

**MEMORANDUM COVER**

**Subject:** FY 2015-FY 2019 Capital Improvements Program (CIP)

**Action Requested:** None

**Summary:** 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 forwarded its recommendations to the Planning Commission.

On January 8, 2014, following a public meeting, the Planning Commission recommended approval of the prioritized list of projects as proposed in the attached staff report.

No action is required.

**Fiscal Impact:** N/A

**FMS Approval, if Applicable:** Yes  No

**Acting County Administrator**

M. Douglas Powell     *MP*    

- Attachments:**
1. Memorandum
  2. Policy Committee Ranking Criteria
  3. Policy Committee Capital Improvement Program Rankings
  4. Secondary System Construction Program
  5. Policy Committee Minutes from December 2, 2013
  6. Policy Committee Minutes from December 3, 2013
  7. Policy Committee Minutes from December 5, 2013
  8. Unapproved Planning Commission Minutes from January 8, 2014

**READING FILE**

**Date:** February 11, 2014

MEMORANDUM

DATE: February 11, 2014

TO: The Board of Supervisors

FROM: Luke Vinciguerra, Planner  
Jose Ribeiro, Senior Planner II

SUBJECT: FY 2015-FY 2019 Capital Improvements Program (CIP)

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The Policy Committee (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 Committee, in conjunction with staff and the Planning Commission, is forwarding its recommendations for Fiscal Year 2015 to the Board of Supervisors.

As described in the Virginia State Code, the CIP is one of the methods of implementing the Comprehensive Plan, of equal importance to methods like the zoning and subdivision ordinances, official maps, and transportation plans. The Committee uses a standardized set of ranking criteria to prioritize projects. Committee members evaluated each request for funding and produced a numerical score between 10 and 100. The scores generated by individual Committee members were then averaged to produce the Committee's final score and priority. The Committee's ranking criteria is attached for reference (see Attachment No. 1).

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

- *Group I:* New Projects with FY 15 funds requested (projects not adopted for funding in previous CIP cycles), and
- *Group II:* Amendments to previously funded 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 No. 2 groups the CIP requests and contains a summary of the CIP projects, scores, and rankings. This is the document showing the Committee's priorities.

In order to get a more complete overview of the capital budget, the 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 No. 3.

**RECOMMENDATION:**

At its January 8, 2014, meeting, the Planning Commission voted 6-0 to endorse the FY 15 CIP as prepared by the Policy Committee to serve as a recommendation to the Board of Supervisors with specific guidance on particular projects noted in the attached minutes. The top 14 projects selected in terms of ranking are:

1. Stormwater Neighborhood Drainage Improvements and Water Quality Improvements
2. Local match account for transportation system improvement grants
3. Automatic Vehicle Locator (AVL)\*
3. Shelter Generator- James River Community Center/James River Elementary\*
3. Chickahominy Riverfront Park Shoreline Stabilization\*

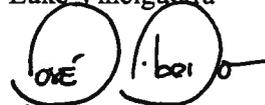
6. New Middle School
7. James City County Fiber Optic Ring, Phase II
8. Greenways/Trails
9. Mid County Park-Phase 2\*
9. James City Recreation Center Park –Outdoor Restroom/Concession Building\*
9. General Services Administration and Operations Building\*
12. Parks and Recreation Administrative Offices
13. Content Management System
14. 311

*\*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.

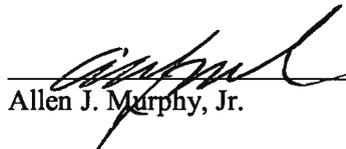


\_\_\_\_\_  
Luke Vinciguerra



\_\_\_\_\_  
Jose Ribeiro

CONCUR:



\_\_\_\_\_  
Allen J. Murphy, Jr.

LV/JR/nb  
CIP-FY15-FY19-mem

Attachments

## **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		Policy Committee Capital Improvement Program Rankings											
REVISED 12/16/13		Non-maintenance items											
ID	Applying Agency	Project Name:	Project Description	FY15 Requested \$	FY16 Requested \$	FY17 Requested \$	FY18 Requested \$	FY19 Requested \$	Total Requested \$	Agency Ranking	FY 15 PC Score:	Special Considerations	Priority
Group I: New Projects with FY15 Funds Requested (projects not adopted for funding in FY15 budget).													
AI	Planning	Local match account for transportation system improvement grants	Funding for transportation projects.		750,000	750,000	750,000	750,000	3,000,000	1 of 1	60		2
A	Fire	Shelter Generator - James River Community Center/James River Elementary	Installation of a generator at the Abram Frink Community Center to provide emergency power.	277,000					277,000	1 of 1	54		3
B	Police	Automatic Vehicle Locator (AVL)	GPS-based system that is integrated with existing Mobile Data Terminals (MDT) used by public safety personnel. AVL allows for police officers, fire fighters, EMS personnel and Sheriff's deputies to use the GPS coordinates of their vehicles and the electronic map on their MDT to help find their way to incident locations.	155,000					155,000	1 of 1	54		3
G	P&R	Chickahominy Riverfront Park Shoreline Stabilization	Implementation of the Shaping our Shores Master Plan. Shoreline stabilization along the Chickahominy River which has continued to erode and is becoming a safety issue for park visitors.			450,000			450,000	9 of 31	54		3
L	P&R	Greenways/Trails	Planning, development and improvement of trails and greenways consistent with the Greenways Master Plan.	50,000	50,000	50,000	50,000	50,000	250,000	6 of 31	48		8
N	P&R	James City Recreation Center Park- Outdoor Restroom/Concession Building	Facility will meet the increasing needs of participants and families utilizing the athletic fields and accessible playground. Current use of portable toilets does not meet ADA needs of playground users and volume of athletic field use.			350,000			350,000	13 of 31	47		9
V	P&R	Mid County Park-Phase2	Continued implementation of the approved Master Plan for Mid County Park. Phase 2 consists of the installation of a splash pad, eastern parking lot addition, bus parking addition and sidewalk connections.		400,000				400,000	4 of 31	47		9
AG	FMS	311	The purpose of 3-1-1 access is to divert non-emergency inquiries away from the 9-1-1 emergency service as well to provide a valuable community service to residents. Common inquiries made to 3-1-1 call centers may include the reporting of debris on a roadway, notifying city officials of broken street lights or asking questions regarding trash pick-up, bus schedules or other municipal services.	63,000	15,000	15,000	16,000	17,000	126,000		42	This application scored a '33' in FY 14	14

ID	Applying Agency	Project Name:	Project Description	FY15 Requested \$	FY16 Requested \$	FY17 Requested \$	FY18 Requested \$	FY19 Requested \$	Total Requested \$	Agency Ranking	FY 15 PC Score:	Special Considerations	Priority
W	P&R	Olde Towne Trail	This 10 foot paved multi use trail would provide connectivity between New Town, James City County Recreation Center, Warhill Sports Complex, Warhill and Lafayette High Schools and end at Freedom Park. A portion of construction of the trail was included as a requirement for Olde Towne Timeshares.			250,000	2,250,000		2,500,000	17 of 31	41	This project scored a '43' by the Committee in FY 14	
M	P&R	Hornsby/Blayton Restroom/Concession	Construction and installation of a restroom/concession facility to serve this 7 field athletic complex by community groups, schools and tournament use. Would replace use of portable toilets currently being used.				200,000		200,000	15 of 31	40		
AH	FMS	Content Management System (CMS)	Software allowing citizens and staff to report and track problems, concerns or questions via the web or email.	145,000	20,000	20,000	20,000	20,000	225,000		40		13
D	P&R	Abram Frink Jr. Athletic Fields Enhancements	Funds requested would provide lighting to existing baseball and multi use athletic fields. Lighted fields are needed at this end of the county to reduce number of athletic teams utilizing existing lighted fields and reduce travel time for residents of the Roberts District. Additional lighted fields will also support increased sports tourism efforts.				175,000		175,000	26 of 31	39		
E	P&R	Abram Frink Jr. Community Center Outdoor Enhancements	This request proposes to eliminate the existing tennis courts which are under utilized and in need of maintenance and replace with a 1500 sf splash pad/playground, and a covered picnic shelter to host programs and rentals.	300,000					300,000	2 of 31	39		
Q	P&R	Jamestown Beach Park-Shaping Our Shores Planning	Pre-design planning activities associated with implementing the Shaping Our Shores (SOS) Master Plan at Jamestown Beach Park. These activities are boundary/topographic survey, SUP preparations, intensive (Phase II and III) archeological investigations and traffic impact analysis.		290,000				290,000	5 of 31	39		
F	P&R	Chickahominy Riverfront Park-Shaping Our Shores Planning	Funds requested for pre-design planning necessary for implementation of the approved Shaping our Shores Master Plan including Survey, Traffic Analysis, and archeology studies.				95,000		95,000	10 of 31	38		

ID	Applying Agency	Project Name:	Project Description	FY15 Requested \$	FY16 Requested \$	FY17 Requested \$	FY18 Requested \$	FY19 Requested \$	Total Requested \$	Agency Ranking	FY 15 PC Score:	Special Considerations	Priority
T	P&R	Mid County Park-Phase 3	Implementation of the approved Master Plan for Mid County Park. Phase 3 consists of the installation of an additional large shelter, western parking addition, gator shed and dumpster pad, bioretention facility, sidewalk connections and relocation of the existing volleyball courts.			400,000			400,000	8 of 31	38		
J	P&R	Freedom Park Phase 4-Active Recreation and Support Facilities	Active recreation facilities with support facilities: basketball/tennis courts, water playground/pool, parking, storage, shelters, restrooms as per approved Master Plan.				5,000,000	4,500,000	9,500,000	30 of 31	37		
AD	P&R	Warhill Sports Complex Tournament Enhancements	Funds requested for enhancements to the Warhill Sports Complex to encourage the continued and expanded growth in the Sports Tourism initiative. This requests includes the addition of fencing to provide access to stadium restroom facilities during tournaments, installation of pavers in common areas where grass has not been successful due to heavy pedestrian traffic, 4 additional mini shelters, and 6 additional concession shade structures.			500,000			500,000	3 of 31	36		
O	P&R	James City Recreation Center Park- Parking Expansion	Additional parking is essential for public use of the facilities on the Recreation Center park property. Building and field use are restricted numerous times of the year due to a lack of parking. Increased use of Skate Park and the addition of the MY Place playground substantiates the need for an increased and improved parking area.			600,000			600,000	14 of 31	35		
Z	P&R	Warhill Sports Complex-Community Gym	Funds requested represented continued implementation of the approved Master Plan for Warhill Sports Complex. This request is for construction and installation of a Community Gymnasium to serve the indoor needs of community athletic organizations, schools and general public use.		5,300,000				5,300,000	11 of 31	35		
K	P&R	Freedom Park Phase 5- Water based facilities	Implementation of Phase 5 Freedom Park Master Plan to include water based and support facilities, sand beach, fishing pier, playground, lakehouse/meeting room, parking and boat rental facility.					3,000,000	3,000,000	31 of 31	34		
AA	P&R	Warhill Sports Complex Multi-use Field Complex	This request is for construction and installation of a lighted multi-use field complex to accomodate 8 soccer/football size fields, restroom/concession facility, parking and roadways.				780,000	7,020,000	7,800,000	20 of 31	33		

ID	Applying Agency	Project Name:	Project Description	FY15 Requested \$	FY16 Requested \$	FY17 Requested \$	FY18 Requested \$	FY19 Requested \$	Total Requested \$	Agency Ranking	FY 15 PC Score:	Special Considerations	Priority
R	P&R	Jamestown Beach Park-Vermillion House and Event Area	Funds requested for the implementation of the Shaping our Shores Master Plan including the restoration of the Vermillion House/Gardens, parking and event tents.			2,700,000			2,700,000	7 of 31	32		
C	Communications	Building D conference room video broadcast package w/ integrated portable location package	This package offers the County 2 broadcast solutions requested by citizens and BOS to provide more opportunities to see local government at work. 1) Includes a streamlined portable equipment package designed to efficiently tape meetings on location in the County and 2) allows the County to broadcast live from the larger Building D conference room. The total package would be bought and installed over two fiscal years. This request does not address sound isolation problems in the building D conference room.	234,114					234,114	1 of 1	30	This application scored a '42' in FY 14	
AC	P&R	Warhill Sports Complex Softball	Funds requested for continued implementation of the approved Master Plan for Warhill Sports Complex. This request is for construction and installation of a 4 field Softball Complex, restrooms and infrastructure.				410,000	3,690,000	4,100,000	21 of 31	30		
U	P&R	Mid County Park-Phase 4	Continued implementation of the approved Master Plan for Mid County Park. An approved site plan allows for a phased in approach to complete the Master Plan. Phase 4 consists of providing lighting to the Multi Use Trail which encircles the park property.				150,000		150,000	16 of 31	29		
AB	P&R	Warhill Sports Complex Multi-use Paths	This request is for construction and installation of multi use walking paths to provide connectivity between park amenities. Surface will allow for safe access between facilities for walkers, runners, strollers and increase safety of park users during evening activities through spill over field lighting.				140,000	1,260,000	1,400,000	23 of 31	29		
AE	P&R	Warhill Sports Complex-Baseball Field #6	Continued implementation of the approved Master Plan for Warhill Sports Complex. This request is for construction and installation of Baseball Field #6, two picnic areas with restrooms and parking.				170,000	1,530,000	1,700,000	12 of 31	29		
H	P&R	Freedom Park Environmental Education Center	Implementation of approved Master Plan amenities. Center would be designed to meet public and school needs for environmental education.					2,700,000	2,700,000	29 of 31	28		

ID	Applying Agency	Project Name:	Project Description	FY15 Requested \$	FY16 Requested \$	FY17 Requested \$	FY18 Requested \$	FY19 Requested \$	Total Requested \$	Agency Ranking	FY 15 PC Score:	Special Considerations	Priority
I	P&R	Freedom Park Phase 3- Passive Recreation and Support Facilities	Implement Phase 3 of Freedom Park Master Plan to include development of passive recreation facilities, amphitheater, picnic areas, parking, loop road and trails				2,800,000	2,800,000	5,600,000	28 of 31	28		
S	P&R	Little Creek Reservoir Master Plan Implementation	Funds requested represent implementation of an approved Master Plan which is scheduled to be completed in FY 14					350,000	350,000	25 of 31	28		
AF	P&R	Warhill Sports Complex-Field Hockey&Lacrosse Complex	Funds requested represented continued implementation of the approved Master Plan for Warhill Sports Complex. This request is for construction and installation of a Field Hockey/Lacrosse complex to include parking and restroom facilities.				260,000	2,340,000	2,600,000	22 of 31	28		
P	P&R	James City Recreation Center Park-Tower Site Improvements	Funds requested for the implementation of an approved Master Plan.				500,000	500,000	1,000,000	18 of 31	26		
X	P&R	Upper County Park Master Plan Implementation	Funds requested for the implementation of an approved Master Plan					500,000	500,000	24 of 31	26		
Y	P&R	Warhill Sports Complex Baseball Enhancements Shade Structures	Funds requested represent the installation of 16 shade structures to provide protection for spectators at the baseball fields of Warhill Sports Complex. Increased emphasis on Sports Tourism and expansion of partner baseball organizations has increased the number of citizens/visitors using the fields and staying for longer periods of time.					240,000	240,000	27 of 31	25		



# Secondary Construction Program

District: Hampton Roads  
 County: James City County  
 Board Approval Date:

2014-15 through 2018-19

Route	Road Name	Estimated Cost		Traffic Count
PPMS ID	Project #			Scope of Work
Accomplishment	Description			FHWA #
Type of Funds	FROM			Comments
Type of Project	TO			
Priority #	Length	Ad Date		
0615 50057 RAAP CONTRACT STP SECONDARY - ONE HEARING DESIGN 0001.00	IRONBOUND ROAD 0615047169 RTE 615 - RECONSTRUCT TO 4 LANES 0.067 MILE SOUTH OF INTERSECTION ROUTE 616 0.005 MILES SOUTH OF ROUTE 747 1.1	PE RW CN Total	\$1,853,830 \$4,153,499 \$8,071,583 \$14,078,912	17511 Reconstruction w/o Added Capacity 4H004 State funds - AC for future federal conversion. Revised schedule required.
			5/25/2010	
0614 90435 NON VDOT FH/S Single Hearing 0002.00	Centerville Road 0614047S81 CENTERVILLE RD/LONGHILL RD INTERSECT IMPROV (FREEDOM PARK) .26 Mi South of Centerville - Longhill Road Intersection .16 North of Centerville - Longhill RTE 612 Intersection 0.4	PE RW CN Total	\$17,359 \$0 \$803,865 \$821,224	Safety 1H021
			9/15/2010	
0612 100921 RAAP CONTRACT  0003.00	LONGHILL ROAD 0612047631 WIDEN LONGHILL RD FRM RTE 199 - TO OLD TOWN RD RT 658 RTE 199 OVERPASS OLDE TOWN ROAD 0.8	PE RW CN Total	\$800,000 \$2,000,000 \$9,000,000 \$11,800,000	Reconstruction w/ Added Capacity 23003
			4/16/2014	
0607 100920 RAAP CONTRACT  0004.00	CROAKER ROAD 0607047630 FOUR LANE WIDENING FRM LIBRARY TO RT 60 RTE 60 LIBRARY 1.0	PE RW CN Total	\$600,000 \$350,000 \$11,000,000 \$11,950,000	Reconstruction w/ Added Capacity 24003
			10/10/2017	
0622 67134 STATE FORCES/HIRED EQUIPMENT S NO PLAN,SECONDARY 0005.00	RACEFIELD ROAD 0622047P76 RTE 622 - RURAL RUSTIC ROAD (SURFACE TREAT NON-HARDSURFACE) 0.56 MILE WEST ROUTE 1040 1.00 MILE WEST ROUTE 1040 0.4	PE RW CN Total	\$30,296 \$0 \$150,808 \$181,104	90 Reconstruction w/o Added Capacity 16004 Accruing for CN. Use Rural Rustic Standards. BOS agrees with the Rural Rustic Concept.
0658 60512 RAAP CONTRACT S Single Hearing 0006.00	OLDE TOWNE RD 0658047101 RTE 658 - IMPROVE CURVE 0.5 MILE WEST ROUTE 199 overpass bridge At ROUTE 199 - overpass bridge 0.5	PE RW CN Total	\$700,000 \$350,000 \$1,605,801 \$2,655,801	Safety 4I021
			10/16/2014	

District: Hampton Roads  
 County: James City County  
 Board Approval Date:

2014-15 through 2018-19

Route PPMS ID Accomplishment Type of Funds Type of Project Priority #	Road Name Project # Description FROM TO Length	Estimated Cost  Ad Date	Traffic Count Scope of Work FHWA # Comments
8888 -2912  9999.99	FUTURE BUDGET ITEMS & PLANT MIX VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CN \$0 Total \$0	0   FUNDS PLANNED FOR INCIDENTAL CONSTRUCTION WORK IN YR3-YR6.
4002 -2903  9999.99	1204002 COUNTYWIDE PIPE & ENTRANCE VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CN \$0 Total \$0	0   INSTALLATION CHARGE FOR PIPES AT PRIVATE ENTRANCES AND OTHER MINOR DRAINAGE IMPROVEMENTS.
17633 RAAP CONTRACT STP Minimum Plan 9999.99	Richmond Road and Croaker Road BW00047103 CLASS I BIKEWAY/PEDESTRIAN ROUTE 60 & CROAKER ROAD Croaker Rd: Norge Library to Richmond Rd Richmond Rd: Croaker Rd to Old Church Rd 1.5	PE \$515,414 RW \$150,000 CN \$2,009,841 Total \$2,675,255  4/14/2015	Facilities for Pedestrians and Bicycles 3H028 MPO Project. Revised schedule required.
0612 71617 RAAP CONTRACT CM MIN PLAN, FED- AID, SECONDARY 9999.99	0612047180 RTE 612 - PAVED SHOULDER ALONG LONGHILL ROAD ROUTE 614 (CENTERVILLE ROAD) ROUTE 199 2.8	PE \$15,584 RW \$0 CN \$0 Total \$15,584  7/1/2015	Safety 15021 Project cancelled. Revised schedule required.
0321 82961 RAAP CONTRACT CM, CMAQ PRIMARY - ONE HEARING DESIGN 9999.99	MONTICELLO AVENUE 0321047106 ADD L&R TURN LANES ON MONTICELLO AVE IRONBOUND RD NEWS ROAD OLD NEWS ROAD 0.5	PE \$520,000 RW \$1,035,742 CN \$1,649,600 Total \$3,205,342  3/11/2014	Reconstruction w/o Added Capacity 3H004 MPO Project. Revised schedule required.
0060 97214 NON VDOT SRTS Minimum Plan 9999.99	SRTS047614 James City - SRTS - James River ES - Crossing Improvement 0.17m feet west of inter of Rt 60 & Plantation Rd 0.17mi feet east of inter of Rt 60 & Plantation Rd 0.3	PE \$53,000 RW \$0 CN \$115,382 Total \$168,382  12/8/2012	Safety 4E121
0601 98823 RAAP CONTRACT BROS Minimum Plan 9999.99	0601047622 Bridge Replacement Rte 601 over Diascund Creek, Fed ID 10516 0.87 Mi to Int Rte. 603 0.87 Mi to Rte. 603	PE \$175,000 RW \$150,000 CN \$1,029,080 Total \$1,354,080  7/5/2018	643 Bridge Replacement w/o Added Capacity _6011 Revised schedule required.

District: Hampton Roads  
 County: James City County

Board Approval Date:

2014-15 through 2018-19

Route	Road Name	Estimated Cost		Traffic Count
PPMS ID	Project #			Scope of Work
Accomplishment	Description			FHWA #
Type of Funds	FROM			Comments
Type of Project	TO			
Priority #	Length	Ad Date		
9999	VARIOUS COUNTY WIDE	PE	\$0	
98870	9999047623	RW	\$0	Resurfacing
NON VDOT	ARRA-C Countywide - Pavement Overlay Various	CN	\$93,982	12005
RSTP	Roads	<b>Total</b>	<b>\$93,982</b>	ARRA UPC 95044, ARRA-C UPC 98870.
No Plan	Various			
9999.99	Various		6/24/2010	
10.0				
4007		PE	\$0	0
99768	1204007	RW	\$0	Safety
	COUNTYWIDE TRAFFIC SERVICES	CN	\$250,000	16021
S	VARIOUS LOCATIONS IN COUNTY	<b>Total</b>	<b>\$250,000</b>	TRAFFIC SERVICES INCLUDE SECONDARY
	VARIOUS LOCATIONS IN COUNTY		3/1/2011	SPEED ZONES, SPEED STUDIES, OTHER
9999.99				NEW SECONDARY SIGNS
4005		PE	\$0	0
99980	1204005	RW	\$0	Preliminary Engineering
	COUNTYWIDE ENGINEERING & SURVEY	CN	\$250,000	16015
S	VARIOUS LOCATIONS IN COUNTY	<b>Total</b>	<b>\$250,000</b>	MINOR SURVEY & PRELIMINARY
	VARIOUS LOCATIONS IN COUNTY		3/1/2011	ENGINEERING FOR BUDGET ITEMS AND
9999.99				INCIDENTAL TYPE WORK.
4009		PE	\$0	0
100042	1204009	RW	\$0	Safety
	COUNTYWIDE TRAFFIC CALMING	CN	\$250,000	16021
S	VARIOUS LOCATIONS IN COUNTY	<b>Total</b>	<b>\$250,000</b>	TRAFFIC CALMING MEASURES AS
	VARIOUS LOCATIONS IN COUNTY		3/1/2011	DETERMINED BY RESIDENCY AND
9999.99				DISTRICT TRAFFIC ENGINEER
4006		PE	\$0	0
100246	1204006	RW	\$0	Preliminary Engineering
	COUNTYWIDE FERTILIZATION & SEEDING	CN	\$250,000	16015
S	VARIOUS LOCATIONS IN COUNTY	<b>Total</b>	<b>\$250,000</b>	FERTILIZATION AND SEEDING TO IMPROVE
	VARIOUS LOCATIONS IN COUNTY		3/1/2011	SLOPE STABILIZATION ON SECONDARY
9999.99				SYSTEM
4008		PE	\$0	0
100291	1204008	RW	\$0	Right of Way
	COUNTYWIDE RIGHT OF WAY ENGR.	CN	\$250,000	16016
S	VARIOUS LOCATIONS IN COUNTY	<b>Total</b>	<b>\$250,000</b>	USE WHEN IMPARTICAL TO OPEN A
	VARIOUS LOCATIONS IN COUNTY		1/30/2011	PROJECT: ATTORNEY FEES and
9999.99				ACQUISITION COST.

**POLICY COMMITTEE MEETING**

December 2, 2013

3:00 p.m.

County Government Center, Building A

**1.) Roll Call**

**Present**

Ms. Robin Bledsoe

Mr. Tim O'Connor

**Staff Present**

Mr. Paul Holt

Ms. Tammy Rosario

Ms. Sue Mellen

Ms. Beth Klapper

**Guests Present**

Mr. John Carnifax

Ms. Brittany Voll

**2.) Minutes**

Mr. Tim O'Connor moved to approve the November 14, 2013 minutes.

**3.) Old Business**

There was no Old Business to discuss.

**4.) New Business**

a. FY15 Capital Improvements Program (CIP) Requests

Mr. Luke Vinciguerra stated that the recommended agenda would be a discussion of the Parks and Recreation CIP requests. Mr. Vinciguerra noted that Mr. John Carnifax, Director of Parks and Recreation, was on hand to answer questions about the division's CIP requests. Mr. Vinciguerra further noted that Ms. Sue Mellen, Assistant Director of FMS, was available to answer any budget questions.

Mr. Vinciguerra stated that the agenda for the meeting on December 3, 2013 would include a presentation from the Williamsburg-James City County Schools. Mr. Vinciguerra noted that a representative from Stormwater would be available as well as representatives from any other divisions who might be needed to answer questions about their CIP applications.

Mr. O'Connor requested that Mr. Carnifax provide a broad overview of the anticipated needs for recreational facilities.

Mr. Carnifax stated that each year the Parks and Recreation Five Year Plan for recreational facilities and programs is updated based on population growth, citizen input, individual park master plans and recommendations in the adopted Comprehensive Plan, the Parks and Recreation Master Plan and the Virginia Outdoor Plan. CIP requests are based on priorities identified in the Five year Plan.

Mr. Carnifax stated the cost would be \$58 million to build out the facilities designated in all current master plans. Mr. Carnifax noted that three parks, Upper County Park, the Recreation Center Water Tower Site and Little Creek Reservoir, do not yet have a master plan. Mr. Carnifax noted that the process of developing master plans for those parks would begin in 2014.

Mr. Carnifax noted that, going forward, in addition to addressing needed facilities it would be necessary to factor in the cost of maintaining existing and future facilities.

Mr. Carnifax stated that the eastern and western ends of the County have been identified as needing additional facilities.

Mr. Carnifax noted that there has been a focus on improving school athletic facilities to accommodate local clubs on the weekends as a result of the desire to attract revenue generating sports tournaments to the Warhill Sports Complex.

Mr. Carnifax noted that at the direction of County Administration, a feasibility study is in progress for an aquatics center and a gymnasium. Mr. Carnifax further noted that approximately five years ago a community gymnasium had been proposed for the Warhill complex. Design work has been completed; however, there is currently no funding for construction.

Mr. Carnifax stated that ultimately it will be guidance from citizens, the Planning Commission and the Board of Supervisors that will shape plans for future recreational facilities and programs.

Ms. Bledsoe inquired where the Abram Frink, Jr. athletic fields were located.

Mr. Carnifax responded that those fields are located at the James River Elementary School. Mr. Carnifax noted that one of the fields is used regularly by one of the local football organizations. Mr. Carnifax further noted that when the property was originally developed there was a stipulation that the County could not light the fields as long as Carter's Grove was open to the public. Mr. Carnifax noted that there is a need to revisit that stipulation so that the fields can be lighted and put to additional use.

Mr. Carnifax further noted that there is need for a larger passive park or water based facility in that community. A potential project has been identified to convert a portion of the property behind James River Elementary School into a sprayground. Mr. Carnifax further noted that a program was being developed to teach water safety in the lower income communities. Mr. Carnifax noted that the health and life safety programs should be a priority.

Ms. Bledsoe inquired whether the Freedom Park Environmental Education Center was similar to those in other parks that focus on the area and natural habitats.

Mr. Carnifax confirmed and stated that this facility is shown on the park master plan and would be located near Colby Swamp. Mr. Carnifax further stated that this facility would be funded and operated in cooperation with the WJCC School System. Mr. Carnifax noted that the facility would be very similar to the one at Sandy Bottom Park in Hampton.

Ms. Bledsoe requested additional information regarding the emergency generator for the shelter the Abram Frink, Jr. Community Center.

Mr. Carnifax stated that the generator would allow the Community Center to be used as an emergency shelter.

Ms. Bledsoe inquired whether there was a priority order for the Parks and Recreation requests.

Mr. Carnifax stated that the priority would be maintaining and upgrading or improving existing facilities. Mr. Carnifax further stated that reviewing the master plans for the various parks and determining the best location and distribution for the recommended facilities would be a priority as the County's population increases.

Ms. Bledsoe inquired how many revenue generating events have been held at the Warhill Sports Complex.

Mr. Carnifax stated that he did not have that exact number but noted that the number of users and the revenue generated has increased every year.

Mr. Carnifax noted that, to date, the existing facilities at Warhill, supplemented by the school athletic facilities, have been adequate to accommodate both revenue generating tournaments and local sports groups; however, it will be important to upgrade additional existing school athletic facilities to meet future demand.

Ms. Bledsoe stated that she had concerns about the condition of the Vermillion house and inquired what the timeframe was for restoring the property.

Mr. Carnifax stated that there has been discussion regarding the property and several options are being considered; however, it will require further input and guidance from the Planning Commission and Board of Supervisors.

Mr. O'Connor inquired about the square footage of the proposed Parks and Recreation administrative offices.

Mr. Carnifax noted that staff is currently located in separate buildings which will eventually revert to rental space. This facility would provide permanent office space for administrative staff and program support in a central location. Mr. Carnifax noted that the build out would be done in phases with the administrative offices being first due to an urgent need to vacate the current space.

Ms. Bledsoe inquired when the administrative staff needed to move.

Mr. Carnifax stated that they were supposed to be out last August. Mr. Carnifax stated that he was not certain of the actual deadline.

Mr. O'Connor inquired how passive and active recreation facilities were defined.

Mr. Carnifax stated that generally athletic fields, gymnasiums, and swimming pools were defined as active facilities. Mr. Carnifax further noted that playgrounds and trails could be in both active and passive facilities.

Mr. O'Connor inquired whether project phases were interdependent. For example would the phases for Freedom Park need to be completed in a particular order.

Mr. Carnifax stated that most of the phases were independent and could be completed in any order. Mr. Carnifax further noted that a phase could be moved forward based on emerging need and community support.

Ms. Bledsoe noted that potential changes to the Longhill corridor with additional sidewalks could improve neighborhood connectivity for Freedom Park.

Mr. O'Connor inquired whether the Olde Towne Trail is being reviewed as part of the Longhill Road Corridor Study.

Mr. Carnifax stated that the project is not part of the Corridor Study. Mr. Carnifax noted that Olde Towne Timeshares (now the Colonies at Williamsburg), as a proffer condition, must build part of the Olde Towne Trail which will connect the James City County Recreation Center to the Warhill Sports Complex along the utility corridor and across Route 199. Mr. Carnifax noted that plans were under development for that portion of the trail which would account for approximately 25% of the project.

Ms. Bledsoe noted that the multi-use trail was the most popular topic in citizen input for the Longhill Road Corridor Study.

Mr. Carnifax noted that paved trails are always popular in public surveys. Mr. Carnifax noted that paved trails are more expensive to construct but require less maintenance; while cinder trails are less expensive to construct but have higher maintenance costs. Mr. Carnifax further noted that cinder trails were more popular with runners and walkers.

Mr. O'Connor inquired whether any sports leagues paid a fee to use concession facilities.

Mr. Carnifax stated that local nonprofit partners only pay a security deposit and that the revenue from those facilities is generated by the larger private tournaments. Mr. Carnifax further stated that in the previous year the concession facilities at the Warhill Complex generated over \$130,000 in direct revenue.

Mr. O'Connor noted that he had concerns that potential future changes to the Longhill Road corridor could affect work done on the Olde Towne Trail.

Mr. Carnifax concluded his presentation by providing the Committee with a copy of the Parks and Recreation Annual Report.

Ms. Bledsoe inquired whether applications for funding for design work should be scored only that or on the end result of the entire project.

Mr. Vinciguerra noted that it would make more sense to look at the big picture and consider the end result.

Mr. O'Connor noted that he had some questions related to applications that will be discussed at the next meeting and suggested that the questions could be handled by email or representatives could attend the meeting to discuss their projects.

Mr. O'Connor inquired about the square footage for the General Services administration building and whether replacement of fixture and equipment could be phased rather than done all at once.

Mr. O'Connor inquired if a list could be provided of the individual projects encompassed by the Stormwater Neighborhood Drainage Improvements and Water Quality Improvements application.

Ms. Bledsoe inquired whether the sinkholes in the Fernbrook Subdivision would be addressed by the project.

Mr. O'Connor noted that the application for the fiber optic ring mentioned only the School Board and inquired whether the fiber optic ring will be expanded to the schools.

Mr. Vinciguerra responded that the fiber optic ring would connect the schools, the community centers and the library.

Mr. O'Connor inquired whether the 311 System and the Content Management System (CMS) are integrated.

Mr. Vinciguerra noted that the requests were submitted as separate applications this year, whereas, they were on a combined application previously.

Mr. O'Connor inquired whether the potential need to acquire additional property to construct the General Services Administrative Building is factored in the estimated cost. Mr. O'Connor also inquired why the additional property might be required.

Ms. Bledsoe noted that the Committee members should complete reviewing the applications and the project rankings.

Mr. Vinciguerra requested that the Committee members provide the rankings in advance so they could be compiled for review at the final meeting.

Mr. O'Connor requested clarification on ownership of the James Blair site - whether "CW" is Colonial Williamsburg or the City of Williamsburg.

## **5.) Adjournment**

There being no further discussion, the meeting was adjourned at 3:49 p.m.

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Robin Bledsoe, Chair of the Policy Committee

**POLICY COMMITTEE MEETING**

December 3, 2013

3:00 p.m.

County Government Center, Building A

**1.) Roll Call**

**Present**

Ms. Robin Bledsoe  
Mr. Tim O'Connor  
Mr. Rich Krapf  
Mr. Al Woods

**Staff Present**

Mr. Paul Holt  
Ms. Tammy Rosario  
Mr. Luke Vinciguerra  
Mr. John Horne  
Mr. Shawn Gordon  
Ms. Fran Geissler  
Ms. Marie Hopkins  
Mr. John McDonald  
Mr. Alan Robertson  
Mr. Marcellus Snipes

**Guests Present**

Ms. Brittany Voll

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

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

Mr. Luke Vinciguerra stated that at this time the Policy Committee members should ask the directors any questions they have regarding their department's applications.

Ms. Bledsoe stated that the discussion will begin with applications from the General Services Department.

Mr. Tim O'Connor asked why it is necessary to acquire new land for the General Services Administration and Operations Building.

Mr. John Horne stated that land must be purchased from the James City Service Authority for the project. Mr. Horne stated that the purchase of an adjacent piece of private property is also being considered.

Mr. O'Connor asked what the building square footage would be.

Mr. Horne stated that it would approximately 19,000 square feet. Mr. Horne stated that that number is based on research that is three to four years old, and the number could be lower today based on current staffing predictions.

Ms. Bledsoe asked how many staff members are anticipated for the building.

Mr. Horne stated that the department has 83 employees but many of those work in the field. Mr. Horne stated that there would be approximately 50 people working in the office.

Ms. Bledsoe asked where their office is currently located.

Mr. Horne stated that the General Services office is located on Tewning Road and the Stormwater office is located on Palmer Lane, but the new office housing both would be located further down Tewning Road. Mr. Horne noted that the Parks and Recreation Division would move into the old office space on Palmer Lane.

Mr. O'Connor asked if the building on Palmer Lane is the Incubator building.

Ms. Fran Geissler stated that they are located next to the Incubator building.

Ms. Bledsoe asked if Parks and Recreation would still be in the Incubator building if they moved into the old Stormwater office.

Ms. Geissler stated that Parks and Recreation has outgrown their office space.

Mr. O'Connor stated that Parks and Recreation discussed this at the December 2<sup>nd</sup> policy committee meeting, requesting a new Administration building as well as an Operations building at Warhill Sports Complex because they must move out of the Incubator building.

Mr. Rich Krapf asked what impacts it would have on the Department to not receive the funding for a new building.

Mr. John Horne stated that they will continue to exist, but their office is very outdated and energy inefficient.

Mr. Krapf asked if property must be purchased before any actions could be implemented using the money from this capital request.

Mr. Horne stated that they already have design money set aside now. Mr. Horne stated that one of the first actions they will take using the new funding will be to evaluate the costs and benefits of purchasing the additional private parcel of land.

Mr. O'Connor asked if the request for \$5.9 million includes design costs or is only for construction.

Mr. Shawn Gordon stated that it does not include design costs, but does include site improvements such as employee parking, stormwater management, and improvements to the Tewning Road Convenience Center. Mr. Gordon noted that this makes the construction costs per square foot seem much higher than it actually is.

Mr. O'Connor asked if they have any usable furniture, fixtures, and equipment.

Mr. Horne stated that they have some but most of it is old, surplus items. Mr. Horne stated that it would be a great value to allow schematic design, as the Board has approved front-end design money, in order for the department to fine-tune its cost estimates.

Ms. Bledsoe stated that if there are no further questions, the committee will move on to discuss the Stormwater Division's application.

Ms. Bledsoe asked Ms. Geissler if Stormwater had specific projects in mind for the funds they were requesting.

Ms. Geissler confirmed and distributed a list of projects that need funding. Ms. Geissler noted that the neighborhood drainage improvements section includes neighborhoods that have undersized, aging, or nonexistent stormwater management systems.

Ms. Bledsoe asked if Brookhaven was the neighborhood experiencing sinkhole issues.

Ms. Geissler stated that the sinkholes are in the Fernbrook subdivision and are already being addressed with current funds.

Mr. Horne stated that that would be an example of the type of project these funds would be used for.

Mr. O'Connor stated that he is concerned that the County may be paying for things that should be taken care of by homeowners' associations.

Ms. Geissler stated that she understands his concern but the only homeowners' association on the list is Scott's Pond, where the work is driven by the need for water quality improvements. Ms. Geissler noted that the neighborhood has also provided the County with free easements in the past.

Mr. Al Woods asked if the Chesapeake Bay statutes influence the neighborhood stormwater projects, and if they are required to remediate the areas.

Ms. Geissler stated that many of the projects are to mitigate stormwater impacts, and that the stream restoration work will also count towards the County's Chesapeake Bay requirements. Ms. Geissler stated that since there is a time limit for the requirements, the money should be set aside now.

Mr. Woods asked if these actions are mandated.

Ms. Geissler stated that many are mandated, and the County tries to ensure that the funding spent to meet mandates are also meaningful at the local level.

Mr. Woods asked if Stormwater's projects are prioritized.

Ms. Geissler confirmed that the Stormwater Advisory Committee prioritizes the projects.

Mr. O'Connor asked what the consequences would be for not completing these projects.

Ms. Geissler stated the County's permit requires that their pollution load be reduced over three permit cycles; the first five year permit cycle requires a 5% pollution load reduction, followed by a 35% reduction in the second permit cycle and a 60% reduction in the third permit cycle. Ms. Geissler noted that the longer these activities are put off, the more difficult and expensive it will be to meet the requirements.

Mr. Krapf asked what actions take place during stream restorations.

Ms. Geissler stated that the goals are to recreate a self-sustaining system, to reconnect the stream to its floodplain, which decreases erosion, allows pollution to settle out, and reduces downstream flooding, and to have less sediment in the water. Ms. Geissler also noted that this leads to better wildlife conditions.

Mr. O'Connor asked what the penalty is for not meeting the requirements at the end of a cycle.

Ms. Geissler stated that the Environmental Protection Agency could fine localities thousands of dollars per day, but it is difficult to predict what the exact penalty would be.

Mr. Horne stated that it is very easy for the EPA to levy fines on local governments because they are permanent entities with a continuous revenue source.

Ms. Bledsoe stated that her experience on the Stormwater Advisory Committee has led to an understanding that if the County does not act now, the financial burden of meeting the requirements would be enormous.

Ms. Bledsoe state that the committee will begin discussion of the Financial and Management Services' applications.

Mr. O'Connor asked if the applications were integrated.

Ms. Marie Hopkins stated that although the two requests were combined last year, this year they are two separate applications, allowing the option of moving forward on one project without the other if need be. Ms. Hopkins stated that the Content Management System is a web-focused project, while 3-1-1 is telephone-focused. Ms. Hopkins noted that the two systems could be integrated together very well.

Mr. Woods asked if there was a reason for not having an agency priority ranking on the applications.

Mr. John McDonald stated that it was inadvertently omitted.

Mr. Krapf asked if 3-1-1 is the higher priority of the two applications.

Mr. McDonald stated that the Content Management System is of a higher priority, as it can exist without 3-1-1, but 3-1-1 cannot exist without the Content Management System.

Ms. Hopkins stated that the department would like to be able to track citizen requests.

Mr. McDonald stated that in addition to requests for service, the department also receives questions and comments. Mr. McDonald stated that there are many things that the County can do in response to these items through a web-based system.

Mr. Krapf asked if the department anticipates additional staff being needed to operate these systems.

Ms. Hopkins stated that they are looking to leverage current staff from various departments who already wish to participate.

Mr. Krapf asked how these new systems would be a benefit over the current practices.

Mr. Horne stated that some agencies receive thousands of calls each month, and there is currently no way to manage those telephone calls in order to monitor responsiveness and track potential trends.

Mr. O'Connor asked if 3-1-1 would handle text messages as well.

Ms. Hopkins stated that it would not.

Mr. O'Connor asked who would manage the system.

Ms. Hopkins stated that she would be responsible for managing the 3-1-1 system overall, working closely with a designated person within each department, and the County's web team would be responsible for managing the Content Management System.

Mr. McDonald stated that once the data is collected, it would be up to each department how they would like to use it.

Ms. Bledsoe asked how frequently data would be provided to the departments.

Mr. McDonald stated that it depends on the system specifications.

Ms. Hopkins stated that a system can be very flexible in how the data is extracted.

Ms. Bledsoe asked if the system could be used for a Comprehensive Plan update, allowing citizens to call in and leave a recorded response to question posed by the County.

Ms. Hopkins stated the County has had some experience with a dedicated telephone number for citizens' comments on the Comprehensive Plan. Ms. Hopkins stated that the 3-1-1 system would allow citizens to call a general number instead of having to know a number that is only advertised for the few months of the update.

Mr. McDonald asked if any of the Policy Committee members had questions regarding the Fiber Optic Ring.

Mr. O'Connor asked if this would be available to all of the schools.

Mr. Marcellus Snipes confirmed.

Mr. O'Connor stated that it was discussed last year to use the system for video classrooms.

Ms. Bledsoe stated that she believes one of the most important components of the system is that it is error free.

Mr. McDonald stated that it has advantages such as allowing staff at the Government Complex to fix a computer located in Toano. Mr. McDonald stated that currently some of the lines can face interruptions because they are overhead lines. Mr. McDonald stated that the development of new links would allow information to flow a different way if lines are down.

Ms. Woods asked if there is the option to continue the contract with Cox Communications.

Mr. McDonald stated that it is still an option.

Mr. Woods asked if there are additional benefits the County would receive with a new system that are currently not available through Cox.

Mr. McDonald stated that there is a limited number of strands within each pipe from Cox and the County is currently supplementing with additional strands to increase capacity. Mr. McDonald stated that changing out the electronics at both ends of the system would increase capacity dramatically.

Mr. Woods asked what the cost difference would be between Cox system and creating the County's own system.

Mr. McDonald stated that Cox is currently less expensive, but a new contract must be renegotiated every few years. Mr. McDonald stated that if Cox decides to make changes, the County could be at a loss.

Mr. Bledsoe asked if the purpose is to remove the dependency on Cox.

Mr. McDonald confirmed.

Mr. Woods asked what the cost difference would be between entering into an updated commercial contract with Cox for the system and specifications the County requires versus installing our own system.

Mr. McDonald stated that it would approximately \$25,000 per month for such a contract. Mr. McDonald stated that once a new system is installed by the County there would be no maintenance unless there is a cut. Mr. McDonald noted that any point in time, Cox could decide they would like their cables back to use for a different contract.

Ms. Bledsoe stated that it would be a benefit to the County for reasons of sustainability and security.

Mr. O'Connor asked if the County is sharing bandwidth with other Cox customers.

Ms. Hopkins stated that the County has dedicated streams.

Mr. Woods stated that some people believe it is cheaper to have long-term maintenance agreements with companies. Mr. Woods asked if it is cheaper in this instance to own the system and maintain it ourselves, as the County is already supplying their own strands.

Mr. McDonald stated that the County is building its infrastructure around the assumption that fibers will always be available, and the only way to guarantee that is to own them.

Mr. Woods stated that another option is to have a standard commercial contract.

Mr. McDonald stated that Cox is currently the only company to offer that service and the price is hefty.

Mr. Krapf stated that every contract has a renewal date, at which point conditions could change and become less favorable.

Mr. McDonald stated that his other concerns are in regards to capacity and the possibility of interruptions due to overhead lines.

Mr. Krapf asked if the CIP request includes the cost of moving cables from above ground to underground.

Mr. McDonald stated that it includes the cost of putting County cables underground to replace those that Cox currently leases to the County above ground.

Ms. Bledsoe stated that she compares the situation to leasing a house and paying for all of the upgrades, only to have the landlord decide to move back into the house themselves.

Ms. Bledsoe stated that the Committee will now discuss the CIP requests from Williamsburg-James City County Public Schools.

Mr. Krapf asked if the CIP request is for the total or the anticipated James City County contribution.

Mr. Alan Robertson stated that it was the total.

Mr. Krapf asked if it would then be apportioned among the other jurisdictions, causing an added challenge of getting the other jurisdictions to agree on the ranking of the projects.

Mr. Robertson confirmed and noted that the only other jurisdiction is the City of Williamsburg.

Mr. O'Connor asked if the County is responsible for 94% of the funding.

Mr. Robertson stated that the County is currently at 92% but it changes every year.

Mr. Robertson stated that since WJCC Schools' CIP projects have not yet been approved by the Williamsburg-James City County School Board, they are still a draft and the plans are in flux. Mr. Robertson stated that one of the changes to occur since the applications were put together is the removal of consideration for the new School Board and Central Office.

Ms. Bledsoe asked if this project is no longer a priority and should not be considered by the committee.

Mr. Robertson stated that that is correct, for now.

Mr. O'Connor stated that this creates a "chicken or the egg" problem because in order for the County to build a new middle school at James Blair, they must find a new home for the School Board. Mr. O'Connor also noted that if the building is torn down, the money previously spent on renovations would be lost.

Mr. Snipes stated that a feasibility study has been done to determine if it would be better to keep building in its current state and turn it back into a middle school, or demolish it and start over.

Mr. Robertson stated that those concerns were considered when putting together their requests. Mr. Robertson stated that for now the plan is for the current building to remain an office and the middle school to be a separate concept.

Mr. Snipes stated that it is difficult to predict what the priorities will be after consideration by the School Board.

Mr. O'Connor asked for the square footage of James Blair.

Mr. Robertson stated that it is 89,000 square feet, and approximately 60,000 square feet are being used as office space.

Mr. Snipes stated that a study determined that a new office would need to be approximately 40,000 square feet.

Ms. Bledsoe asked if the School Board remaining at James Blair means that WJCC Schools is looking for a new location for the middle school.

Mr. Snipes confirmed and stated that a study is being done to determine where the growth will be.

Ms. Bledsoe asked what has changed between the development of their CIP applications the present.

Mr. Robertson stated that the original plan was to renovate James Blair back into a modern middle school at a later date, but the study determined that it would not be the best use of funds. Mr. Robertson noted that building behind it could still be an option. Mr. Robertson also stated that once this determination was made, WJCC Schools began looking for where the school is most needed.

Mr. Vinciguerra asked if the School Board building should be pulled from the ranking options.

Mr. Robertson confirmed.

Mr. Robertson stated that a new middle school will be needed by 2017, which would accommodate approximately 950 students. Mr. Robertson stated that he believes this will be an adequate capacity for the foreseeable future.

Mr. Snipes stated that the County currently has 2,600 students, while ten years from now it is estimated there will be 3,100 students.

Ms. Bledsoe asked if there is a capacity cap of 950 students.

Mr. Snipes stated that after a study, the Middle School Committee stated they do not want more than 950 students in the school.

Mr. Robertson stated that there are currently 800 students who would need the new school, leaving room to grow. Mr. Robertson stated that WJCC Schools has been working with the Planning Division to determine where the growth will be, but the only land they already have dedicated is located in Stonehouse, which is not an optimal location. Mr. Robertson noted that he has heard questions regarding whether or not the school will be a Leadership in Energy and Environmental Design (LEED) certified school, and stated that there is no mandate to do so, but they have tried to incorporate as many aspects of the LEED requirements as possible.

Mr. O'Connor stated that he does not believe it is worth the money to have the school be LEED certified.

Mr. Robertson stated that he agreed. Mr. Robertson stated that this middle school is the only new school they see a need for at the present time.

Mr. Woods asked if the County has historically been accurate in projecting the need for building new schools.

Mr. Robertson stated that the track record has been alright. Mr. Robertson noted that the County was behind the curve before they opened Jamestown High School and had to have 25 trailers at Lafayette High School. Mr. Robertson stated that it is difficult to predict those needs because, although the County knows when developments are approved, they do not know how quickly they will fill in with residents.

Mr. Snipes stated that the County has 200 more students this year than had been projected.

Mr. Woods asked if the case at Lafayette High School was an exception to the norm.

Mr. Robertson confirmed and stated that, in general, they have been close to what was projected for the capacity of each new school.

Mr. Snipes stated that Hornsby Elementary School opened in 2010 with a capacity of 890 students, but currently has 911 students. Mr. Snipes stated that if this growth continues there will be overcrowding issues. Mr. Snipes also stated that expansions allow for additional classrooms but does not increase aspects such as cafeteria size.

Mr. Robertson stated that the rapid growth at Hornsby Middle School is what initiated the conversation regarding the need for a new school.

Mr. Snipes stated Toano Middle School is not yet at capacity but within a few years could be over capacity.

Mr. Woods stated that Hornsby was designed during a robust period of growth, yet has still become over-crowded despite the County facing a trough in growth.

Mr. Snipes stated that Hornsby was designed for 800 students, but the capacity can be expanded.

Mr. Robertson stated that it difficult to predict where growth will be.

Mr. Snipes stated that the small capacity of James Blair Middle School, the educational environment, plus the annual cost of \$2.1 million dollars were all factors in whether or not to close the school.

Mr. Krapf stated that 80% of WJCC Schools' CIP request was for fiscal year 2016, with only 20% in fiscal year 2015, and asked if the figure of \$8 million was for design only.

Mr. Robertson stated that the first year is exclusively for design and noted that all though the total request remains the same, the figure for the first year has changed to \$4,309,000.

Mr. Woods asked if the remaining amount of the requests shifted to fiscal year 2016.

Mr. Robertson confirmed.

Ms. Bledsoe asked if it is better to build schools proactively than reactively.

Mr. Robertson confirmed. Mr. Robertson stated that the experience at Lafayette High School is one the County does not want to go through again.

Mr. Snipes stated that is it very difficult to predict as far as ten years out.

Ms. Bledsoe asked how frequently the projections are made.

Mr. Snipes stated that they are done annually.

Ms. Bledsoe asked if a decision will have to be made within the next five years.

Ms. Robertson stated that the new middle school would have to be decided on very quickly because it will take 2 years to construct it. Mr. Robertson stated that another school may have to be considered within the next five years.

Ms. Bledsoe asked if they are planning for a second new school within the next ten years.

Mr. Robertson stated that it is possible but difficult to predict because trends can change quickly.

Mr. O'Connor stated that his major concern is getting the most out of the money that is spent. Mr. O'Connor stated that acquiring a site will require additional funds and asked why the location in Stonehouse is not ideal.

Mr. Snipes stated that it causes a transportation issue and children would be on a bus for too long.

Mr. O'Connor asked where the optimum location for a school would be.

Mr. Robertson stated that it has not yet been determined. Mr. Robertson stated that a major obstacle has been most of the County's growth occurring near the center of the County, resulting in many of the schools being close together.

Mr. Snipes stated that there are no schools in the Grove area, so if growth occurred in those areas it would make the decision very easy. Mr. Snipes stated that the buses must have enough time to make it to each tier of students. Mr. Snipes stated that many people try to look to York County's school bus system for comparison, but they function very differently due to having neighborhood schools.

Mr. Robertson stated that the County does own the design plans for Hornsby Middle School, which was not factored into the cost estimate.

Mr. Woods asked if this would allow for a "cookie cutter" school in order to save on design costs.

Mr. O'Connor stated that this would result in the plan only needing engineering for the chosen site.

Mr. Snipes stated that the latest educational model is to have flexible learning spaces outside of the school building, thus he does not recommend following the "cookie cutter" model.

Mr. Robertson stated that it must be considered whether or not a design will still function the way it was originally intended once it is replicated.

Ms. Bledsoe stated that she believes the infrastructure will change dramatically over the next ten to twenty years.

Mr. Snipes stated that the design of a school must change over time with technology. Mr. Snipes noted for example that giving all students their own device would result in a much smaller media room. Mr. Snipes stated that designs also change following changes in educational models.

Ms. Tammy Rosario asked if there is a designated cut off for the length of a bus ride.

Mr. Snipes stated that the average ride time is currently 23 minutes. Mr. Snipes noted that if students have a 45 minute ride they would be required to wake up too early and possibly get home after dark.

Mr. Robertson stated that there is no specific cut off regard the number of minutes a child can be on a bus.

Ms. Bledsoe asked if there is limit to the distance a bus can travel.

Mr. Snipes stated that there is not a specific policy.

Mr. Robertson stated that a previous rezoning determined that students should not be on a bus longer than 45 minutes.

Mr. Snipes stated that this is a very long time, especially for elementary school students.

Ms. Bledsoe agreed.

Mr. O'Connor asked how the cost per square foot for the new building was determined, as it is projected to be \$207, while the Department of Education listed last year's average to be only \$182 per square foot.

Mr. Woods asked what is included in this number.

Mr. O'Connor stated that it is only for the building itself, not including land, engineering, furniture, etc.

Mr. O'Connor stated that it is \$25 more per square foot than last year's average, totaling a difference of \$4 million dollars for the project.

Mr. Snipes stated that the projection must be conservative because it is for two years in the future.

Mr. Woods stated that there is not that much inflation.

Mr. Snipes stated that that is the architect's estimation, but it could end up being less.

Mr. Woods stated that there is not a history of coming in under the projection.

Mr. Robertson agreed and noted that that average is for the entire state, which has a wide range.

Mr. O'Connor stated that two-story open areas like those at Warhill High School must be heated, cooled and be spanned with metal, all of which drive up costs.

Mr. Robertson stated that WJCC Schools is responsive to what the community wants to build. Mr. Robertson stated that although people had those concerns about Warhill High School before it was built, students reported that what they liked most about the school was its openness. Mr. Robertson noted that schools can be built cheaper but it is up for the community to decide what type of school they want their students to be in.

Ms. Bledsoe asked which is more important, those feelings or the learning environment.

Mr. Snipes stated that it is difficult to determine if it is more important to listen to the education experts who determine what the best learning environment is or to listen to the parents who want to build smaller, less expensive schools.

Mr. Robertson noted that the Middle School Committee was made up of parents, educators, and business professionals, who determined this to be the type of school that should be built.

Mr. Snipes stated that there is wide range of school designs in the County, and what goes in inside the school is what is most important.

Ms. Bledsoe agreed and stated that she believes that is where funding dollars should be spent.

Mr. Snipes stated that the environment also matters, and the education experts have determined that this is the best environment for students.

Mr. Robertson stated that in an attempt to reduce the budget for Toano Middle School, the size of the hallways and other spaces were reduced. Mr. Robertson noted that although the students may not have cared how big the hallways looked, administration quickly realized that the school was too cramped.

Mr. O'Connor stated that the auditorium at Toano is also inadequate.

Ms. Bledsoe stated that if something will be a benefit to the students then it should be done, but she questions who a large atrium would really benefit.

Mr. Robertson stated that his goal is to determine what will be the best functioning environment.

Mr. Snipes stated that James City has the best looking schools in the area, and they are a source of pride for the community. Mr. Snipes noted that it is up to the community to decide what that pride is worth to them.

Mr. O'Connor stated that the schools are very well maintained and are an important part of making James City County an attractive place to live.

Mr. Snipes and Mr. Robertson thanked Mr. O'Connor.

Ms. Bledsoe asked if the Committee is at a point to begin making their choices.

Mr. Vinciguerra requested that the Committee members send their ranking spreadsheets to him by Thursday morning.

Mr. O'Connor suggested that in the future, the ranking spreadsheet contain the titles of the projects.

Mr. Vinciguerra stated that it will be changed for next year. Mr. Vinciguerra stated that the next meeting will consist of looking at scores collectively and discussing the top ten projects.

Mr. O'Connor stated that he will not be attending the next meeting but will add his comments to the spreadsheet.

**4.) New Business**

There was no new business to discuss.

**5.) Adjournment**

The meeting was continued at 4:35 p.m. to Thursday, December 5, 2013.

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Robin Bledsoe, Chair of the Policy Committee

**POLICY COMMITTEE MEETING**

December 5, 2013

3:00 p.m.

County Government Center, Building A

**1.) Roll Call**

**Present**

Ms. Robin Bledsoe

Mr. Rich Krapf

Mr. Al Woods

**Staff Present**

Mr. Paul Holt

Ms. Tammy Rosario

Mr. Luke Vinciguerra

Ms. Beth Klapper

**Guests Present**

Ms. Brittany Voll

**Absent**

Mr. Tim O'Connor

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

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

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

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

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

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

The Committee concurred.

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

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

The Committee discussed its individual rankings and scores.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Krapf inquired whether ADA compliant porta johns available.

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

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

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

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

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

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

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

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

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

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

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

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

Mr. McDonald stated that these are two separate buildings.

Mr. Woods inquired whether the buildings are dilapidated.

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

Mr. Woods inquired whether the facilities are adequate.

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

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

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

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

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

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

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

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

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

Mr. Krapf stated that he would be in agreement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Woods determined that no note was needed.

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

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

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

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

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

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

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

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

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

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

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

4.) **New Business**

There was no new business to discuss.

5.) **Adjournment**

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

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Robin Bledsoe, Chair of the Policy Committee