-A through 2-E)
  - d. Policy Committee Comments related to FY 2008-12 CIP Projects
  - e. Financial Management Services (FMS) Spreadsheet of FY 2008-12 CIP (excludes JCSA projects)
  - f. Summaries of FY 2008-12 CIP Projects (excluding JCSA and WJCC Schools projects)
  - g. CIP Rating System Sheet (JCC Planning Staff Numerical Scoring Sheet)
  - h. Summary of JCSA FY 2008-12 CIP Projects
  - i. JCSA FY 2008-12 CIP Project Priority Rankings
  - j. Budget Item Request Letter from James City County Concerned Citizens
  - k. Summaries of FY 2008-12 WJCC School Board CIP Projects (under separate cover)
  
2. Support Material for Agenda Item No. G-1c: Virginia State Code Ann. § 15.2-2114. Regulation of stormwater

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MEMORANDUM

DATE: April 10, 2007  
TO: The Board of Supervisors  
FROM: David W. German, Planner  
SUBJECT: FY 2008–12 Capital Improvements Program (CIP)

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After a series of meetings to discuss and rank Capital Improvements Program (CIP) requests, the Policy Committee, in conjunction with Planning staff, is forwarding its recommendations for the Fiscal Years 2008–12 CIP to the Planning Commission. In addition to a project’s ranking, the Policy Committee includes specific recommendations and comments in some instances. These additional comments and recommendations are included in a separate addendum to this memorandum. In general, the Policy Committee upgraded the priority of projects related to emergency response, school safety, and basic facility maintenance. By contrast, the Committee deemed the priority for several Parks and Recreation projects, parking lot expansions, and facilities requiring new public buildings as being lower overall than other projects in the FY 08 CIP.

The staff ranking system for CIP requests emphasizes service needs and conformance to the Comprehensive Plan and other approved County Plans and Policies (e.g., the Master Water and Sewer Plan). A sample rating sheet is attached for your reference. This ranking system generates a numerical ranking for each project, which is then provided to the Policy Committee for its analysis. This year, the decision was made that all projects that were repair, maintenance, replacement, refurbishment, functional upgrade, or safety items would not be numerically ranked by staff, but would, instead, be designated “MAINT,” (an abbreviation for “Maintenance”). Staff’s numerical scores, once calculated, were provided to the Policy Committee members for their consideration and to assist them in ranking the projects. Please note that this objective ranking system does not account for all factors that may influence a project’s priority. For instance, the Policy Committee was mindful of priorities established by specific departments, as outlined in applicant presentations.

All projects, receiving a high-priority designation to either support or implement the adopted Comprehensive Plan, are needed for necessary maintenance of existing facilities, or are related to specific safety issues. Projects receiving medium-priority designations may not specifically support the Comprehensive Plan, but require particular consideration due to State or Federal regulations, contractual obligations, or may be seen as complements to County policy or departmental goals and objectives. Projects receiving a low-priority designation may require further scrutiny to determine their standing within the Capital Improvements Program.

The attached report contains a summary of CIP project rankings and descriptions of the proposed projects. As stated in years past, Operating Contribution category requests are for various projects that do not result directly in a physical county asset, but are major expenditures that support the CIP.

There have been several changes in the CIP review process from the previous year at the request of the Policy Committee and the Department of Financial and Management Services. Previously only projects requesting funds for the upcoming fiscal year received a priority ranking. This year, however, all non-JCSA projects were assigned a priority ranking. Secondly, in the past, all CIP project priority rankings were combined in one overall master list, while this year projects are separated and ranked by division. Finally, as outlined previously, all general repair, maintenance, replacement, refurbishment, functional upgrade, or safety item projects for FY 08–12 are specifically denoted from all other CIP projects as “MAINT” in the *Planning Division’s Score* column of the CIP Ranking Spreadsheet.

Williamsburg-James City County Public Schools projects were broken up by the School Board into four tiers which categorize the projects as *Health and Safety Issues* (Tier I), *Growth and Maintenance* (Tier II), *Projects that support and/or enhance the learning process* (Tier III), and *Other projects important to the mission of the schools* (Tier IV). Many of the School Board projects received the "MAINT" designation, as they called for refurbishments, repairs, or other maintenance or safety expenditures. All of the Tier I projects, and most of the Tier II projects received high-priority rankings from the Policy Committee. Tier III and Tier IV projects saw a mixture of high-, medium-, and low-priority rankings.

**Proposed Changes Made Since Planning Commission Meeting:**

At the March 7, 2007, Planning Commission Meeting, a group called James City County Concerned Citizens spoke about its concerns regarding draining and flooding issues in the St. George's Hundred and the Jamestown 1607 subdivisions. The group requested that the Planning Commission and the Board of Supervisors approve funding for studying and correcting the problems, and prepare a letter addressed to County Administrator Sandy Wanner outlining its concerns. The Planning Commission asked that the letter be included as an attachment in the packet being presented to the Board of Supervisors as part of its recommendation to the Board, but did not rank the requests.

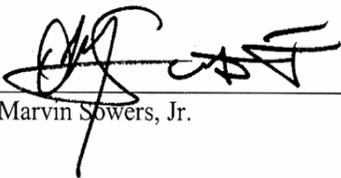
**RECOMMENDATION:**

On March 7, 2007, the Planning Commission voted 7-0 to approve the FY08-12 CIP Rankings prepared by the Policy Committee, as outlined in this memo and its attachments. For the purpose of assisting in the preparation of the budget, the Planning Commission, Policy Committee, and Planning staff recommend that the Board of Supervisors accept the Capital Improvements Program rankings, as summarized in the attached report.

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David W. German

CONCUR:



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O. Marvin Sowers, Jr.

DWG/gb  
FY08-12CIP.mem

Attachments:

1. Policy Committee FY 08-12 Capital Improvement Plan Rankings (Spreadsheet)
2. Unapproved Planning Commission Minutes from March 7 Planning Commission Meeting
3. Policy Committee Meeting Minutes-FY 08-12 CIP (Attachments 2-A through 2-E)
4. Policy Committee Comments related to FY 08-12 CIP Projects
5. Financial Management Services (FMS) Spreadsheet of FY 08-12 CIP (excludes JCSA projects)
6. Summaries of FY 08-12 CIP Projects (excluding JCSA and WJCC Schools projects)
7. CIP Rating System Sheet (JCC Planning Staff Numerical Scoring Sheet)
8. Summary of JCSA FY 08-12 CIP Projects
9. JCSA FY 08-12 CIP Project Priority Rankings
10. Budget Item Request Letter from James City County Concerned Citizens
11. Summaries of FY 08 - 12 WJCC School Board CIP Projects (under separate cover)

### FY08 - CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

ID#:	Project Name:	Applying Agency's Ranking:	Planning Division's Score:	Last Year's PC Priority:	Current PC Ranking (FY08):
#1	Warhill Gymnasium*	1 of 10	85	Low	Medium
#2	JCWCC Parking Expansion	2 of 10	70	High	High
#3	Chick River Park Infrastructure	3 of 10	60	NEW	High
#4	Mid County Park Building	4 of 10	60	Medium	Low
#5	Mid County Park Parking	5 of 10	60	Medium	Low
#6	JCWCC Field Restroom	6 of 10	50	Medium	Low
#7	JCWCC Field Playground	7 of 10	55	Medium	Low
#8	Mid-County Park Playground	8 of 10	60	Medium	High
#9	JCWCC Fitness Expansion	9 of 10	70	High	Medium
#10	Upper County Park Restroom	10 of 10	55	Medium	Low
#1	Knuckle boom Truck	1 of 17	25	NEW	High
#2	HSC Generator	2 of 17	30	NEW	High
#3	Courthouse Drainage Repairs	3 of 17	MAINT	NEW	High
#4	JCW Comm Ctr Renovation*	4 of 17	MAINT	High	High
#5	Emerg Operations Ctr HVAC	5 of 17	MAINT	NEW	High
#6	Replace Building C	6 of 17	65	NEW	High
#7	Refurb Satellite Office (DMV)	7 of 17	MAINT	NEW	High
#8	Warhill Maintenance Facility	8 of 17	50	NEW	High
#9	General Services Building	9 of 17	50	Low	Low
#10	Landfill Access/Road	10 of 17	40	NEW	Low
#11	HSC Boiler/Parking	11 of 17	MAINT	NEW	Medium
#12	JCW Comm Ctr Parking Overlay	12 of 17	MAINT	NEW	Medium
#13	Pave Gravel Lots - Parks	13 of 17	MAINT	NEW	Low
#14	JCW Comm Ctr Soccer Refurbishment	14 of 17	MAINT	NEW	Low
#15	LEC Parking Expansion	15 of 17	NO APP	NEW	Low
#16	FS # 3 HVAC System	16 of 17	MAINT	NEW	Low
#17	Building D Air Handling Unit	17 of 17	MAINT	NEW	Low

LEGEND:
PARKS AND RECREATION
GENERAL SERVICES
PUBLIC SAFETY
OTHERS
SCHOOLS

**MAINT = Maintenance, Replacement, Functional Upgrade, Refurbishment, or Safety Item**

**NO APP = No Application Received; Planning Division Ranking Not Possible**

**\* = Received Funding in Prior Year(s)**

<b>Total Items This Page =</b>	<b>27</b>
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ID#:	Project Name:	Applying Agency's Ranking:	Planning Division's Score:	Last Year's PC Priority:	Current PC Ranking (FY08):
#1	Mobile Data Terminals*	P 1 of 2	35	High	High
#2	Ambulance Replacement	F 1 of 5	MAINT	Low	High
#3	Ambulance Replacement	F 1 of 5	MAINT	Low	High
#4	Ambulance Replacement	F 1 of 5	MAINT	Low	High
#5	Law Enforcement Center Generator	F 5 of 5	NO APP (60)	High	High
#6	Engine Pumper/Quint Replacement	F 2 of 5	30	Low	High
#7	Fire Station No.4 Replacement	F 4 of 5	65	Medium	Medium
#8	Public Safety Building	P 2 of 2	75	High	Medium
#9	Heavy Rescue Truck and Trailer	F 3 of 5	25	Low	Low
#1	Bikeways and Multi-Use Paths	1 of 3	65	Not Ranked	High
#2	Greenspace/PDRs*	Unranked	NO APP	Not Ranked	High
#3	Water Quality*	2 of 3	65	Not Ranked	High
#4	Road Improvements	3 of 3	50	Not Ranked	Low
#5	Crossroads Youth Home*	Unranked	NO APP (60)	Medium	High
#6	M.A.N. Fiber Investment*	Unranked	NO APP (55)	Medium	Medium
#7	Personnel / FMS Payroll Software	1 of 1	MAINT	<b>NEW</b>	High
#8	Technology Upgrades*	Unranked	NO APP	Not Ranked	Medium
#9	Third Library	1 of 1	55	Low	Low
CLARA BYRD BAKER ELEMENTARY SCHOOL					
#1	HVAC	T2 - 1	MAINT	Medium	High
#2	Parking Lot Expansion	T3	50	Low	Low
#3	Roof	T2 - 5	MAINT	Medium	High
#4	Retaining Wall	T2 - 9	MAINT	<b>NEW</b>	High
D.J. MONTAGUE ELEMENTARY SCHOOL					
#5	HVAC	T2 - 2	MAINT	Medium	High
#6	Roof	T2 - 14	MAINT	Medium	High
#7	Parking Lot Expansion	T3	50	<b>NEW</b>	Low
NORGE ELEMENTARY SCHOOL					
#8	Parking Lot Resurfacing	T2 - 7	MAINT	Medium	Medium
STONEHOUSE ELEMENTARY SCHOOL					
#9	Fiber Network	T2 - 6	MAINT	<b>NEW</b>	High
#10	Sports Field Lights	T4	45	<b>NEW</b>	High
#11	Bus Loop Canopy	T2 - 15	45	Medium	Low

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ID#:	Project Name:	Applying Agency's Ranking:	Planning Division's Score:	Last Year's PC Priority:	Current PC Ranking (FY08):
<b>MATTHEW WHALEY ELEMENTARY SCHOOL</b>					
#12	Replace Cupolas	T1 - 5	MAINT	High	High
#13	Auditorium Ceiling	T2 - 3	MAINT	Medium	High
#14	Attic Insulation	T2 - 3	MAINT	Medium	High
#15	Doors and Painting	T2 - 3	MAINT	Medium	High
#16	Refurbishment	T2 - 3	MAINT	Medium	High
<b>BERKELEY MIDDLE SCHOOL</b>					
#17	Auditorium	T2 - 4	MAINT	Medium	High
#18	Restrooms	T2 - 4	MAINT	Medium	High
#19	Roof	T2 - 8	MAINT	Medium	High
#20	HVAC	T2 - 12	MAINT	Medium	High
#21	Locker Rooms	T2 - 12	MAINT	Medium	High
#22	Refurbishment	T2 - 12	MAINT	Medium	High
<b>JAMES BLAIR MIDDLE SCHOOL</b>					
#23	Replace Fuel Tanks	T1 - 3	MAINT	<b>NEW</b>	High
#24	Hockey / Soccer Field Irrigation	T2 - 10	50	<b>NEW</b>	Medium
#25	HVAC	T2 - 13	MAINT	Medium	High
#26	Refurbishment	T2 - 13	MAINT	Medium	High
#27	Bus Parking Lot Resurfacing	T3	MAINT	Low	Low
<b>COOLEY FIELD</b>					
#28	Lighting	T2 - 11	50	Medium	High
#29	Renovations	T2 - 11	MAINT	Medium	High
#30	Turf Field	T4	50	<b>NEW</b>	High
<b>TOANO MIDDLE SCHOOL</b>					
#31	Field Lighting	T4	45	<b>NEW</b>	High
<b>JAMESTOWN HIGH SCHOOL</b>					
#32	Multi-Use Space	T3	50	High	High
#33	Refurbish Locker Rooms	T3	MAINT	<b>NEW</b>	High
#34	Gym Lighting	T1 - 4	MAINT	<b>NEW</b>	High
#35	A/C - Auditorium	T3	MAINT	Low	High
#36	Refurbishment	T3	MAINT	<b>NEW</b>	High
#37	Field Lights	T4	45	<b>NEW</b>	High
#38	Food Court / Kitchen Refurbishment	T4	MAINT	Low	Low

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ID#:	Project Name:	Applying Agency's Ranking:	Planning Division's Score:	Last Year's PC Priority:	Current PC Ranking (FY08):
<b>LAFAYETTE HIGH SCHOOL</b>					
#39	Multi-Use Space	T3	50	High	High
#40	Exterior Painting	T3	MAINT	<b>NEW</b>	High
#41	Refurbish Practice Field	T3	MAINT	<b>NEW</b>	High
#42	Refurbishment	T3	MAINT	Medium	High
#43	Food Court / Kitchen Refurbishment	T4	MAINT	Low	Low
#44	Science Pavilions	T4	45	Low	Low
#45	Walkway to Warhill	T4	45	<b>NEW</b>	High
<b>WARHILL HIGH SCHOOL</b>					
#46	Multi-Use Space	T3	50	<b>NEW</b>	High
<b>SCHOOL DIVISION</b>					
#47	Rapid Responder	T1 - 1	MAINT	<b>NEW</b>	High
#48	Elevator Panels	T1 - 2	MAINT	<b>NEW</b>	High
#49	Safety Issues	T1 - 6	MAINT	<b>NEW</b>	High
#50	ADA Doors	T1 - 7	MAINT	<b>NEW</b>	High
#51	Resurface Parking Lots	T3	MAINT	<b>NEW</b>	Medium
#52	Technology Upgrade Project	Unranked	MAINT	<b>NEW</b>	Medium
#53	4th High School Site	T2 - 17	45	<b>NEW</b>	High
#54	4th Middle School*	Unranked	60	Low	High
#55	9th Elementary School*	Unranked	60	Low	High
#56	Central Office/Student Services	Unranked	35	Medium	Low

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**Notes:**

- A.) Money has been set aside for the 4th Middle School and 9th Elementary school sites, but not the buildings.
- B.) The County has funded certain replacement items before (e.g., replacement ambulances) that may not be specifically funded (yet) in FY08.
- C.) The County has funded Greenspace, Bikeways / Multi-use Paths, and PDR acquisitions in previous CIP budgets (FY07 and/or earlier).

**UNAPPROVED MINUTES OF THE MARCH 7, 2007 MEETING  
OF THE PLANNING COMMISSION**

Capital Improvements Program (CIP)

Mr. David German presented the staff report stating that Staff was forwarding recommendations for the 2008-2012 CIP. He said that following discussions with the Policy Committee, each program was given a numerical ranking based on how well it met current and future needs, matched Comprehensive Plan goals, or supported other County initiatives. Based on the numerical scores provided by Staff, presentations from applicants, and discussions held by the Policy Committee, priority rankings of high, medium, or low were assigned to each application by the Policy Committee members. Mr. German stated that items in a new category, Maintenance, were not ranked since they were not seeking to create a new asset or fund a new program, but were, instead, to provide for maintenance of existing County programs and facilities.

Mr. Billups asked for clarification of the concept “new” and how priority rankings were decided.

Mr. German stated that each program was evaluated on its own merit and the category “new” referred to items completely new to the CIP program.

Mr. Obadal asked that the drainage improvements requested by citizens earlier in the meeting be added to the list.

Mr. Kennedy stated that Board of Supervisors action would be required, but asked that the minutes reflect the request.

Mr. Obadal stated his desire that the citizen-requested drainage improvements be added to CIP recommendations as well as reflected in the minutes.

Mr. Kennedy stated that Ms. Kadec’s letter requesting funding for storm water management would be made a part of the record.

Mr. Billups suggested that the drainage improvements be included in the new category, Maintenance.

Mr. Sowers stated that he thought it best that the request be forwarded to the Board with an explanation that it was not submitted in time for representatives of the various departments to review or for the Policy Committee to rank.

Mr. Billups stated that the Commissions’ recommendations are tentative in nature anyway and suggested they be added to the list for the appropriate agency.

Ms. Jones stated her frustration that citizens’ requests be necessary for County action to be taken. She stated that she lives in Jamestown 1607, and has previously been flooded and had to move out during repairs to her home.

Mr. Obadal said he was okay with letters being forwarded along with the CIP; however, he wanted to be certain that the citizen-requested drainage improvements issue is highlighted for the Board, along with the other CIP recommendations.

Mr. Sowers agreed to do so.

Mr. Obadal recommended high ranking for the citizen-requested drainage improvements as well, as did Ms Jones and Mr. Billups.

Mr. Kennedy opened the public hearing.

Mr. Bill Geib, 104 Alwoodley, suggested that the accompanying visual aides be larger and easier to read.

Mr. Sowers stated that the information is available on the County's website and in the Planning office.

Hearing no other requests the public hearing was closed.

Mr. Krapf motioned to approve the recommendations as amended.

Ms. Jones seconded the motion.

In a unanimous voice vote the recommendations were approved (7-0).

**POLICY COMMITTEE MEETING**

*CIP FY08-Review of Applications*

**February 08, 2007, 10:00AM, Building E Conference Room**

**A. Roll Call**

**PRESENT:**

Mr. Jack Fraley  
Mr. Richard Krapf  
Mr. Tony Obadal  
Ms. Mary Jones

**ABSENT:**

**OTHERS PRESENT:**

Ms. Sue Mellen, Director of Budget and Finance  
Mr. John McDonald, Manager of FMS  
Mr. John Horne, Development Manager  
Mr. Matthew Smolnik, Senior Planner  
Ms. Kate Sipes, Planner  
Mr. David German, Planner  
Mr. Don Davis, Principal Planner

**B. Minutes**

Mr. Fraley opened the meeting by introducing Mr. Krapf, a new member to the Planning Commission and to the Policy Committee (“Committee”). Mr. Fraley then turned the meeting over to Mr. German.

Mr. German asked how the Committee would like to handle the approval of the minutes from the last Policy Committee meeting (of 13 December 2006) with former members of the Committee. The Committee decided that Mr. German should E-mail the minutes to the former Committee members to review and approve.

Mr. German gave an overview of the process and of the responsibilities of the Policy Committee which included a memorandum from County Administrator Sandy Wanner outlining the responsibilities of the Capital Improvement Program Committee. Mr. German then went on to explain the ranking process for projects submitted to the Committee. It was also stated that some departments did not provide departmental rankings, and that all applicants could be asked to attend a future CIP meeting to provide insight into their requests, and to explain their priorities. Mr. German provided copies of the ranking sheets used by Staff to the Committee members. It was explained that Committee members will be tasked to consider the applications for projects, input from agencies, Staff rankings, and how well the project supports the Comprehensive Plan when making their final rankings for the projects.

Mr. German then invited Mr. McDonald to provide an overview of the County budget

process as it relates to Capital Improvement Program projects, explaining what funds are approved and appropriated.

Ms. Jones asked if everyone was on the same page this year for school enrollment projections because, in years past, the projection numbers had varied from agency to agency. Mr. McDonald expressed that everyone understood where everyone else in the process was regarding the projections, but that more work was yet to be done to reach consensus.

Mr. McDonald then described the various growth and repair projects in the current CIP cycle. He stated that the Committee did not have to consider replacement and refurbishment projects, but could instead focus solely on new projects. Mr. Horne agreed and said that new projects may be a better use of the Committee's time. The Committee members also agreed with this course of action.

Mr. German introduced the Planning Staff members who were working on the CIP with the Policy Committee. He then solicited questions or comments from the Committee regarding projects listed in the CIP packets, and asked which applicants the Committee wanted to hear from at the second or third CIP meetings. He also noted that the School District had not yet completed its budget process and had not yet formally submitted its CIP applications.

Mr. Fraley asked if the Fire Department could attend the next meeting, and where the Parks and Recreation Department was with its Master Plan. Mr. Davis responded that the Parks and Recreation Department had completed its public conversations with citizens, but had not yet contracted with a consultant.

Mr. German suggested that the Parks and Recreation Department be invited to present and to answer questions, which was agreed to by the Committee. It was also decided that the School District and Police Departments should be asked to come and present, as well. Finally, the decision was made to ask the General Services Department to reserve time in its schedule for Wednesday, February 21<sup>st</sup>, in case the Committee later decided to have the General Services Department come in and present, but that this department did not need to come forward at the present time.

To close the meeting, Mr. German confirmed back to the Committee that the Committee wished to see the Fire and Police Departments, School District, and Parks and Recreation Division for presentations, and that the current questions for the presenters included:

- (For Parks and Recreation) Please identify which projects are referendum-based/funded and which are not;
- (For Parks and Recreation) Please describe the nature of collaboration and communication with the School District with respect to the sharing/funding of facilities;
- (For School District) Please describe the nature of collaboration and communication with the Parks and Recreation Division with respect to the sharing/funding of

- facilities;
- (For Fire Department) Please describe the nature of your ranking system for the priority assigned to each project.

**C. Adjournment**

The meeting was adjourned at 11:20 AM.

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Jack Fraley  
Chairman

**POLICY COMMITTEE MEETING**

*CIP FY08-Presentations*

**February 13, 2007, 10:00AM, Building E Conference Room**

**A. Roll Call**

**PRESENT:**

Mr. Jack Fraley  
Mr. Richard Krapf  
Mr. Tony Obadal  
Ms. Mary Jones

**ABSENT:**

**OTHERS PRESENT:**

Ms. Sue Mellen, Director of Budget and Finance  
Mr. John McDonald, Manager of FMS  
Mr. John Horne, Development Manager  
Mr. Matthew Smolnik, Senior Planner  
Ms. Kate Sipes, Planner  
Mr. David German, Planner  
Mr. Don Davis, Principal Planner  
Chief Tal Luton, Fire Department  
Mr. Phil Mease, Parks and Recreation

**B. Minutes**

Mr. Fraley opened the meeting by asking for approval of the minutes from the last meeting, (February 8<sup>th</sup>). Ms. Jones had two corrections to the previous minutes, which were then approved by the Committee with her amendments on a 4-0 vote.

Immediately following the discussion about the minutes from February 8<sup>th</sup>, Mr. Fraley led a discussion about the appropriate way to handle the minutes from the Policy Committee of December 13, 2006. At issue is that the minutes prepared by Staff are in conflict with the minutes prepared by Mr. Billups, who was serving as the Chair of the Policy Committee at the December 13<sup>th</sup> meeting. Mr. Fraley indicated that he had spoken with and received guidance from Mr. Kinsman of the County Attorney's office. The resolution was that Mr. Billups' minutes would be substituted for Staff's minutes for that meeting, at that Mr. Billups' minutes should be E-mailed to the members of the Planning Commission that were seated on the Policy Committee (Ms. Hughes, Ms. Jones, Mr. Obadal, and Mr. Billups) at the time of the December 13<sup>th</sup> meeting for their consideration and ratification. Mr. German indicated that Mr. Billups' minutes would be E-mailed out, and substituted, as requested.

Mr. German then passed out handouts and school packets, and then introduced Chief Luton of the James City County Fire Department.

Chief Luton gave a presentation on the CIP needs of the Fire Department. The two

highest priorities for the Fire Department are the replacement of two ambulances and a “quint” ladder / pumper truck. Also on the Fire Department list for CIP projects is the replacement of Station 4, and a fire rescue truck and trailer. The timeline for replacing the ambulances and the condition of the quint truck were questioned by the Committee. Chief Luton stated that the ambulances were on a target for their scheduled replacement and that the quint truck had had several mechanical problems to include catching on fire three times and being out of service for half of its useful life, and that the cost of repairs was exceeding the cost of replacement.

Questions were raised regarding the use of the existing Station 4 for other purposes if a new station was erected. Chief Luton indicated that the existing station building could be put to other uses, or that, if the building were to be removed, the new Station 4 could be built on the existing site. Chief Luton also mentioned that the new Station 4 could be located further west of its current site on existing county property.

Mr. German introduced Mr. Phil Mease from the Parks and Recreation Department. Mr. Mease presented the needs of the Parks and Recreation Department, the first being the gymnasium at the Warhill Sports Complex.

The Committee asked if the use of this gym would be affected if the schools built auxiliary gyms at the school sites. Mr. Mease said no, and that the gym would be used by recreation sports leagues and community groups, as well as the schools if they needed to use the space. The Committee then asked about safety at the gym, and Mr. Mease assured the group that safety was not an issue. Warhill activities are attended by adults and the complex is patrolled by a park ranger.

Another Parks and Recreation CIP project included the water tower site across from the Community Center, on which additional parking is being proposed, along with improved lighting for the existing and proposed lots, and, ultimately, the closure of Ashbury Lane for safety and pedestrian access reasons. Mr. Fraley wanted to know if improved lighting would still be installed if the additional parking portion of the project was not approved. Mr. Mease said he would prefer more parking to more lighting. Mr. McDonald said that the project was proposed as a package that included the parking, lighting, and closure of Ashbury Lane. Ms. Jones brought up the fact that JCSA owns the land at the water tower site, and that nothing was to be built at that site before 2009.

The next Parks and Recreation project discussed was a Chickahominy Riverfront Park infrastructure improvement program. Ms. Jones wanted to know if the park would be maintained as a camping facility. Mr. Horne interjected that the plans are to consider the new Jamestown site in conjunction with the Chickahominy Riverfront site in terms of the long-term facilities and services that will be provided.

Mr. McDonald asked how the Parks and Recreation Department felt about the school field lighting projects. Mr. Mease responded that the school fields needed to be lit, and that the Warhill properties would address the problem of providing lighted sports fields

to the public, and for overflow school needs.

Mr. Fraley asked Mr. McDonald why 25% of the budget was slated for public buildings. Mr. McDonald responded that there were two projects that were over \$10 million: the new public safety building and third library. He also noted that the library would have a larger ongoing operating cost than the public safety building upon completion.

Mr. Mease concluded his remarks by indicating that none of the Parks and Recreation projects were referendum-based projects. Mr. McDonald added that all of the referendum projects were already underway.

Mr. Fraley decided that the committee would need to hear from General Services. Mr. German indicated that General Services would be scheduled for the February 21<sup>st</sup> CIP Meeting. Mr. Fraley commented again regarding his concern over the amount of money being proposed for “bricks and mortar projects,” especially new buildings. Mr. Fraley asked the committee members to email specific questions for General Services to Mr. German in preparation for the February 21<sup>st</sup> meeting.

Mr. Obadal raised concerns over the real need for a third library, and the Committee decided to hear from representatives from the library regarding the proposed third library.

Mr. Krapf asked if there were requirements for “green” construction practices for county buildings. Mr. McDonald said that there were none in place. Mr. Fraley responded that the Committee would recommend the employment of green building practices, whenever it was economically feasible, for public facilities.

### **C. Adjournment**

The meeting was adjourned at 12:03pm.

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Jack Fraley  
Chairman

**POLICY COMMITTEE MEETING**

*CIP FY08-Presentations*

**February 15, 2007, 10:00AM, Building E Conference Room**

**A. Roll Call**

**PRESENT:**

Mr. Jack Fraley  
Mr. Richard Krapf  
Mr. Tony Obadal  
Ms. Mary Jones

**ABSENT:**

**OTHERS PRESENT:**

Ms. Sue Mellen, Director of Budget and Finance  
Mr. John McDonald, Manager of FMS  
Mr. John Horne, Development Manager  
Mr. Matthew Smolnik, Senior Planner  
Mr. David German, Planner  
Mr. Alan Robertson, Williamsburg-James City County Schools  
Chief Emmett Harmon, Police Department  
Lt. Jeffrey Hicklin, Police Department

**B. Minutes**

Mr. Fraley opened the meeting by asking for approval of the minutes from the last meeting. Mr. Fraley had one addition to the previous minutes, which were then approved by the Committee with his amendments on a 4-0 vote.

There was then a discussion on the memorandum distributed by Mr. German with the Policy Committee's comments from last meeting. Mr. Fraley had some changes, and Ms. Mellen had one correction.

Mr. German then introduced Mr. Robertson who then presented detailed information concerning the Schools CIP requests. He then explained the CIP process that the schools undertake, the committee that was formed and how the ranking was achieved. Mr. Robertson stated the parking issues that were listed were concerning safety issues, drop offs, and spaces allotted for parking. The standards that have been used are the ones that the State has suggested. Mr. Fraley did make the request that when addressing parking concerns to research using impervious surfaces whenever possible.

Mr. Robertson spoke of the need for lights at some of the facilities. There is a discussion that is currently ongoing concerning the use of the lights by the Schools and the County's Parks and Recreation Division. It is intended through the discussions to draft up some type of user agreement that would be agreeable to both parties. Mr. Fraley brought up the concerns that have been voiced in the past concerning the lights glaring in the

neighborhoods adjacent to these sites. Mr. Robertson stated that there is a new lighting system that might address this problem and that it will be used at the new Warhill Complex.

Mr. Robertson mentioned that, in the past, refurbishments have been done based on age of the building and history. Now the current way of thinking is to group projects for a given location and complete then all at one time. These would also be grouped in order of importance. Mr. Robertson also stated that similar projects are grouped together such as complying with ADA requirements for doors, refinishing parking lots, additional lighting, and security cameras for schools.

Discussion was then directed toward the use of Cooley Field once the New Stadium is built. Cooley Field will still be used for practices, Junior Varsity and Middle School sporting events. Mr. Robertson also stated that multi-use facilities were on the list, these were basically the same as last year, but listed as auxiliary gyms. The idea is to get away from the gym connotation and encourage all uses of the facility.

Ms. Jones questioned if it was feasible to use existing plans when building a new school as opposed to incurring new architectural and consulting fees. Mr. Robertson answered that it had been researched, but that differing needs and other site-specific factors, such as terrain, come into play.

Mr. Robertson showed the plan concerning the new cafeteria set up. It would be set up as a "food court," with several stations simultaneously serving different types of food. The idea is to encourage students to eat lunch at the schools since the food service system is self-supporting. This type of set-up will be at Warhill, and is planned for Lafayette and Jamestown when those high schools are refurbished.

Mr. Horne then explained the PDR and Greenspace Programs and the financing of these programs. It was then suggested that maybe public education about these programs would benefit the County, and well as educating the citizens.

Mr. German then introduced Chief Harmon and Lieutenant Hicklin who were present to discuss the Police Department's CIP applications. Chief Harmon explained in detail what Mobile Data Terminals (MDT) are, and how increasing the number of these units would benefit the Police Department. Mr. Fraley asked how James City County compared to other localities with regards to technology. Chief Harmon felt that with the additional terminals James City County would be in line with other localities, and would enhance communication with such localities.

Chief Harmon then discussed the need for a new building. Many of the units, such as the Task Force, are off-site at the present time. One option would be to combine facility needs with the Fire Department and have a Public Safety Building, since Fire Administration is currently leasing space. Another option would be to build a new building just for Police, and have Fire occupy the old Police Facility. There was a

committee formed to look at possible locations, two being Eastern State Hospital, once it is vacated, or somewhere in the Warhill Tract.

Mr. German then explained how the Planning Staff ranked the projects. It was with the understanding that the Policy Committee could change the order in which the projects were ranked at the Committee's discretion. The concern should be placed with level of importance and how the project falls within the Comprehensive Plan guidelines as opposed to the financing of each project.

Mr. Fraley did report back that he has visited with Human Resources to understand their software needs. He felt that the current HR software system was outdated and inefficient and that in order to attract and retain good employees it may be necessary to upgrade the system.

### **C. Adjournment**

The meeting was adjourned at 11:48pm.

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Jack Fraley  
Chairman

**POLICY COMMITTEE MEETING**

*CIP FY08-Presentations*

**February 21, 2007, 10:30AM, Building E Conference Room**

**A. Roll Call**

**PRESENT:**

Mr. Jack Fraley  
Mr. Richard Krapf  
Mr. Tony Obadal  
Ms. Mary Jones

**ABSENT:**

**OTHERS PRESENT:**

Ms. Sue Mellen, Director of Budget and Finance  
Mr. John McDonald, Manager of FMS  
Mr. Matthew Smolnik, Senior Planner  
Mr. David German, Planner  
Ms. Kate Sipes, Planner  
Mr. John Moorman, Library Board  
Mr. Steven Hicks, General Services  
Ms. Grace Boone, General Services  
Mr. Doug Powell, Manager Community Services  
Mr. Phil Mease, Parks and Recreation

**B. Minutes**

Mr. Fraley opened the meeting by asking for approval of the minutes from the last meeting. Approval was granted on a 4-0 vote.

It was then discussed that the CIP rankings would be presented to the Planning Commission on March 7, 2007, and then to the Board of Supervisors in April. The Policy Committee members felt they did not have enough time to have the ranking completed today, so they will continue their discussion on Monday, February 26<sup>th</sup>, following a presentation on another matter.

Mr. German introduced everyone present. Mr. Moorman was then introduced for the Library who was present to answer any concerns about the new library building request. Consultants have done a study and have recommended a third library to meet the growing needs of the community and to continue to provide the level of service citizens are accustomed to. The site suggested by the consultants was on John Tyler Hwy adjacent to the Greensprings Development. The numbers have shown that there have been over 425,000 visitors to the City Library, with two thirds of them being County residents, over the last calendar year. Mr. Moorman explained the library's mission, which is to provide free access to information, whether it is electronic or otherwise. The Library also provides space, for a fee, for groups and individuals to meet and schedule programs. It is

also a library and Comprehensive Plan goal for everyone to be 10-15 minutes away from a public library.

Mr. Fraley questioned the library's mission statement, stating that room rentals, (etc) are more associated with a community center role. He also felt that the 10-15 minute goal may be an unrealistic goal. Mr. Fraley also felt that making meeting rooms available to the public should not be a priority.

Mr. Obadal questioned the use of technology with regards to digital books and indexes. Mr. Moorman responded that while the Library has some of these currently available there is a cost involved and progress is slow in this area. Currently the Library has over 20 databases that citizens can access, and some may be accessed at home with citizen's library cards.

Mr. Krapf asked if there was anything being done to alleviate the congestion at the City Library. Mr. Moorman responded that there is some increase in usage at the Croaker Branch but they did not anticipate a large increase until more businesses are in the Croaker area. Thus, the traffic remains very high at the City Library.

Ms. Jones questioned whether any partnership has been pursued with William & Mary. Mr. Moorman stated that partnerships have been attempted but that the college was not interested in sharing its facilities with citizens.

The Policy Committee then thanked Mr. Moorman for his input and reiterated that they thought highly of the services that both libraries give the citizens of the community.

Mr. Hicks then gave an overview of the General Services Department and also distributed his year end report. He then gave a brief description on how General Services classified their requests as to maintenance, new requests, and facility rehabilitations and/or renovations.

Mr. Fraley questioned the knuckle-boom truck request that was ranked low on Planning's ranking, but number one on General Services ranking. The high General Services ranking was in response to a request from the Board of Supervisors. Mr. Obadal then questioned whether renting one would be more economical. The pros and cons of renting versus owning a knuckle-boom truck were then discussed.

Mr. Hicks stated that his highest priority went to the HVAC system upgrades for the Williamsburg-JCC Recreation Center, and also for money to evaluate the conditions in Building C. He also mentioned that the parking lot at the Community Center is in need of work, and at some point will cost more money down the road if it is not taken care of. Mr. Obadal stated that, whenever possible, the County needs to look at LID measures (including but not limited to pervious concrete and pervious pavers) with respect to parking lot construction for County facilities.

Mr. Hicks also expressed the need for a General Service Building to house equipment, and allow for all General Services personnel to work at the same location. The Policy Committee then thanked Mr. Hicks for the information provided.

Mr. Fraley then asked Mr. McDonald for guidance when looking at numerous requests for new buildings. Mr. Fraley indicated that he would like to broaden the Committee's mission in reviewing CIP requests. Mr. McDonald agreed to provide the Policy Committee with a priority listing for the top 10-15 CIP projects from a Financial Management Services standpoint.

Mr. Krapf asked about water quality, and Mr. McDonald explained the budget money set aside for water quality initiatives. Mr. McDonald also stated that the Chesapeake Board has approved a regional BMP and that additional County money may be needed for that.

The meeting concluded with a discussion of how Monday's Policy Meeting should be arranged, and that the CIP rankings would be concluded at the Monday Meeting, February 26, 2007.

### **C. Adjournment**

The meeting was adjourned at 12:09pm.

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Jack Fraley  
Chairman

**POLICY COMMITTEE MEETING**

*Setbacks in Mixed-Use Districts, Direct Discharge Septic Systems,  
and CIP FY08-Final Rankings*

**February 26, 2007, 9:00AM, Building A Large Conference Room**

**A. Roll Call**

**PRESENT:**

Mr. Jack Fraley  
Mr. Richard Krapf  
Mr. Tony Obadal  
Ms. Mary Jones

**ABSENT:**

**OTHERS PRESENT:**

Mr. John McDonald, Manager of FMS  
Mr. Matthew Smolnik, Senior Planner  
Mr. David German, Planner  
Mr. Mike Woolson, Senior Watershed Planner  
Ms. Ellen Cook, Senior Planner  
Ms. Leanne Reidenbach, Planner  
Ms. Melissa Brown, Acting Zoning Administrator  
Mr. John Horne, Development Manager  
Ms. Amy Pemberton, Health Department  
Mr. David Jordan, Health Department  
Mr. Trapper Davis, Private Consultant  
Ms. Kimberly Clark, Applicant  
Mr. James McConathy, Department of Environmental Quality (DEQ)

**B. Minutes (UNAPPROVED)**

Mr. Fraley opened the meeting by asking for approval of the minutes from the last meeting. Approval was granted by the Policy Committee members on a 4-0 vote.

Mr. German distributed information regarding square foot of library space per citizen. The average was determined to be 1.2 square feet per capita, and the Comprehensive Plan calls for a standard of 0.6 square feet of library space per capita. Mr. Horne made the point that the populations of City of Williamsburg and upper York County should also be taken into account, since they use the library also.

Ms. Cook initiated the discussion concerning mixed use districts in the Zoning Ordinance. The first change was to clarify what constituted an external road, the second being to state when a setback modification can be requested, and the third to tie the sections together for clarification purposes.

Mr. Fraley questioned whether the decision concerning the modification should be

assigned to the Planning Director's designee or just the Planning Director. It was decided that the decision to bring the modification should be at the discretion of the Planning Director only.

Ms. Jones made the motion to move forward with the ordinance change, Mr. Krapf seconded it, and the motion was carried, 4-0.

Ms. Reidenbach then presented information concerning proposed amendments to the A-1 and R-8 zoning districts for direct-discharge septic systems. The proposed change to allow such systems would only effect already platted lots and only allow for single family dwellings. Additionally, the use would require a special use permit.

Ms. Clark and her husband, owners of a lot in Cypress Point, have requested an ordinance change to allow for direct-discharge septic systems. Ms. Reidenbach stated that research is still being conducted at the present time, and that this presentation was for informational purposes only. The current ordinance allows for conventional or alternative systems that use soil absorption to treat waste effluent. The lot in question is not able to utilize these systems, so a direct-discharge system is needed if the lot is to be developed. The Clarks intend to utilize the subject lot to build a single-family home.

When researching the experiences of other localities, Ms. Reidenbach found that most felt that the direct-discharge systems were relatively stable but expressed concerns about the testing and maintenance that needs to be ongoing for the system to be effective and the associated monitoring by the Health Department. In cases of intermittent use, the research is unclear as to the systems' effectiveness. She also outlined the results of sample collection throughout the State. Mr. McConathy briefly elaborated on the measures that discharge samples must meet and the extent of nutrient removal. One other option may also be to have a sunset clause whereby these systems would be allowed for a certain number of years, then follow-up with research and data to determine the functionality of the systems, and whether to continue the program.

Mr. McConathy stated that some DEQ standards for permits overlap the Health Department's requirements. DEQ requires a yearly contract by the homeowner for maintenance that needs to be renewed each year. Mr. McConathy did state that the DEQ only reviews plans for commercial sites, and monitors systems with a flow in excess of 1,000 gallons a day. The responsibility for monitoring systems with a flow of less than 1,000 gallons a day (which is typical of a single family residence) would fall to the Health Department.

Mr. Jordan stated that over the last four or five years, the Health Department has only denied nine requests for septic systems because the land on the subject properties would not sufficiently perk to support the requested systems. He also clarified that just because these permits were denied, doesn't necessarily mean the subject parcels would qualify for a direct-discharge system. Mr. Jordan also stated that the Health Department's experience is with on-site discharge systems, and they have limited experience with

direct-discharge systems.

Mr. Krapf asked for clarification on the Health Department's definition of primary contact waterway. Ms. Amy Pemberton responded that a primary contact area is defined as an area of any water body that comes into physical contact with human beings, usually through recreational activities such as swimming or water skiing and said that there was a guidance document to help the director determine the status of a waterway and offered to provide a summary for the next meeting. Mr. Fraley questioned the effectiveness of the direct-discharge systems and asked if some types of system treated waste more efficiently and reliably than others. Mr. Davis responded that the main idea was homeowner education, and that making the homeowner aware of the responsibilities and necessity of properly running his or her system was the key to having a successful discharge system. He went on to say that several of the lots in Cypress Point, if compelled to apply for a permit for a traditional septic system today, would not meet current standards. He also mentioned pending House Bill 3134, which if passed would require mandatory maintenance for all types of septic system. Mr. Davis previously worked for the Health Department, and now works in the private sector maintaining and monitoring direct discharge and other types of septic systems. Mr. McConathy added that some systems have been identified to have more reliable track records than others.

Mr. Fraley asked for final thoughts from those present. Mr. McConathy stated the reason that these systems fail is that they are not properly maintained. Mr. McConathy did state that this does represent an option for those who have not been able to develop. His concern, however, is that having this type of system involves many agencies. There needs to be a very reliable system in place to handle the monitoring and maintenance of these systems. Homeowner education is of the utmost importance, as well as having local systems in place to properly monitor these systems.

Mr. Jordan briefly outlined the spectrum of on-site sewage treatment, ranging from onsite conventional systems with all soil absorption treatment to advanced secondary systems which involve a high degree of treatment prior to discharging effluent to a drainfield. His final comment was that if there is no system installed, then there is no public health issue.

Mr. Woolson, representing the Environmental Division, stated that because the system is not water dependent, it would have to go before the Chesapeake Bay Board if impacting a Resource Protected Area. He did express concerns about maintenance and monitoring and stressed the importance of clearly delineating primary contact areas.

Ms. Reidenbach summarized the Committee's concerns as follows:

- 1) The technology of systems in general, whether there are some systems that are more reliable than others, and what these systems are.
- 2) Overall maintenance and how to make sure that this occurs properly.
- 3) Ensuring that systems are properly monitored, getting a better idea for the schedule of required testing, and what kinds of staffing/budgetary implications this may have.

- 4) Clarification on what is considered to be a “primary contact” waterway and whether this term could apply to the Chickahominy River.

Mr. Horne then concluded that he would like to bring this back to the Policy Committee with any additional information obtained. At that time, a decision could be made as to whether to amend the Zoning Ordinance.

Mr. Fraley then read a memo from County Administrator, Sanford Wanner, about the direction the Policy Committee should take with the rankings of the CIP projects. Mr. Fraley thanked John McDonald for his ranking and also stated that some projects are specifically directed by the Board of Supervisors.

The Policy Committee then began to prioritize the projects with low, medium and high rankings. When ranking the CIP requests, the Committee did have some comments and suggestions.

Ms. Jones stated that it would be helpful to have policy updates on the Greenspace/PDR projects.

The Committee felt that the Warhill Gymnasium did not tie in with the expansion. The Committee would like to determine first if the opening of the new YMCA may alleviate overcrowding at the existing facilities.

Mr. Obadal stated during the discussions of parking lot projects that using pervious surfaces should be strongly encouraged wherever it was feasible.

With regard to Mid-County Park, the Committee felt that they would support renovations to the rest rooms at this time, but future changes should not increase the footprint of the existing building.

The Committee felt that the Comprehensive Plan strongly encourages a Public Safety Building combining operations of the Police and Fire Departments. They would like to see this building remain on the table as a future priority for the County.

The members of the Committee felt that Bikeways are important projects in that they support the quality of life standards identified in the Comprehensive Plan.

It was stated the there is an important need to improve the research capabilities of the library. When constructing a third library, the members felt certain things needed to be taken into consideration, such as online databases, expanding data search capabilities, etc. Mr. McDonald did make the point that the Library had done research as to what their users and leaders would like to see at a third facility.

Mr. Fraley would like citizens to submit their comments and concerns about the Library during the Comprehensive Plan process. The Community needs to define what the

mission and composition of the Library should be. The Committee feels that a third Library is warranted but that further research needs to be done.

The Committee stated that field lighting was an important issue for community use as well as school use. They also felt that the project at Cooley Field is a high priority because of the increase in usage. Members felt that before committing school cafeterias to a “food court” arrangement, it would be beneficial to note the effectiveness and efficiency of this type of facility once it is in operation at the new (Warhill) High School.

Mr. Fraley also questioned the Committee’s role with James City Service Authority’s CIP requests. The members accepted their list as submitted. The Committee would, however, like for JCSA to present an overall view of water and sewer systems in the County, and what direction JCSA anticipates taking for future needs. Mr. German agreed to arrange this for the next Policy Committee meeting.

**C. Adjournment**

The meeting was adjourned at 12:25pm.

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Jack Fraley  
Chairman

## **Policy Committee Comments: FY08-FY12 Capital Improvement Program Projects**

*The following are comments documented into the record by members of the Policy Committee. Some of these comments arose during the consideration and ranking of specific projects (Project Specific Comments), while the rest came from presentation and discussion periods with CIP applicants (General Comments). The Policy Committee offers these comments to the Planning Commission and the Board of Supervisors to aid in the ongoing CIP decision-making process.*

### **Project Specific Comments:**

***Third Library:*** The Committee believes that a third library is warranted but that there is a need for further investigation into electronic media systems and databases, and that the types of research facilities and data resources contained within the library be expanded upon. The Policy Committee would like the Library Board to consider electronic mediums for the storage and dissemination of books, data, and other information, as it may increase the accessibility of library materials to members of the public, while also decreasing storage and space needs. Technology is constantly advancing, and the Library can take advantage of cell phones, iPods, and other leading-edge technologies to get books and information into the hands of people throughout the county. The two existing libraries and future Third Library require expenditure of both capital and general funds to meet and enlarge development of new information technology systems. Accesses to other databanks, use of effective indexing methods, and appropriate computer hardware and software for at-home and at-library research are essential to such an effort. An inquiry should be made as to the plans and thoughts of the Library Board of Trustees regarding this important matter and how they intend to treat it in their Strategic Plan.

***High School Cafeteria Refurbishments:*** Before committing school cafeterias to the "food court" arrangement, the Policy Committee encourages the County to observe the effectiveness and efficiency of this style cafeteria at the new High School (Warhill).

***Multi-use Facilities:*** The Committee recommends that this type of facility be used to fulfill the function of an auxiliary gymnasium. Further, the multi-use facilities are strongly encouraged for the three high schools.

***Purchase of Greenspace and the PDR Program:*** The Committee commends the county for the work that has been done in this area, but recommends that a review of the policies be undertaken to make sure that the Greenspace and PDR programs are still on track and meeting County needs.

***Mid-County Park:*** The Committee is concerned that the parking area may be expanded, or that the footprint of the current building(s) may be expanded. The Committee would recommend that the footprint of the building not be increased in size, and that impervious area at the park not be increased. Committee members noted that increasing

building footprints would eventually lead to increasing parking areas that were affected by the larger buildings to compensate. The goal at the Mid-County Park, which is small in overall size, is to maintain as much open area and usable park space as possible.

**General Comments:**

*Pervious Pavers and Concrete:* The Policy Committee would like to see the use of pervious pavers and/or pervious concrete wherever feasible on County projects. Discussion took place regarding whether pervious pavers or pervious concrete could be used for the proposed new parking areas at the Community Center.

*Additional Pavement at the Community Center:* The Policy Committee raised the issue of the effects of putting in large paved areas at the site of the Williamsburg-JCC Community Center water tower. Committee members were concerned about runoff, drainage, and other environmentally related impacts.

*Open Space at the Community Center:* The Policy Committee wanted it noted that it is concerned that open space around the tower site near the Community Center could be reduced or eliminated for parking areas or other development. The Comprehensive Plan specifically references this area and recommends the following action, "Develop a passive park with open space areas on the 13-acre water tower parcel next to the Community Center." The natural and open state of this area should be preserved and protected.

*Green Building on County Projects:* The Policy Committee would like to strongly encourage the Board of Supervisors that all buildings that are approved for construction for county uses should be constructed using green building practices, (e.g., the LEEDS (Leadership in Energy and Environmental Design) and similar programs), and other energy saving and environmentally friendly building practices, whenever this approach would be economically responsible and feasible.

## CAPITAL IMPROVEMENT PROGRAM

## REQUESTS

PAGE 1

Last  
Year's PC  
Priority

## PARKS AND RECREATION

		FY2008	FY2009	FY2010	FY2011	FY2012	TOTAL	
# 1	Warhill Gymnasium	\$1,300,000	\$1,700,000				\$3,000,000	Low
# 2	JCWCC Parking Expansion	\$500,000					\$500,000	High
# 3	Chick River Park Infrastructure		\$500,000				\$500,000	<b>NEW</b>
# 4	Mid County Park Building	\$200,000	\$400,000				\$600,000	Medium
# 5	Mid County Park Parking	\$80,000					\$80,000	Medium
# 6	JCWCC Field Restroom		\$430,000				\$430,000	Medium
# 7	JCWCC Field Playground		\$280,000				\$280,000	Medium
# 8	Mid County Park Playground			\$450,000			\$450,000	Medium
# 9	JCWCC Fitness Expansion				\$690,000		\$690,000	High
# 10	Upper County Park Restroom			\$250,000			\$250,000	Medium

## GENERAL SERVICES

# 1	Knuckle boom Truck	\$125,000					\$125,000	<b>NEW</b>
# 2	HSC Generator	\$253,000					\$253,000	<b>NEW</b>
# 3	Courthouse Drainage Repairs	\$100,000					\$100,000	<b>NEW</b>
# 4	JCW Comm Ctr Renovation	\$720,000	\$500,000				\$1,220,000	High
# 5	Emerg Operations Ctr HVAC	\$150,000					\$150,000	<b>NEW</b>
# 6	Replace Building C	\$30,000	\$1,352,000	\$938,000			\$2,320,000	<b>NEW</b>
# 7	Refurb Satellite Office		\$50,000				\$50,000	<b>NEW</b>
# 8	Warhill Maintenance Facility	\$300,000					\$300,000	<b>NEW</b>
# 9	General Services Building	\$220,000	\$2,780,000				\$3,000,000	Low
# 10	Landfill Access/Road	\$50,000	\$60,000				\$110,000	<b>NEW</b>
# 11	HSC Boiler/Parking		\$145,000				\$145,000	<b>NEW</b>
# 12	JCW Comm Ctr Parking Overlay		\$375,000				\$375,000	<b>NEW</b>
# 13	Pave Gravel Lots - Parks		\$475,000	\$350,000			\$825,000	<b>NEW</b>
# 14	JCW Comm Ctr Soccer Refurb	\$60,000					\$60,000	<b>NEW</b>
# 15	LEC Parking Exp		\$50,000				\$50,000	<b>NEW</b>
# 16	FS # 3 HVAC System			\$50,000			\$50,000	<b>NEW</b>
# 17	Building D Air Handling Unit				\$70,000		\$70,000	<b>NEW</b>

**CAPITAL IMPROVEMENT PROGRAM**

**REQUESTS**

**PAGE 2**

**Last  
Year's PC  
Priority**

**PUBLIC SAFETY**

		<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>TOTAL</b>	
# 1	Mobile Data Terminals	\$1,105,000	\$688,000				\$1,793,000	High
# 2	Ambulance Replacements	\$185,000	\$194,250	\$204,000			\$583,250	Low
# 3	LEC Generator	\$165,000					\$165,000	High
# 4	Engine Pumper Replacements		\$600,000				\$600,000	Low
# 5	Fire Station No.4 Replacement		\$1,300,000	\$2,000,000			\$3,300,000	Medium
# 6	Public Safety Building	\$1,305,000	\$14,550,000				\$15,855,000	High
# 7	Heavy Rescue Truck			\$600,000			\$600,000	Low

**OTHERS**

# 1	Greenspace/PDRs	\$1,242,000	\$1,414,000	\$998,000	\$1,891,000	\$2,099,000	\$7,644,000	Not Ranked
# 2	Water Quality	\$270,000	\$900,000	\$900,000	\$900,000	\$900,000	\$3,870,000	Not Ranked
# 3	Crossroads Youth Home	\$200,000					\$200,000	Medium
# 4	M.A.N. Fiber Investment	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	Medium
# 5	Personnel/Payroll Software	\$350,000					\$350,000	<b>NEW</b>
# 6	Technology Upgrades	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	Not Ranked
# 7	Third Library				\$2,200,000	\$9,368,601	\$11,568,601	Low

**NON-SCHOOLS \$ 9,510,000 \$ 29,343,250 \$ 7,340,000 \$ 6,351,000 \$ 12,967,601 \$ 65,511,851**

**SCHOOLS**

BAKER ES	HVAC	\$150,000	\$2,192,000				\$2,342,000	Medium
	Parking		\$126,000				\$126,000	Low
	Roof	\$431,000					\$431,000	Medium
	Retaining Wall		\$50,000				\$50,000	<b>NEW</b>
DJ MONTAGUE ES	HVAC	\$105,000	\$2,276,000				\$2,381,000	Medium
	Roof			\$365,000			\$365,000	Medium
	Parking		\$126,000				\$126,000	<b>NEW</b>
NORGE ES	Parking	\$251,000					\$251,000	Medium
STONEHOUSE ES	Fiber	\$95,000					\$95,000	<b>NEW</b>
	Sports Field Lights		\$350,000				\$350,000	<b>NEW</b>
	Bus Loop Canopy			\$229,000			\$229,000	Medium

CAPITAL IMPROVEMENT PROGRAM		REQUESTS					PAGE 3	Last Year's PC Priority
		FY2008	FY2009	FY2010	FY2011	FY2012	TOTAL	
M WHALEY ES	Cupolas	\$122,000					\$122,000	High
	Auditorium Ceiling	\$186,000					\$186,000	Medium
	Attic Insulation	\$183,000					\$183,000	Medium
	Doors and Painting	\$302,500					\$302,500	Medium
	Refurbishment	\$594,000					\$594,000	Medium
BERKELEY MS	Auditorium	\$220,500					\$220,500	Medium
	Restrooms	\$299,000					\$299,000	Medium
	Roof		\$437,000				\$437,000	Medium
	HVAC			\$180,000	\$2,005,000		\$2,185,000	Medium
	Locker Rooms			\$779,000			\$779,000	Medium
	Refurbishment			\$1,315,218			\$1,315,218	Medium
BLAIR MS	Replace Fuel Tanks	\$117,190					\$117,190	<b>NEW</b>
	Field Irrigation		\$175,500				\$175,500	<b>NEW</b>
	HVAC		\$180,000	\$2,700,000			\$2,880,000	Medium
	Refurbishment		\$1,005,000				\$1,005,000	Medium
	Bus Parking		\$135,000				\$135,000	Low
COOLEY FIELD	Lighting		\$316,000				\$316,000	Medium
	Renovations		\$350,000				\$350,000	Medium
	Turf Field					\$800,000	\$800,000	<b>NEW</b>
TOANO MS	Field Lighting		\$350,000				\$350,000	<b>NEW</b>
JAMESTOWN HS	Multi-Use Space		\$2,132,913				\$2,132,913	High
	Refurbish Locker Rooms				\$258,870		\$258,870	<b>NEW</b>
	Gym Lighting	\$60,000					\$60,000	<b>NEW</b>
	A/C - Auditorium	\$75,000					\$75,000	Low
	Refurbishment				\$1,310,000	\$1,310,000	\$2,620,000	<b>NEW</b>
	Field Lights		\$405,000				\$405,000	<b>NEW</b>
	Food Court			\$326,349			\$326,349	Low
LAFAYETTE HS	Multi-Use Space				\$2,373,932		\$2,373,932	High
	Exterior Painting			\$175,000			\$175,000	<b>NEW</b>
	Refurbish Practice Field		\$150,000				\$150,000	<b>NEW</b>
	Refurbishment			\$1,163,000	\$1,163,000		\$2,326,000	Medium
	Food Court			\$276,000			\$276,000	Low
	Science Pavilions			\$196,000			\$196,000	Low
	Walkway to Warhill			\$50,000			\$50,000	<b>NEW</b>

**CAPITAL IMPROVEMENT PROGRAM**

**REQUESTS**

**PAGE 4**

**Last  
Year's PC  
Priority**

		<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>	<b>TOTAL</b>	
WARHILL HS	Multi-Use Space					\$2,492,628	\$2,492,628	<b>NEW</b>
DIVISION	Rapid Responder	\$107,000					\$107,000	<b>NEW</b>
	Elevator Panels	\$74,000					\$74,000	<b>NEW</b>
	Safety Issues	\$145,060					\$145,060	<b>NEW</b>
	ADA Doors	\$56,000					\$56,000	<b>NEW</b>
	Resurface Parking Lots	\$100,000	\$139,000	\$93,000	\$90,000		\$422,000	<b>NEW</b>
	Technology	\$2,033,200	\$2,335,700	\$2,173,000	\$218,865	\$218,865	\$6,979,630	<b>NEW</b>
	4th High School Site					\$1,000,000	\$1,000,000	<b>NEW</b>
	4th Middle School	\$27,342,750	\$24,660,727				\$52,003,477	Low
	9th Elementary School	\$17,017,250	\$14,118,235				\$31,135,485	Low
	Central Office/Student Services			\$5,400,000			\$5,400,000	Medium

**SCHOOLS \$ 50,066,450 \$ 52,010,075 \$ 15,420,567 \$ 7,419,667 \$ 5,821,493 \$ 130,738,252**

**TOTAL REQUESTS \$ 59,576,450 \$ 81,353,325 \$ 22,760,567 \$ 13,770,667 \$ 18,789,094 \$ 196,250,103**

NOTE - Parks and Recreation Master Plan will generate additional capital spending requests for Chickahominy RF Park, Warhill Sports Complex, Freedom Park and Jamestown Beach Campground/Marina, probably in years FY2010- FY2012.

## **JAMES CITY FY08-FY12 COUNTY CAPITAL IMPROVEMENT PROGRAM PROJECT DESCRIPTIONS AND SUMMARIES**

### **PARKS AND RECREATION**

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#### **Warhill Sports Complex Community Multi-Purpose Gymnasium Facility**

*FY08 Request: \$1,300,000*

*Proposed 5-Year Project Total: \$3,000,000*

*Department Ranking: 1 of 10*

Funds are requested in FY08 and FY09 to construct a field house design, multi-use space for a variety of sports and athletic programs. Because indoor gymnasium space is at a premium, many teams receive inadequate practice time and space. This facility will provide a viable alternative to using school space as school teams continue to expand in their needs.

#### **James City/Williamsburg Community Center Park Tower Site - Parking Expansion/ Lighting**

*FY08 Request: \$500,000*

*Proposed 5-Year Project Total: \$500,000*

*Department Ranking: 2 of 10*

Funds are requested in FY08 to expand the parking lot and upgrade the lighting for the existing parking lot. Additional parking is essential for public use of the facilities on the property. Building and field use is restricted numerous times throughout the year due to the lack of parking. Amenities such as the Skate Park continue to increase the need for parking.

#### **Chickahominy Riverfront Park - CRP Infrastructure**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$500,000*

*Department Ranking: 3 of 10*

Funds are requested in FY09 for boat trailer parking lot improvements and campsite improvements. Specifically, this will include restoring water and sewer to desired sites. Currently, the natural surface provided for boat trailer parking is insufficient.

#### **Mid-County Park Building Replacement**

*FY08 Request: \$200,000*

*Proposed 5-Year Project Total: \$600,000*

*Department Ranking: 4 of 10*

Funds are requested in FY08 to demolish the old building and construct a new building to include restrooms, storage, meeting rooms and a small office. The current building is insufficient for the amount of and type of user.

**Mid-County Park Parking Lot**

*FY08 Request: \$80,000*

*Proposed 5-Year Project Total: \$80,000*

*Department Ranking: 5 of 10*

Funds are requested in FY08 to construct 80 additional parking spaces. Parking reaches overflow proportions most evenings and weekends due to high use. Some users are denied access during busy times due to the parking shortage.

**James City/Williamsburg Community Center Park Restroom Facility**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$430,000*

*Department Ranking: 6 of 10*

Funds are requested in FY09 to construct restroom/storage facilities for outdoor park users. The current use of portable toilets is inadequate and unsanitary.

**James City/Williamsburg Community Center Playground**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$80,000*

*Department Ranking: 7 of 10*

Funds requested for FY09 will be used to purchase a pre-fabricated playground structure, a border and fill material. The playground would address the needs of the park users and their children that participate in activities on the Community Center Park property.

**Mid-County Park Playground Replacement**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$450,000*

*Department Ranking: 8 of 10*

Funds are requested in FY10 to rebuild Kidsburg using approved materials for compliance with ADA standards. Aging lumber needs to be replaced and the use of man-made materials will reduce the maintenance costs and will have a longer life.

**James City/Williamsburg Community Center Expansion**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$690,000*

*Department Ranking: 9 of 10*

Funds requested for FY11 will be used for the expansion of the current building to house additional fitness equipment and program space. The continued increase in fitness room users requires additional space to increase capacity and additional space is needed for a variety of activities. The proposed 2-story expansion is approximately 2,300 square feet in size.

**Upper County Park Restrooms**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$350,000*

*Department Ranking: 10 of 10*

Funds are requested in FY10 to demolish the existing restroom/shower building and replace it with a 1000 square foot restroom/storage facility. Portable toilets are no longer acceptable as there has been a marked increase in park use as a result of new amenities.

**GENERAL SERVICES**

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**Knuckle Boom Truck**

*FY08 Request: \$135,000*

*Proposed 5-Year Project Total: \$135,000*

*Department Ranking: 1 of 17*

The requested funds in FY08 will allow for the purchase of a knuckle boom truck to pick up debris throughout the County. This specialized equipment will safely and efficiently clear large amounts of debris that needs to be removed.

**Human Services Center Generator Installation**

*FY08 Request: \$165,000*

*Proposed 5-Year Project Total: \$165,000*

*Department Ranking: 2 of 17*

Funds are requested in FY08 to purchase and install a 200 KW diesel Genset generator with above ground fuel tank. This generator will be used to power the Human Services Center in the event of an emergency that necessitates its use.

**Courthouse Storm Drainage Repairs**

*FY08 Request: \$99,877*

*Proposed 5-Year Project Total: \$99,877*

*Department Ranking: 3 of 17*

(No application received.)

**JCW Community Center Renovation**

*FY08 Request: \$720,000*

*Proposed 5-Year Project Total: \$1,220,000*

*Department Ranking: 4 of 17*

Funds are requested in FY08 and FY09 to make various replacements and renovations throughout the community center. Plan will replace the highly used pump room equipment and dehumidification system, and make upgrades to kitchens, restrooms, floor tile, doors and windows. These changes are necessary if the facility wants to stay competitive with local businesses.

**Emergency Operations Center HVAC System**

*FY08 Request: \$150,000*

*Proposed 5-Year Project Total: \$150,000*

*Department Ranking: 5 of 17*

These funds in FY08 are requested to replace the 40 year-old HVAC system in the original building. Currently, replacement parts are not available for this system, and needs to be upgraded to maintain a healthy working environment.

**Building C**

*FY08 Request: \$30,000*

*Proposed 5-Year Project Total: \$2,320,000*

*Department Ranking: 6 of 17*

Funds are requested in FY08, FY09, and FY10 to completely renovate Building C. Funds in FY08 will be used to conduct a feasibility study on the project. At current, the building is not within code should there be a need for HVAC and significant structural work.

**Satellite Services Relocation within the Government Facilities-Toano**

*FY08 Request: \$45,000 - \$75,000*

*Proposed 5-Year Project Total: \$45,000 - \$75,000*

*Department Ranking: 7 of 17*

This CIP request is being made in conjunction with the replacement of the HVAC system in the original Emergency Operations Center building. Following an independent efficiency study of the Satellite Services/DMV Select office, a move to the "old" EOC "war room" was recommended to handle the increase in citizen demand for services, in addition to the need for more storage and updated equipment. This move will give the office an additional 400 square feet of space.

**District Sports Park Maintenance Building**

*FY08 Request: \$235,000*

*Proposed 5-Year Project Total: \$300,000*

*Department Ranking: 8 of 17*

Funds are requested in FY08 to begin construction on a 2400 square foot maintenance building to be equipped with heat, electricity, restrooms, and a surrounding fence. Currently, there is a lack of sufficient covered storage to protect expensive investments in electronic-start grounds equipment (\$15,000 - \$50,000). This facility will help protect such equipment from deterioration caused by weather and eliminate possible vandalism.

**General Services Building**

*FY08 Request: \$220,000*

*Proposed 5-Year Project Total: \$3,000,000*

*Department Ranking: 9 of 17*

Funds are requested in FY08 and FY09 to plan, design and construct an 11,000 square foot general services building at the Tewning Road Operations Center. The building would allow for the consolidation of General Services functions with adequate space for Facilities Management and Capital Projects; and would release existing facilities at Tewning Road for use by the JCSA.

**Landfill Access and Range Road**

*FY08 Request: \$50,000*

*Proposed 5-Year Project Total: \$50,000*

*Department Ranking: 10 of 17*

The funds requested in FY08 will upgrade the current access roads to the landfill and police shooting range (total length of approximately 1 mile). These roads must be upgraded to ensure safe travel to and from the storm debris collection site, metal disposal site, and the police shooting range. All construction is set to be done with County owned equipment and personnel. Fulfilling this request will enable the County to safely fulfill the Comprehensive Plan's waste management goals.

**Human Services Center Boiler Replacement and Parking Lot Overlay**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$145,000*

*Department Ranking: 11 of 17*

(No application received.)

**James City Williamsburg Community Center Repair / Overlay**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$375,000*

*Department Ranking: 12 of 17*

(No application received.)

**Paving - Gravel Parking Lots - Upper County, Little Creek, Powhatan Creek, Chickahominy Riverfront Park Entrance / Boat Ramp Access**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$825,000*

*Department Ranking: 13 of 17*

(No application received.)

**Soccer Field Refurbishment**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$60,000*

*Department Ranking: 14 of 17*

Funds are requested in FY09 to refurbish soccer fields in the County. Due to the high usage of these fields, they need to be refurbished in order to maintain a safe playing surface. This maintenance would be completed after the new fields at Warhill are installed.

**Law Enforcement Center Added Parking**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$50,000*

*Department Ranking: 15 of 17*

(No application received.)

**Fire Station #3 HVAC System**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$50,000*

*Department Ranking: 16 of 17*

(No application received.)

**Building D Air Handling Unit**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$70,000*

*Department Ranking: 17 of 17*

(No application received.)

**PUBLIC SAFETY**

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**JAMES CITY COUNTY FIRE DEPARTMENT:**

**Ambulance Replacement**

*FY08 Request: \$185,000*

*Proposed 5-Year Project Total: \$185,000*

*Department Ranking: Not Available – Will be explained to the Policy Committee by Chief Luton*

Funds are requested in FY08 (previously adopted by the BOS) to replace an existing 2000 light-duty ambulance with a new medium-duty ambulance. This replacement request is consistent with the Department's policy of replacement vs. rehabilitation of the ambulances. This medium-duty ambulance will provide a longer service life than the light-duty unit currently in service. No additional staffing will be required, as current personnel would be assigned to the new unit.

**Ambulance Replacement**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$194,250*

*Department Ranking: Not Available – Will be explained to the Policy Committee by Chief Luton*

Increased funds are requested in FY09 to replace an existing 2002 light-duty ambulance with a new medium-duty ambulance. This replacement request is consistent with the Department's policy of replacement vs. rehabilitation of the ambulances. This medium-duty ambulance will provide a longer service life than the light-duty unit currently in service. No additional staffing will be required, as current personnel would be assigned to the new unit.

#### **Ambulance Replacement**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$204,000*

*Department Ranking: Not Available – Will be explained to the Policy Committee by Chief Luton*

Increased funds are requested in FY10 to replace an existing 2003 light-duty ambulance with a new medium-duty ambulance. This replacement request is consistent with the Department's policy of replacement vs. rehabilitation of the ambulances. This medium-duty ambulance will provide a longer service life than the light-duty unit currently in service. No additional staffing will be required, as current personnel would be assigned to the new unit.

#### **Engine / Pumper Replacement**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$600,000*

*Department Ranking: Not Available – Will be explained to the Policy Committee by Chief Luton*

Funds are requested in FY09 to replace an existing 1997 fire pumper/quint apparatus that has been plagued with service problems. The apparatus, which is housed in Station #2, is the primary engine for the Grove area. Mechanical problems have caused the vehicle to be out of service for almost half of its life span, and its continued useful life is doubtful.

#### **Fire Station 4 Replacement**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$3,300,000*

*Department Ranking: Not Available – Will be explained to the Policy Committee by Chief Luton*

Funds are requested in FY10 and FY11 (previously adopted by the BOS) to construct a new fire station utilizing previous JCC designs or concepts (similar to Fire Station 5 and Fire Station 2 replacement). Current Fire Station #4 is hampered by space issues, and has suffered water leaks and other physical problems as the building has aged.

#### **Heavy Rescue Truck**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$600,000*

*Department Ranking: Not Available – Will be explained to the Policy Committee by Chief Luton*

Funds (previously adopted by the BOS) are requested to purchase a heavy rescue truck and trailer in FY10. The truck shall be designed so that the Department can consolidate its special rescue equipment onto a single piece of apparatus. The Department will be able to replace a

1984 International truck with extremely limited compartment space that was donated by Virginia Power. The proposed new truck will be equipped with a telescopic halogen light boom for improved lighting and safety at nighttime incidents.

## **JAMES CITY COUNTY POLICE DEPARTMENT:**

### **Mobile Data System**

*FY08 Request: \$1,105,000*

*Proposed 5-Year Project Total: \$1,793,000*

*Department Ranking: 1 of 2*

Decreased funds (over what was previously adopted by the BOS for funding in FY09) are requested in FY09, while funds previously adopted by the BOS for FY08 remain unchanged. The system will provide in-vehicle rugged laptop computers and necessary system hardware, software, and software licensing. System will utilize the new 800 MHz radio system.

### **New Public Safety Building**

*FY08 Request: \$1,305,000*

*Proposed 5-Year Project Total: \$15,855,000*

*Department Ranking: 2 of 2*

Increased Funds are requested for FY08 and FY09 to purchase the land for, plan, design, build, equip, and furnish a new Public Safety Building. This proposal constructs a 58,000 square foot facility on roughly five acres, which will accommodate future growth and staffing needs for the Police Department and the Fire Department.

## **HUMAN RESOURCES/FINANCIAL MANAGEMENT SERVICES**

### **Software Replacement Project**

*FY08 Request: \$350,000*

*Proposed 5-Year Project Total: \$350,000*

*Department Ranking: 1 of 1*

Funds are requested in FY08 to upgrade / replace software used by HR / FMS to manage and administer payroll, benefits, training programs, and application processing.

## **WILLIAMSBURG / JAMES CITY COUNTY LIBRARY BOARD**

### **Third Library**

*FY08 Request: \$0*

*Proposed 5-Year Project Total: \$11,568,601*

*Department Ranking: 1 of 1*

(No application received.)

## **OPERATING CONTRIBUTION PROJECTS**

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### **Bikeways and Multi-Use Paths**

*FY08 Request: \$390,000*

*Proposed 5-Year Project Total: \$1,390,000*

*Department Ranking: 1 of 3*

Funds are requested in FY08, FY09, and FY10 for the construction of bikeways and multi-use paths for both pedestrians and cyclists, with primary emphasis on facilities that leverage non-County funds or meet critical needs.

### **Water Quality**

*FY08 Request: \$270,000*

*Proposed 5-Year Project Total: \$3,870,000*

*Department Ranking: 2 of 3*

The funds requested in FY08 will be used to complete regional stormwater management projects. Specifically, remedial projects are currently needed in the Powhatan Creek Watershed Management Plan. The amount of FY08 funds requested assumes a re-payment of up to \$900,000 from Stormwater Utility fees.

### **Road Improvements**

*FY08 Request: \$60,000*

*Proposed 5-Year Project Total: \$300,000*

*Department Ranking: 3 of 3*

The funds requested in FY08 will serve to enhance and maintain landscaping along a variety of County roadways. Replacing and rehabilitating landscaping in high-traffic areas supports the Comprehensive Plan's goal of providing a safe and attractive transportation system for pedestrians and bicyclists.

**CAPITAL IMPROVEMENTS PROGRAM RATING SYSTEM**

This is the rating system which will be used by the Planning Division in ranking all CIP projects. CIP project funding requests will become part of the Five Year Capital Improvements Program plan based on their conformity with the strategies and policies of the adopted Comprehensive Plan.

<b><u>Rating Category:</u></b>	<b><u>Points:</u></b>
<b>1. Implements Comprehensive Plan</b> <i>(Circle all that apply)</i>	
A. Implements specific action:	+ 20
B. Implements specific strategy / goal:	+10
<b>2. Project / Service Location</b> <i>(Circle A or B, or assign zero points if not applicable)</i>	
A. Encourages development or service provision in <b>appropriate</b> areas as delineated by the Comprehensive Plan:	+10
B. Encourages development or service provision in <b>inappropriate</b> areas as delineated by the Comprehensive Plan:	-10
<b>3. Service Needs</b> <i>(Circle A, B, or C)</i>	
A. Meets service needs which are totally unmet as suggested by the Comprehensive Plan (particularly the public facilities and service standards, if applicable):	+10
B. Meets service needs which are inadequate as suggested by the Comprehensive Plan (particularly the public facilities and service standards, if applicable):	+5
C. Commits the County to an entirely new service not addressed by the Comprehensive Plan, or duplicates an existing community service:	-10
<b>4. Project Timing / Urgency</b> <i>(Circle A, B, or C)</i>	
A. Cannot be reasonably postponed due to mandate or service / facility need:	+10
B. Necessary within five years for anticipated needs:	+5
C. Can be postponed for at least five years without detriment:	0
<b>5. Project Funding</b> <i>(Circle A, B, A and B, or C)</i>	
A. Partially funded as part of previous fiscal year CIP:	+10
B. Project will utilize Federal, State, Non-County, or Private funding sources, and / or cost will be shared as part of a regional agreement:	+5
C. Not previously funded and does not utilize any non-County funds:	0
<b>6. Project Site Characteristics (If Applicable)</b> <i>(Circle A or B, or assign zero points if not applicable)</i>	
A. Utilizes an existing County-owned or controlled site or facility:	+10
B. Preserves the only potentially available, and/or most appropriate, non-County-owned site or facility for the project's future use:	+5
<b>7. Project Relationships</b> <i>(Circle A or B, or assign zero points if not applicable)</i>	
A. Supports or improves existing facilities or services <b>not</b> addressed by the Comprehensive Plan (e. g., addressed by Tactical Plan, Master Water and Sewer Plan, Recreation Master Plan, etc.):	+10
B. Contrary to County policy or negatively impacts other programmed projects:	-10
<b>TOTAL SCORE:</b>	<input type="text"/>

*This scoring sheet will produce a Total Score number between 0 and 95 (count any score less than zero as zero). Projects with higher scores do a better job of supporting the Comprehensive Plan.*

DESCRIPTION	Projected FY08	Projected FY09	Projected FY10	Projected FY11	Projected FY12	Total FY08-12
<b>WATER SUPPLY</b>						
King William Reservoir Project	2,052,640	611,960	2,210,360	2,248,360	2,498,360	9,621,680
Conversion to Chloramines	250,000	250,000				500,000
Stonehouse (W-25) Improvements	75,000	350,000				425,000
Stonehouse (W-26) Improvements	15,000	100,000				115,000
Route 199 (B-32) Booster	100,000	600,000				700,000
<b>Water Supply Subtotal</b>	<b>2,492,640</b>	<b>1,911,960</b>	<b>2,210,360</b>	<b>2,248,360</b>	<b>2,498,360</b>	<b>11,361,680</b>
<b>WATER DISTRIBUTION</b>						
Kingswood Area			400,000	400,000		800,000
White Oaks System Replacement	400,000	400,000				800,000
Riverview Plantation	300,000	100,000				400,000
Mooretown Road	104,000					104,000
W-2 Monitoring	75,000					75,000
<b>Water Distribution Subtotal</b>	<b>879,000</b>	<b>500,000</b>	<b>400,000</b>	<b>400,000</b>	<b>0</b>	<b>2,179,000</b>
<b>WATER STORAGE</b>						
Tank Demolition		200,000				200,000
<b>Water Storage Subtotal</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
<b>WATER ACQUISITION</b>						
Water Acquisition	0	0	0	0		0
<b>WATER TRANSMISSION</b>						
Neck-O-Land Transmission					300,000	300,000
<b>Water Transmission Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>
<b>Water CIP Totals</b>	<b>3,371,640</b>	<b>2,611,960</b>	<b>2,610,360</b>	<b>2,648,360</b>	<b>2,798,360</b>	<b>14,040,680</b>
<b>SEWER IMPROVEMENTS</b>						
Flextran Inceptor Rehab/Replace	150,000	1,000,000	1,000,000	1,000,000	1,000,000	4,150,000
Kingswood Sewer Rahab	74,000					74,000
DEQ Consent Order Sewer System Improvements	0	500,000	500,000	500,000	500,000	2,000,000
LS 1-1 Service Area Interceptor Rehabilitation	155,000					155,000
DEQ Consent Order Surveys	200,000	100,000	100,000	100,000	100,000	600,000
Lift Station Upgrades (Air ejector stations)	200,000	0	0	200,000	200,000	600,000
Evergreen Way	70,000					70,000
Blow Flats				150,000		150,000
Indigo Park/White Oaks Sewer Rehab	77,000					77,000
James Terrace Sewer Rehabilitation	250,000	250,000	250,000			750,000
LS 3-8 Control Building			220,000			220,000
LS 4-2 Upgrade	65,000					65,000
LS 4-7 Control Building					250,000	250,000
LS 5-4 Control Building				250,000		250,000
<b>Sewer Improvements Subtotal</b>	<b>1,241,000</b>	<b>1,850,000</b>	<b>2,070,000</b>	<b>2,200,000</b>	<b>2,050,000</b>	<b>9,411,000</b>
<b>OTHER PROJECTS</b>						
JCSA Administrative Facility	500,000					500,000
Heavy Equipment	200,000	210,000	300,000	300,000	300,000	1,310,000
Bldg E Rehab		90,000				90,000
<b>Other Projects Subtotal</b>	<b>700,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>1,900,000</b>
<b>GRAND TOTAL</b>	<b>5,312,640</b>	<b>4,761,960</b>	<b>4,980,360</b>	<b>5,148,360</b>	<b>5,148,360</b>	<b>25,351,680</b>

**FY 08-12 Capital Improvements Program Priority Ranking**

**High Priority Projects**

King William Reservoir Water Supply  
Well Water Disinfectant Conversion to Chloramines  
Route 199 (B32) Booster Station Transmission Improvements  
Lift Station (LS 1-1) Powhatan Creek Interceptor Sewer Main Rehabilitation  
DEQ Consent Order Sewer Surveys  
DEQ Consent Order Sewer System Improvements  
Flextran Interceptor Sewer Main Rehabilitation  
Lift Station Upgrades (Air Ejector Stations)  
Riverview Plantation Distribution Water Line Replacements  
Lift Station (LS 4-2) Upgrade (224 Alesa Drive)

**Medium Priority Projects**

James Terrace Sewer Line Rehabilitation  
Evergreen Way Sewer Line Replacement  
Heavy Equipment Replacement  
JCSA Administration Facility  
White Oaks Water Line Replacement  
White Oaks/Indiago Park Sewer Line Replacement  
Stonehouse Well (W-25) Improvements  
Stonehouse Well (W-26) Improvements

**Low Priority Projects**

Mooretown Road Water Line Improvements  
Well (W-2) Monitoring (7869 Church Lane)  
Water Storage Tank Demolition  
Neck-O-Land Water Transmission Line Replacement  
Blow Flats Sewer Line Improvements  
Kingswood Area Water Line Replacement  
Kingswood Sewer Line Replacement  
Lift Station (LS 3-8) Control Building (4888 John Tyler Highway)  
Lift Station (LS 4-7) Control Building (4604 John Tyler Highway)  
Lift Station (LS 5-4) Control Building (7213 Merrimac Trail)  
Bldg E Heat Pump Replacement

March 5, 2007

**To: Sandy Wanner, County Administrator**  
**From: James City County Concerned Citizens**  
**Subject: FY08 Budget Request**

We respectfully request funding in the FY 08 JCC budget to cover a number of serious problems currently existing in the County. We refer specifically to drainage problems in St. George's 100 and Jamestown 1607, both bordering on the Powhatan Creek. Therefore, we are requesting funding for the following projects. We have included possible levels of funding, though we have not had time to validate them.

- 1) A study of drainage issues in St. George's 100 and Jamestown 1607 subdivisions and any others deemed essential by the County. To ensure independence the study should be conducted by a qualified engineering firm, one not usually doing business in James City County or the immediate surrounding area. That should be completed within a four month period, and should result in remediation options that will, if followed, correct the current situation. The study should incorporate an analysis of additional contributors to the stormwater problems (other subdivisions, creeks feeding the Powhatan Creek, etc.) and how their adverse impacts could be alleviated. A draft report would be due in 4 months, with reviews, revisions and approvals within 2 additional months.

**6 month study (July - Dec) \$200,000.00**

- 2) In the remaining eight months of FY 08 (following the above requested study and the necessary briefings, approvals and determination of the recommended option to be followed) a request for bids should be issued no later than January 31, 2008 for a contract to be let in March 2008. Again, to ensure independence, the request for bids should include qualified companies not ordinarily doing business in James City County or the immediate surrounding area. The selected contractor should begin work no later than April 1, 2008, after presenting a plan and a schedule for the work to be completed. Work will no doubt need to be carried into FY 09, so the contract should account for this, and for funding in FY 09. The County should determine if there are any funds from Federal or State Governments that could be used to resolve this problem.

**Operational engineered corrections to \$2,500,000.00**  
**Subdivisions' drainage problems, (FY 08 only)**  
**April 08 - April 09 (add \$1 m in FY 09)**

- 3) Underwriting water conservation efforts in high use subdivisions is another area in the FY 08 budget deserving additional funding. This involves working with the HOA's to survey water use and to determine for each subdivision what measures could be implemented to reduce use of scarce water resources, particularly in Spring and Summer.

**Water Conservation surveys \$20,000.00**

- 4) Funding earmarked for the Gordon Creek Watershed study must be released immediately and the study initiated without delay. Remaining watershed studies should be scheduled for FY 09 and FY 10. The Watershed Management Programs should then be coordinated to provide County-wide protection of each of the Creeks and their watersheds. Having these available will facilitate planning by developers and approvals by the Planning Commission and the Board of Supervisors.

**Gordon Creek Watershed study \$120,000.00**

- 5) We fully support the request by the Friends of Forge Road and Toano (FORT), one of our group members, for funding to advance Toano's beautification consistent with the recent study.

**Toano Beautification Program \$48,550.00**

- 6) Low Impact Development (LID) techniques are essential to development in the 21<sup>st</sup> century and specifically to any environmentally sensitive area such as James City County. We request that the County conduct training classes in LID for developers, builders and citizens.

**LID Training \$20,000.00**

***IMPLICATIONS FOR FY09:***

We will also be proposing a change in environmental survey submittals. We hope the proposed changes will simplify the review process. The current process delays citizens' access and comments, consideration by the Planning Commissioners and Supervisors, and even Environment Division reviews. We hope that the proposed changes will reduce the demands on the Environment staff.

We have also been involved in monitoring a number of ongoing developments. We have identified serious violations in the construction process with respect to what has been proffered and what is covered by County ordinances or the Chesapeake Bay program, and what is actually being delivered by the contractors.

We know that the workload in Environment and Code Compliance is extremely heavy and that the current staff is stressed to follow all building activities. Under separate cover, we are requesting a staff position in the FY 08 budget for an "Energy and Green Building Coordinator". As the time approaches for the FY 09 budget discussions, we expect to be requesting additional positions in development management, environment and code compliance as well as one position that would give the County staff expertise in traffic engineering. In the latter case, relying on a contractor does not have the same legitimacy that an employee would.

Cc: John McDonald  
Susan Mellon

Va. Code Ann. § 15.2-2114

**C**

West's Annotated Code of Virginia Currentness

Title 15.2. Counties, Cities and Towns (Refs & Annos)

Subtitle II. Powers of Local Government

■ Chapter 21. Franchises; Sale and Lease of Certain Municipal Public Property; Public Utilities (Refs & Annos)

■ Article 2. General Provisions for Public Utilities

**→ § 15.2-2114. Regulation of stormwater**

A. Any locality, by ordinance, may adopt a stormwater control program consistent with Article 1.1 (§ 10.1-603.1 et seq.) of Chapter 6 of Title 10.1, or any other state or federal regulation, by establishing a utility or enacting a system of service charges. Income derived from these charges shall be dedicated special revenue and may be used only to pay or recover costs for the following:

1. The acquisition, as permitted by § 15.2-1800, of real and personal property, and interest therein, necessary to construct, operate and maintain stormwater control facilities;
2. The cost of administration of such programs;
3. Engineering and design, debt retirement, construction costs for new facilities and enlargement or improvement of existing facilities, including the enlargement or improvement of dams, whether publicly or privately owned, that serve to control stormwater; however, prior to adoption of any ordinance pursuant to this section related to the enlargement or improvement of privately owned dams, a locality shall comply with the notice provisions of § 15.2-1427 and hold a public hearing;
4. Facility maintenance, including the maintenance of dams, whether publicly or privately owned, that serve to control the stormwater; however, prior to adoption of any ordinance pursuant to this section related to the maintenance of privately owned dams, a locality shall comply with the notice provisions of § 15.2-1427 and hold a public hearing;
5. Monitoring of stormwater control devices;
6. Pollution control and abatement, consistent with state and federal regulations for water pollution control and abatement; and

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Va. Code Ann. § 15.2-2114

7. Planning, design, land acquisition, construction, operation and maintenance activities.

B. The charges may be assessed to property owners or occupants, including condominium unit owners or tenants (when the tenant is the party to whom the water and sewer service is billed), and shall be based upon their contributions to stormwater runoff; however, prior to adopting such a system, a public hearing shall be held after giving notice as required by charter or by publishing a descriptive notice once a week for two successive weeks prior to adoption in a newspaper with a general circulation in the locality. The second publication shall not be sooner than one calendar week after the first publication. A locality adopting such a system shall provide for full waivers of charges to federal, state, or local government agencies when the agency owns and provides for maintenance of storm drainage and stormwater control facilities or is a unit of the locality administering the program. A locality shall also provide full waivers of charges for roads and public street rights-of-way that are owned and maintained by state or local agencies. A locality adopting such a system may also provide for full or partial waivers of charges to any person who develops, redevelops or retrofits outfalls, discharges or property so that there is a permanent reduction in post-development stormwater flow and pollutant loading. The locality shall base the amount of the waiver in part on the percentage reduction in both stormwater flow and pollutant loading, from predevelopment to postdevelopment. No locality shall provide a waiver to any person who does not obtain a stormwater permit from the Department of Environmental Quality when such permit is required by statute or regulation. A locality adopting such a system may also provide for full waiver of charges to cemeteries. Income derived from service charges may not exceed the actual costs incurred by a locality operating under the provisions of this title.

C. Any locality may issue general obligation bonds or revenue bonds in order to finance the cost of infrastructure and equipment for a stormwater control program. Infrastructure and equipment shall include structural and natural stormwater control systems of all types, including, without limitation, retention basins, sewers, conduits, pipelines, pumping and ventilating stations, and other plants, structures, and real and personal property used for support of the system. The procedure for the issuance of any such general obligation bonds or revenue bonds pursuant to this section shall be in conformity with the procedure for issuance of such bonds as set forth in the Public Finance Act (§ 15.2-2600 et seq.).

D. In the event charges are not paid when due, interest thereon shall at that time accrue at the rate, not to exceed the maximum amount allowed by law, determined by the locality until such time as the overdue payment and interest are paid. Charges and interest may be recovered by the locality by action at law or suit in equity and shall constitute a lien against the property, ranking on a parity with liens for unpaid taxes. The locality may combine the billings for stormwater charges with billings for water or sewer charges, real property tax assessments, or other billings; in such cases, the locality may establish the order in which payments will be applied to the different charges. No locality shall combine its billings with those of another

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Va. Code Ann. § 15.2-2114

locality or political subdivision, including an authority operating pursuant to Chapter 51 (§ 15.2-5100 et seq.) of Title 15.2, unless such locality or political subdivision has given its consent by duly adopted resolution or ordinance.

E. Any two or more localities may enter into cooperative agreements concerning the management of stormwater.

Acts 1997, c. 331; Acts 1997, c. 587, eff. Dec. 1, 1997; Acts 1998, c. 182; Acts 2003, c. 390. Amended by Acts 2004, c. 507; Acts 2005, c. 313; Acts 2006, c. 11.

## LIBRARY REFERENCES

### Key Numbers

Municipal Corporations ↪715.

Westlaw Key Number Search: 268k715.

### Encyclopedias

C.J.S. Municipal Corporations § 1540.

## NOTES OF DECISIONS

### Fees 1

#### 1. Fees

Because interim ordinance adopted by city to impose stormwater management fee on real property owners imposed higher fee on non-residential property at ratio of five times fee imposed on residential property, fee charged bore rational correlation to amount of stormwater runoff, and was valid, even though it did not differentiate between properties within each category on basis of other factors such as impervious area or type of development. Code 1950, § 15.1-292.4(B). *Twietmeyer v. City of Hampton*, 1998, 497 S.E.2d 858, 255 Va. 387. Municipal Corporations ↪ 715

No charges would be assessed against property owners of watershed improvement district under county stormwater ordinance if district controls its own stormwater runoff consistent with locality's stormwater program. Op.Atty.Gen., Opinion No. 39 (June 7, 1999), 1999 WL 631113.

Va. Code Ann. § 15.2-2114, VA ST § 15.2-2114

Current through the End of 2006 Sp. Sess. I and includes

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Va. Code Ann. § 15.2-2114

2007 Reg. Sess. cc. 1, 3, 45 and 50.

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