A G E N D A

JAMES CITY COUNTY BOARD OF SUPERVISORS

READING FILE

February 12, 2013

FOR YOUR INFORMATION

1. FY 2014 Capital Improvements Program (CIP)

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READING FILE

M E M O R A N D U M

DATE: February 12, 2013

TO: The Board of Supervisors

FROM: Luke Vinciguerra, Planner
Jason Purse, Zoning Administrator

SUBJECT: FY 2014 Capital Improvements Program (CIP)

The Policy Committee annually ranks Capital Improvements Program (CIP) requests submitted by various County agencies. The purpose of this task is to provide guidance to the Board of Supervisors regarding priority projects during the budget process. After a series of meetings to discuss and rank CIP requests, the Policy Committee, in conjunction with staff and the Planning Commission, is forwarding its recommendations for Fiscal Year 2014 to the Board of Supervisors.

The Policy Committee uses a standardized set of ranking criteria to prioritize projects. Policy Committee members evaluated each request for funding and produced a numerical score between 10 and 100. The scores generated by individual Policy Committee members were then averaged to produce the Policy Committee's final score and priority. The Policy Committee's ranking criteria is attached for reference (see Attachment 1).

The CIP project requests are grouped into the following general funding categories:

- *Group I* - New Projects with FY 14 Funds Requested (projects not adopted for funding in previous CIP cycles).
- *Group II* - Amendments to previously reviewed applications.

The projects are listed from highest to lowest within their prospective category; however, the priority numbers and scores are reflective of all the projects in both groupings (i.e., overall Priority One is in Group Two).

Attachment 2 groups the CIP requests and contains a summary of the CIP projects, scores, and rankings. This is the document showing the Policy Committee's priorities. Maintenance, repair, refurbishment, or replacement items are not evaluated by the Policy Committee, but are included in Attachment 3 for the Board's reference.

In order to get a more complete overview of the capital budget, the Policy Committee requested that the Virginia Department of Transportation's Secondary System Construction Program be included in this packet. This information can be found in Attachment 4.

Changes Since The January 9 Planning Commission
None.

Recommendation
At its January 9, 2013 meeting, the Planning Commission voted 7-0 to endorse the FY 14 Capital Improvements Program priorities as prepared by the Policy Committee to serve as a recommendation to the Board of Supervisors. The top 11 projects selected in terms of ranking are:

1. Fiber Optic Ring Phase II

2. Olde Towne Trail
3. Building D Conference Room Video Package
4. Food Court for Lafayette High School
5. Food Court for Jamestown High School
6. Covered Parking for Specialty Police Vehicles
7. Field Lighting for Toano Middle School*
7. Field Lighting for Stonehouse Elementary School*
9. Citizen Relationship Management/311 System
10. Use of Force Simulator*
10. Five School Buses*

**These projects received equal rankings from the Policy Committee, so therefore share the number priority.*

For the purposes of assisting in the preparation of the budget, the Policy Committee and the Planning Commission recommend that the Board of Supervisors consider the aforementioned CIP rankings and recommendations.

Luke Vinciguerra

Jason Purse

CONCUR:

Allen J. Murphy, Jr.

LV/gb
FY14CIP_mem

Attachments:
1. Capital Improvement Program Ranking Criteria
2. FY 14- Capital Improvement Program Ranking Spreadsheet
3. FY 14 -Capital Maintenance Program Spreadsheet
4. Secondary System Construction Program
5. Unapproved Policy Committee minutes from December 6, 2012
6. Unapproved Policy Committee minutes from December 7, 2012

CAPITAL IMPROVEMENT PROGRAM RANKING CRITERIA
James City County Planning Commission

SUMMARY

The Capital Improvement Program ("CIP") is the process for evaluating, planning, scheduling, and implementing capital projects. The CIP supports the objectives of the Comprehensive Plan through the sizing, timing, and location of public facilities such as buildings, roads, schools, park and recreation facilities, water, and sewer facilities. While each capital project may meet a specific need identified in the Comprehensive Plan or other department or agency plan, all capital plans must compete with other projects for limited resources, receive funding in accordance with a priority rating system and be formally adopted as an integral part of the bi-annual budget. Set forth below are the steps related to the evaluation, ranking, and prioritization of capital projects.

A. DEFINITION

The CIP is a multi-year flexible plan outlining the goals and objectives regarding public capital improvements for James City County ("JCC" or the "County"). This plan includes the development, modernization, or replacement of physical infrastructure facilities, including those related to new technology. Generally a capital project such as roads, utilities, technology improvements, and county facilities is nonrecurring (though it may be paid for or implemented in stages over a period of years), provides long term benefit and is an addition to the County's fixed assets. Only those capital projects with a total project cost of $50,000 or more will be ranked. Capital maintenance and repair projects will be evaluated by departments and will not be ranked by the Policy Committee.

B. PURPOSE

The purpose of the CIP ranking system is to establish priorities for the 5-year CIP plan ("CIP plan"), which outlines the projected capital project needs. This CIP plan will include a summary of the projects, estimated costs, schedule and recommended source of funding for each project where appropriate. The CIP plan will prioritize the ranked projects in each year of the CIP plan. However, because the County's goals and resources are constantly changing, this CIP plan is designed to be re-assessed in full bi-annually, with only new projects evaluated in exception years, and to reprioritize the CIP plan annually.

C. RANKINGS

Capital projects, as defined in paragraph A, will be evaluated according to the CIP Ranking Criteria. A project's overall score will be determined by calculating its score against each criterion. The scores of all projects will then be compared in order to provide recommendations to the Board of Supervisors. The components of the criteria and scoring scale will be included with the recommendation.

D. FUNDING LIMITS

On an annual basis, funds for capital projects will be limited based on the County's financial resources including tax and other revenues, grants and debt limitations, and other principles set forth in the Board of Supervisors' Statement of Fiscal Goals:

- general obligation debt and lease revenue debt may not exceed 3% of the assessed valuation of property,

- debt service costs are not to exceed 10-12% of total operation revenues, including school revenue, and
- debt per capita income is not to exceed $2,000 and debt as a percentage of income is not to exceed 7.5%.

Such limits are subject to restatement by the Board of Supervisors at their discretion. Projects identified in the CIP plan will be evaluated for the source or sources of funding available, and to protect the County's credit rating to minimize the cost of borrowing.

E. SCHEDULING OF PROJECTS

The CIP plan schedules will be developed based on the available funding and project ranking and will determine where each project fits in the 5 year plan.

CIP RANKING CRITERIA
Project Ranking By Areas of Emphasis

1. Quality of Life (20%) - Quality of life is a characteristic that makes the County a desirable place to live and work. For example, public parks, water amenities, multi-use trails, open space, and preservation of community character enhance the quality of life for citizens. A County maintenance building is an example of a project that may not directly affect the citizen's quality of life. The score will be based on the considerations, such as:

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?
D. Does the project increase or enhance educational opportunities?
E. Does the project increase or enhance recreational opportunities and/or green space?
F. Will the project mitigate blight?
G. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?
I. Does the project affect traffic positively or negatively?
J. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The project does not affect or has a negative affect on the quality of life in JCC.				The project will have some positive impact on quality of life.					The project will have a large positive impact on the quality of life in JCC.

2. Infrastructure (20%) – This element relates to infrastructure needs such as schools, waterlines, sewer lines, waste water or storm water treatment, street and other transportation facilities, and County service facilities. High speed, broadband or wireless communication capabilities would also be included in this element. Constructing a facility in excess of facility or service standards would score low in this category. The score will be based on considerations such as:

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
D. Is there a facility being replaced that has exceeded its useful life and to what extent?
E. Do resources spent on maintenance of an existing facility justify replacement?
F. Does this replace an outdated system?

G. Does the facility/system represent new technology that will provide enhance service?
H. Does the project extend service for desired economic growth?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The level of need is low				There is a moderate level of need					The level of need is high, existing facility is no longer functional, or there is no facility to serve the need

3. Economic Development (15%) – Economic development considerations relate to projects that foster the development, re-development, or expansion of a diversified business/industrial base that will provide quality jobs and generate a positive financial contribution to the County. Providing the needed infrastructure to encourage redevelopment of a shopping center would score high in this category. Reconstructing a storm drain line through a residential neighborhood would likely score low in the economic development category. The score will be based on considerations such as:

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
D. Does the project have the potential to promote economic development in areas where growth is desired?
E. Will the project continue to promote economic development in an already developed area?
F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)
G. Will the project produce desirable jobs in the County?
H. Will the project rejuvenate an area that needs assistance?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will not aid economic development				Neutral or will have some aid to economic development					Project will have a positive impact on economic development

4. Health/Public Safety (15%) - Health/public safety includes fire service, police service, safe roads, safe drinking water, fire flow demand, sanitary sewer systems and flood control. A health clinic, fire station or police station would directly impact the health and safety of citizens, scoring high in this category. Adding concession stands to an existing facility would score low in this category. The score will be based on considerations such as:

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?

C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
D. Does the project directly reduce risks to people or property (i.e. flood control)?
E. Does the project directly promote improved health or safety?
F. Does the project mitigate an immediate risk?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project has no or minimal impact on health/safety				Project has some positive impact on health/safety					Project has a significant positive impact on health/safety

5. Impact on Operational Budget (10%) – Some projects may affect the operating budget for the next few years or for the life of the facility. A fire station must be staffed and supplied; therefore it has an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. The score will be based on considerations such as:

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
D. Will the new facility require additional personnel to operate?
E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?
F. Will the new facility require significant annual maintenance?
G. Will the new facility require additional equipment not included in the project budget?
H. Will the new facility reduce time and resources of city staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.
I. Will the efficiency of the project save money?
J. Is there a revenue generating opportunity (e.g. user fees)?
K. Does the project minimize life-cycle costs?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will have a negative impact on budget				Project will have neutral impact on budget					Project will have positive impact on budget or life-cycle costs minimized

6. Regulatory Compliance (10%) – This criterion includes regulatory mandates such as sewer line capacity, fire flow/pressure demands, storm water/creek flooding problems, schools or prisons. The score will be based on considerations such as:

A. Does the project addresses a legislative, regulatory or court-ordered mandate? (0- 5 years)
B. Will the future project impact foreseeable regulatory issues? (5-10years)

C. Does the project promote long-term regulatory compliance (>10 years)
D. Will there be a serious negative impact on the county if compliance is not achieved?
E. Are there other ways to mitigate the regulatory concern?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project serves no regulatory need				Project serves some regulatory need or serves a long-term need					Project serves an immediate regulatory need

7. Timing/Location (10%) - Timing and location are important aspects of a project. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category. The score will should be based on considerations such as:

A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
D. When is the project needed?
E. Do other projects require this one to be completed first?
F. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?
G. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)
H. Will it be more economical to build multiple projects together (reduced construction costs)?
I. Will it help in reducing repeated neighborhood disruptions?
J. Will there be a negative impact of the construction and if so, can this be mitigated?
K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?
L. Are there inter-jurisdictional considerations?
M. Does the project conform to Primary Service Area policies?
N. Does the project use an existing County-owned or controlled site or facility?
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?
P. Does the project use external funding or is a partnership where funds will be lost if not constructed.

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
No critical timing or location issues				Project timing OR location is important					Both project timing AND location are important

8. Special Consideration (*no weighting- if one of the below categories applies, project should be given special funding priority*) – Some projects will have features that may require that the County undertake the project immediately or in the very near future. Special considerations may include the following (check all applicable statement(s)):

A.	Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	
B.	Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	
C.	Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	

Attachment 2

FY14 - CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

REVISED 11/26/12

Non-maintenance items

ID	Applying Agency	Project Name	Project Description	FY14 Requested $	FY15 Requested $	FY16 Requested $	FY17 Requested $	FY18 Requested $	Total Requested $	Agency Ranking	FY 14 PC Score	Special Considerations	Priority
Group I: New Projects with FY14 Funds Requested (projects not adopted for funding in FY14 budget)													
A	Police	Covered Parking for Specialty Vehicles and Trailers	Covered parking structure to protect police equipment.		184,000				184,000	1 of 2	39		6
B	Police	Police Use of Force Simulator	Virtualization package similar to a video game that allows police realistically simulate potential real world scenarios for training purposes.		149,000				149,000	2 of 2	30		10
C	Parks & Rec	Olde Towne Trail	Proposed trail that would eventually connect New Town, the James City County Recreation Center, Warhill Sports Complex, Warhill and Lafayette High Schools.		250,000	2,497,000			2,747,000	1 of 1	43		2
D	FMS	James City County Fiber Optic Ring, Phase II	Provide communications infrastructure for voice, data, and video networking throughout the County government offices, School Board, James City Service Authority, and the JCC Regional Library.	886,228	660,151	599,137	487,370	719,732	3,352,618	1 of 1	48		1
E	Communications	Building D Conference Room video broadcast package with integrated portable location package	a) portable equipment package designed to efficiently tape meetings b) broadcast equipment for building D conference room.	104,217	234,114				338,331	1 of 1	42		3

Attachment 3

FY 14- Capital Maintenance Program Spreadsheet

REVISED 12/19/12

ID#	Applying Agency	Project Name	FY13 Requested $	FY14 Requested $	FY15 Requested $	FY16 Requested $	FY17 Requested $	Total Requested $
1	Gen. Svcs.	JCWCC Renovations	$107,000	$197,000	$120,000			$424,000
2	Gen. Svcs.	Energy Upgrades	$50,000	$50,000	$50,000			$150,000
3	Public Safety	Fire Pumper Replacement - Engine 31	$645,000					$645,000
4	Public Safety	Medic Unit Replacement	$255,000					$255,000
5	Public Safety	Fire Pumper Replacement - Engine 11			$665,000			$665,000
6	Public Safety	Trailer Transport Emergency Response	$50,000					$50,000
7	Public Safety	Medic Unit Replacement - Medic 51					$260,000	$260,000
8	Public Safety	Medic Unit Replacement - Medic 31			$260,000			$260,000
9	Public Safety	Medic Unit Replacement -Medic 12		$260,000				$260,000
10	Public Safety	Fire Squad Truck Replacement - Squad 1			$550,000			$550,000
11	Public Safety	Fire SCBA Replacement		$430,000	$430,000			$860,000
12	Public Safety	Dive Truck Replacement - Dive 5				$250,000		$250,000
13	Public Safety	Tanker Replacement - Tanker 1					$350,000	$350,000
14	Public Safety	Fire Pumper Replacment - Engine 51					$665,000	$665,000
15	Public Safety	Fire Pumper Replacement- Engine 22				$665,000		$665,000
16	Public Safety	Fire Pumper Replacement - Engine 52		$665,000				$665,000
18	Public Safety	Fire/Police C&C Vehicle	$600,000					$600,000
19	Gen. Svcs.	Building D Renovation	$1,060,000					$1,060,000
20	Gen. Svcs.	CRFP Well Replacement	$500,000					$500,000
21	Gen. Svcs.	Video Center HVAC	$130,000					$130,000
22	Gen. Svcs.	Overlay Parking Lots	$160,000	$280,000	$250,000			$690,000
23	Gen. Svcs.	Fleet Maintenance Center and EOC Roofs		$150,000				$150,000
COUNTY TOTALS			**$3,557,000**	**$2,032,000**	**$2,325,000**	**$915,000**	**$1,275,000**	**$10,104,000**
1	Schools	Division Resurface Parking Lots	$90,000	$90,000	$90,000	$139,000		$409,000
2	Schools	Auditorium for Blair					$307,350	$307,350
3	Schools	Blair Refurbishment					$2,775,100	$2,775,100
4	Schools	Bus loop repairs for Blair					$207,545	$207,545
5	Schools	Renovations for Cooley		$606,000				$606,000
6	Schools	Fire Wall Reparis for Blair					$92,000	$92,000
8	Schools	Gym/Garage Lighting	$50,000	$50,000				$100,000
9	Schools	Blair Sewer Line Replacement					$75,000	$75,000
10	Schools	James River Roof	$579,410					$579,410
11	Schools	James Blair Kitchen Renovation					$649,170	$649,170
12	Schools	Lafayette Field Refurbishment	$166,860					$166,860
13	Schools	Lafayette HVAC	$4,369,710					$4,369,710
14	Schools	Toano Pkg/Outfall	$322,000					$322,000
15	Schools	Jamestown Refurbishment		$1,515,930	$1,536,365			$3,052,295
16	Schools	Clara Byrd Baker Roof		$74,000				$74,000
17	Schools	James River Refurbishment			$1,407,575			$1,407,575
18	Schools	Clara Byrd Baker Parking		$280,700				$280,700
19	Schools	Lafayette Referbishment	$1,533,575					$1,533,575
20	Schools	Stonehouse Refurbishment			$1,580,066			$1,580,066
21	Schools	Jamestown Locker Rooms		$356,040				$356,040
22	Schools	DJ Montague Parking		$126,000				$126,000
23	Schools	Blair Field Irrigation			$175,500			$175,500
24	Schools	Cooley Fence/Gates		$70,000				$70,000
25	Schools	Toano Refurbishment	$1,613,050					$1,613,050
26	Schools	Clara Byrd Baker Refurbishment				$1,292,864		$1,292,864
27	Schools	Matoaka Referbishment					$1,600,000	$1,600,000
28	Schools	James River HVAC	$3,028,565					$3,028,565
29	Schools	Roof for Whaley					$400,000	$400,000
30	Schools	Norge Refurbishment					$1,600,000	$1,600,000
31	Schools	Rawls Byrd HVAC (gym)		$200,000				$200,000
32	Schools	Fuel Pumps and canopy			$70,000			$70,000
SCHOOLS TOTALS			**$11,753,170**	**$3,368,670**	**$4,859,506**	**$1,431,864**	**$7,706,165**	**$29,119,375**
OVERALL TOTALS			***$15,310,170***	***$5,400,670***	***$7,184,506***	***$2,346,864***	***$8,981,165***	***$39,223,375***