

A G E N D A
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 9, 2017
4:00 PM

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. MINUTES**
- D. OLD BUSINESS**
- E. NEW BUSINESS**
 - 1. FY 2018-2022 Capital Improvements Program (CIP) Review
- F. ADJOURNMENT**

ITEM SUMMARY

DATE: 2/9/2017

TO: The Policy Committee

FROM: Jose Ribeiro, Senior Planner II, and Savannah Pietrowski, Senior Planner

SUBJECT: FY 2018-2022 Capital Improvements Program (CIP) Review

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Attachment 1. FY18-22 CIP Summary Spreadsheet	Backup Material
▣	Attachment 2A. CIP Application A (Planning)	Backup Material
▣	Attachment 2B. CIP Application B (Parks and Recreation)	Backup Material
▣	Attachment 2C. CIP Application C (Parks and Recreation)	Backup Material
▣	Attachment 2D. CIP Application D (General Services)	Backup Material
▣	Attachment 2E. WJCC Schools Narrative and CIP Application E (WJCC Schools)	Backup Material
▣	Attachment 2F. CIP Application F (WJCC Schools)	Backup Material
▣	Attachment 2G. CIP Application G (WJCC Schools)	Backup Material
▣	Attachment 2H. CIP Application H (WJCC Schools)	Backup Material
▣	Attachment 2I. CIP Application I (WJCC Schools)	Backup Material
▣	Attachment 2J. CIP Application J (WJCC Schools)	Backup Material
▣	Attachment 2K. CIP Application K (WJCC Schools)	Backup Material
▣	Attachment 2L. CIP Application L (WJCC Schools)	Backup Material
▣	Attachment 2M. CIP Application M (WJCC Schools)	Backup Material
▣	Attachment 2N. CIP Application N	Backup Material

- ▣

(WJCC Schools)
Attachment 2O. CIP Application O
(WJCC Schools)

Backup Material
- ▣

Attachment 2P. CIP Application P
(WJCC Schools)

Backup Material
- ▣

Attachment 2Q. CIP Application Q
(WJCC Schools)

Backup Material
- ▣

Attachment 2R. CIP Application R
(WJCC Schools)

Backup Material
- ▣

Attachment 3. CIP Ranking Criteria

Backup Material
- ▣

Attachment 4. CIP Criteria
Weighting Sheet

Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	1/20/2017 - 1:41 PM

MEMORANDUM

DATE: February 9, 2017

TO: The Policy Committee

FROM: Jose Ribeiro, Senior Planner II
Savannah Pietrowski, Senior Planner

SUBJECT: FY 2018-2022 Capital Improvements Program Review

The Policy Committee annually reviews Capital Improvements Program (CIP) requests submitted by various County agencies. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process.

Staff has collated the CIP requests submitted for FY 18-22 into the attached spreadsheet for the Policy Committee's consideration (Attachment No. 1). The only proposed County projects that have been previously included in the Board's five-year CIP are the Stormwater Division's and the Planning Department's requests. Some of the improvements proposed by Williamsburg-James City County (WJCC) Schools were included in prior CIPs; however, estimates and completion timelines have been amended. For further reference regarding projects that are currently included in the Board of Supervisor's adopted FY 17-21 CIP, please visit Section D of the FY 17-18 budget at <http://jamescitycountyva.gov/ArchiveCenter/ViewFile/Item/230>. Additional information regarding proposed projects can be found on their individual applications (Attachment No. 2).

It will be the responsibility of the Policy Committee members during the CIP review process to evaluate how each CIP request relates to the Comprehensive Plan. As described in the Code of Virginia, 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. To facilitate this task, the Policy Committee previously adopted a uniform method for evaluating projects (Attachment No. 3).

Staff has developed an Excel spreadsheet that automatically calculates the weighting and totals for each project (Attachment No. 4). **To the best of your ability, please use this ranking criteria work sheet to complete evaluations of each of the projects in the FY 18- 22 CIP Ranking Spreadsheet prior to the Committee's first meeting.** Please note that this an exception year in the two-year budget cycle so few new projects or modifications were submitted. If your rankings are completed in advance of the meeting, please forward staff an electronic copy to Jose.Ribeiro@jamescitycountyva.gov to facilitate preparation for meeting discussion.

The Policy Committee is scheduled to meet on the days and times listed below. All meetings will be held in the Building A large conference room.

- **Thursday, February 9 at 4 p.m.**

- Preliminary meeting-The purpose of this meeting is to allow members of the Policy Committee to discuss CIP applications and to provide Planning staff with feedback regarding questions on specific CIP projects and identify agency representatives to be present at the next Policy Committee meeting.

- **Thursday, February 16 at 4 p.m.**
 - o Representatives from Financial Management Services, Parks & Recreation, Planning, General Services/Stormwater and/or W-JCC Schools will be present at this meeting to answer any questions. Policy Committee members can also submit project scores in advance of this meeting if there are no questions.

- **Thursday, March 2 at 4 p.m.**
 - o Representatives from Financial Management Services, Parks & Recreation, Planning, General Services/Stormwater and/or W-JCC Schools will be present at this meeting to answer any questions. Policy Committee members can also submit project scores in advance of this meeting if there are no questions.

- **Thursday, March 9 at 4 p.m.**
 - o The purpose of this meeting is to allow members of the Policy Committee to finalize their recommendations. Policy Committee members can also submit project scores in advance of the meeting if there are no questions.

Ultimately, the Policy Committee will prepare a ranking recommendation to present to the Planning Commission at a special meeting and public hearing on March 20. Recommendations will be forwarded to the Board of Supervisors for consideration during the ongoing budget discussions and public hearings in April 2017.

If you have any questions, please do not hesitate to contact Jose Ribeiro at 253-6890.

JR/SP/nb

FY2018-22CIP-mem

Attachments:

1. FY 18-22 CIP Ranking Spreadsheet
- 2(A-R). CIP applications (18 applications, plus supporting documents)
3. CIP Ranking Criteria
4. CIP Criteria Weighting Sheet

FY18 - 22 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

Attachment 1

Revised 1/17/17

ID	Applying Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY18 Requested \$	FY19 Requested \$	FY20 Requested \$	FY21 Requested \$	FY22 Requested \$	Total Requested \$	Agency Ranking	FY 18 PC Score	Special Considerations	Priority	Other Notes
A	Planning	Transportation Match	Various transportation projects, including Longhill Road, Croaker Road and Pocahontas Trail from Fire Station #2 to James River Elementary School	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000	1 of 1				
B	Parks & Rec	James City County Marina	Replacement of bukheads with vegetated shoreline and floating docks and replacement of a fuel tank.	\$0	\$0	\$880,000	\$1,340,000	\$0	\$2,220,000	1 of 2				
C	Parks & Rec	Jamestown Beach Event Park Improvements	Installation of restroom facilities, providing electrical power to event area, paving of roads and drop off areas, installation of picnic areas, creating permanent parking in current overflow lot, paving ADA trail and construction of new trail.	\$0	\$0	\$333,000	\$1,300,000	\$0	\$1,633,000	2 of 2				
D	General Svcs.	Stormwater Neighborhood Drainage Improvement and Water Quality Improvements	Drainage improvements to address undersized and aging systems, restore eroding stream channels, and treat runoff pollution	\$2,634,000	\$2,493,000	\$2,613,000	\$2,204,000	\$2,600,000	\$12,544,000	1 of 1				
E	WJCC Schools	D.J. Montague E.S. Parking Lot	ADA improvements to parking lot and sidewalk areas.	\$80,500	\$0	\$0	\$0	\$0	\$80,500	1 of 14				
F	WJCC Schools	Jamestown H.S. Core Space/ Cafeteria Expansion	Expansion of the cafeteria/core space by enclosing a portion of the courtyard to create additional space for students.	\$0	\$2,008,500	\$0	\$0	\$0	\$2,008,500	2 of 14				
G	WJCC Schools	D.J. Montague E.S. Entrance Redesign	Redesigning the entrance so that vehicular traffic entering the school building must funnel through the front office.	\$140,000	\$0	\$0	\$0	\$0	\$140,000	3 of 14				
H	WJCC Schools	Norge E.S. Entrance Redesign	Redesigning the entrance so that vehicular traffic entering the school building must funnel through the front office.	\$105,000	\$0	\$0	\$0	\$0	\$105,000	4 of 14				
I	WJCC Schools	Berkeley M.S. Entrance Redesign	Redesigning the entrance so that vehicular traffic entering the school building must funnel through the front office.	\$0	\$110,176	\$0	\$0	\$0	\$110,176	5 of 14				
J	WJCC Schools	Lafayette H.S. Entrance Redesign	Redesigning the entrance so that vehicular traffic entering the school building must funnel through the front office.	\$0	\$110,177	\$0	\$0	\$0	\$110,177	6 of 14				
K	WJCC Schools	James River E.S. Entrance Redesign	Redesigning the entrance so that vehicular traffic entering the school building must funnel through the front office.	\$0	\$39,669	\$0	\$0	\$0	\$39,669	7 of 14				
L	WJCC Schools	Stonehouse E.S. Entrance Redesign	Redesigning the entrance so that vehicular traffic entering the school building must funnel through the front office.	\$0	\$0	\$162,055	\$0	\$0	\$162,055	8 of 14				
M	WJCC Schools	Toano M.S. Entrance Redesign	Redesigning the entrance so that vehicular traffic entering the school building must funnel through the front office.	\$0	\$0	\$129,814	\$0	\$0	\$129,814	9 of 14				
N	WJCC Schools	Rawls Byrd E.S. Entrance Redesign	Redesigning the entrance so that vehicular traffic entering the school building must funnel through the front office.	\$0	\$0	\$0	\$93,159	\$0	\$93,159	10 of 14				

ID	Applying Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY18 Requested \$	FY19 Requested \$	FY20 Requested \$	FY21 Requested \$	FY22 Requested \$	Total Requested \$	Agency Ranking	FY 18 PC Score	Special Considerations	Priority	Other Notes
O	WJCC Schools	Matthew Whaley E.S. Parking Lot Expansion	Addition of 46 paved parking spaces and new BMP.	\$0	\$319,815	\$0	\$0	\$0	\$319,815	11 of 14				
P	WJCC Schools	Berkeley M.S. Baseball Field Refurbishment	Regrading and reseeding the field, and replacing the backstop.	\$0	\$0	\$0	\$106,136	\$0	\$106,136	12 of 14				
Q	WJCC Schools	Berkeley M.S. Well Removal	Removal of old well from the property.	\$0	\$0	\$0	\$77,621	\$0	\$77,621	13 of 14				
R	WJCC Schools	Jamestown and Warhill H.S. Expansions*	Construction of additional instructional space to address capacity issues.	\$0	\$0	\$0	\$2,572,396	\$14,855,630	\$17,428,026	14 of 14				

* These requests were submitted in the same application.

Total: \$4,459,500 \$6,581,337 \$5,617,869 \$9,193,312 \$18,955,630 \$44,807,648



CIP Project Request Form

For Internal Use
Project ID: _____ A _____

Please reference the document titled "INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROJECTS (CIP) REQUESTS" for guidance on the application.

Project Title: _____

Location: _____

Date: _____

Department: _____

Employee Submitting Request: _____

Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____

Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____

Date Improvements Completed: _____

Useful Life of Facility/Equipment: _____

Previous Funding: _____

Dollars	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
Proposed Property Acquisition	_____	_____	_____	_____	_____	_____
Design/Engineering Cost	_____	_____	_____	_____	_____	_____
Construction Cost	_____	_____	_____	_____	_____	_____
Furniture/Fixtures/Equipment	_____	_____	_____	_____	_____	_____
Proposed Capital Budget	_____	_____	_____	_____	_____	_____
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	_____
Expected new Annual Revenue generated from the new facility/equipment:	_____	_____	_____	_____	_____	_____

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please explain in detail. Submit additional material as needed, including copies of engineering or feasibility studies.

(a) Current condition/situation: _____

(b) Requested change/project description: _____

(c) Need for the project, benefit, and why is this the optimal solution: _____

(d) Recurring and one-time costs and if there is any residual or salvage value at the end of ownership: _____

Evaluation Questions for Capital Projects

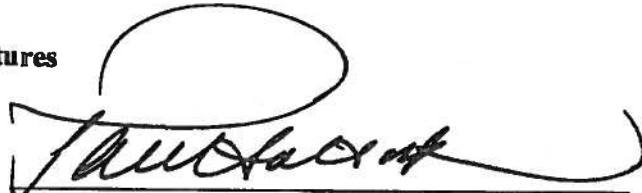
Questions	Y	N	Comments/Supporting Details
<i>In General</i>			
A. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Comprehensive Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>1. Quality of Life</i>			
D. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>2. Infrastructure</i>			
D. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does this replace an outdated system?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Does the facility/system represent new technology that will provide enhanced service?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>	

3. Economic Development			
D. Does the project have the potential to promote economic development in areas where growth is desired?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project continue to promote economic development in an already developed area?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the project produce desirable jobs in the County?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the project rejuvenate an area that needs assistance?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Health/Public Safety			
D. Does the project directly reduce risks to people or property (i.e. flood control)?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project directly promote improved health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does the project mitigate an immediate risk?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Impact on Operational Budget			
D. Will the new facility require additional personnel to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the new facility require significant annual maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the new facility require additional equipment not included in the project budget?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.	<input type="checkbox"/>	<input type="checkbox"/>	
I. Will the efficiency of the project save money?	<input type="checkbox"/>	<input type="checkbox"/>	
J. Is there revenue generating opportunity (e.g. user fees)?	<input type="checkbox"/>	<input type="checkbox"/>	
K. Does the project minimize life-cycle costs?	<input type="checkbox"/>	<input type="checkbox"/>	

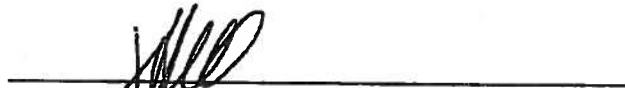
6. Regulatory Compliance		
A. Does the project address a legislative, regulatory, or court-ordered mandate? (0 - 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
B. Will the future project impact foreseeable regulatory issues? (5 - 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
C. Does the project promote long-term regulatory compliance? (> 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
D. Will there be a serious negative impact to the County if compliance is not achieved?	<input type="checkbox"/>	<input type="checkbox"/>
E. Are there other ways to mitigate the regulatory concern?	<input type="checkbox"/>	<input type="checkbox"/>
7. Timing/Location		
D. When is the project needed?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do other projects require this one to be completed first?	<input type="checkbox"/>	<input type="checkbox"/>
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)?	<input type="checkbox"/>	<input type="checkbox"/>
G. Can this project be done in conjunction with other projects: (e.g. waterline/sanitary sewer/paving improvements all within one street).	<input type="checkbox"/>	<input type="checkbox"/>
H. Will it be more economical to build multiple projects together (reduced construction costs)?	<input type="checkbox"/>	<input type="checkbox"/>
I. Will it help in reducing repeated neighborhood disruptions?	<input type="checkbox"/>	<input type="checkbox"/>
J. Will there be a negative impact of the construction and if so, can this be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>
K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input type="checkbox"/>	<input type="checkbox"/>
L. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input type="checkbox"/>
M. Does the project conform to Primary Service Area policies?	<input type="checkbox"/>	<input type="checkbox"/>
N. Does the project use an existing County-owned or controlled site or facility?	<input type="checkbox"/>	<input type="checkbox"/>
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>
P. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input type="checkbox"/>

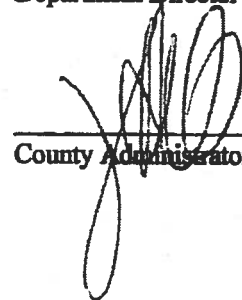
8. Special Considerations		
A. Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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)?	<input checked="" type="checkbox"/>	<input type="checkbox"/> The VDOT Revenue Sharing program matches County funding (50/50 match); The Transportation Alternatives Program matches County funding (80/20 match).

Signatures


 Department Director Signature

PAUL HOLT
 Department Director Printed Name


 County Administrator or CEO Signature


 BRYAN J. HILL
 County Administrator or CEO Printed Name

Attachment A

(a) Current condition/situation

The James City County Comprehensive Plan, *Toward 2035: Leading the Way*, identifies a list of current transportation projects (from the Six Year Improvement Plan and other programs), their visions, and projected needed improvements to the transportation system. Since adoption of the plan, the Board has repeatedly expressed support for these projects and directed staff to pursue all funding options toward full funding and construction. High priority projects include the Skiffes Creek Connector, Longhill Road Phase I widening, Croaker Road widening, and the Pocahontas Trail Reconstruction, among others that will address congestion, safety and capacity issues. Although many of these projects have secured some level of federal and state funding, local funding is needed at times to leverage additional state and federal dollars and to close any gaps.

As examples, three projects are on the horizon which could utilize local funding as a match and/or gap funding.

- Longhill Road - predominantly a two-lane undivided facility classified as an urban minor arterial with an east-west alignment. For Phase I (between the Route 199 interchange and Olde Towne Road), there is a transitional segment where the roadway goes from 4 lanes to 2 lanes. The Longhill Road Corridor Study included a current (2013) level of service (LOS) analysis and documented that the Williamsburg West Drive/Lane Place Drive intersection (where the road goes from 4 to 2 lanes) is a choke point along the corridor causing significant deterioration in LOS under AM and PM peak hour conditions and in both directions.
- Croaker Road - narrows down from four lanes at the I-64 interchange to two lanes from Rose Lane to Richmond Road. This section is projected to warrant road widening base on future traffic projections as well as the potential connection to Mooretown Road Extended and the adjacent Economic Opportunity area.
- Pocahontas Trail from James River Elementary School to Fire Station 2 - currently a two-lane undivided facility classified as an urban principal arterial. This segment experiences frequent congestion and safety issues due to the lack of paved shoulders for emergency access, bus pull-offs and pedestrian and bike accommodation.

(b) Requested change/project description

Local transportation match funding would permit the County to close funding gaps and leverage state and federal dollars for the example projects and other priority projects.

- Longhill Road - improvements would widen Longhill Road to a 4-lane, median divided typical section tying in to the existing 4-lane section in the vicinity of the Route 199 eastbound off-on ramp intersection to the east and continuing to a location immediately west of the Olde Towne Road/Devon Road intersection, with a multi-use path along the north side of the roadway. The roadway design will maintain and/or implement desirable access management strategies, with improved full-movement intersections at seven intersections, while constructing partial access intersections at several locations consisting of right-in/right-out/channelized left-turn lanes, right-in/right-out only site driveways, or channelized U-turns in the median. The improvements would also include a roundabout at one location (Longhill Road and Williamsburg Plantation Drive) signal system wireless interconnect, construction of bus pull-off areas, and pedestrian improvements (the multi-use path, sidewalk segments, and crosswalks and pedestrian push buttons).
- Croaker Road - improvements would widen Croaker Road to a 4-lane, median divided typical section from Rose Lane to Richmond Road, with a multi-use path along the north side of the

roadway. The roadway design will include a new parallel two-lane bridge parallel to the existing bridge over the CSX line to accommodate the new travel lanes as well as signal and pedestrian crossing improvements at the Richmond Road and Rose Lane/Library intersections.

As needed, the projects would be divided into discrete phases, with costs aligned to the funding sources. At this time, Longhill Road is divided into a revenue sharing project for intersection improvements at Olde Towne Road and Longhill Road and a separate widening project from Olde Towne Road/Devon Road to the 4-lanes near the Route 199 ramps. Croaker Road is anticipated to be constructed in one phase, and Pocahontas Trail is anticipated to be broken into three phases.

(c) Need for the project, benefit and why this is the optimal solution

As noted above, and as documented in the Comprehensive Plan and studies for the roads, existing conditions on the roads are beginning to reach or exceed the ideal operational capacity of the roadway or experiencing unacceptable congestion and safety issues. In addition, approved or planned development within the corridor and expected growth in the general vicinity will result in increased traffic volumes and additional demand on the roadway network. These improvements are designed to address existing and projected future capacity, congestion and safety issues.

By setting aside and having access to a local transportation match, James City County will be able to close small funding gaps and make full utilization of additional funding sources, such as the State Revenue Share Program which matches state dollars for local dollars 50/50 up to \$10 million and the Transportation Alternatives Program, which matches federal/state dollars for local dollars 80/20 up to approximately \$1 million. In this way, James City County will have access to more funding and be able to accomplish more projects at a faster rate.



CIP Project Request Form

For Internal Use
Project ID: _____ B _____

Please reference the document titled "INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROJECTS (CIP) REQUESTS" for guidance on the application.

Project Title: _____

Location: _____

Date: _____

Department: _____

Employee Submitting Request: _____

Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____

Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____

Date Improvements Completed: _____

Useful Life of Facility/Equipment: _____

Previous Funding: _____

Dollars	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
Proposed Property Acquisition	_____	_____	_____	_____	_____	_____
Design/Engineering Cost	_____	_____	_____	_____	_____	_____
Construction Cost	_____	_____	_____	_____	_____	_____
Furniture/Fixtures/Equipment	_____	_____	_____	_____	_____	_____
Proposed Capital Budget	_____	_____	_____	_____	_____	_____
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	_____
Expected new Annual Revenue generated from the new facility/equipment:	_____	_____	_____	_____	_____	_____

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please explain in detail. Submit additional material as needed, including copies of engineering or feasibility studies.

(a) Current condition/situation: _____

(b) Requested change/project description: _____

(c) Need for the project, benefit, and why is this the optimal solution: _____

(d) Recurring and one-time costs and if there is any residual or salvage value at the end of ownership: _____

Evaluation Questions for Capital Projects

Questions	Y	N	Comments/Supporting Details
<i>In General</i>			
A. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Comprehensive Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>1. Quality of Life</i>			
D. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input type="checkbox"/>	<input type="checkbox"/>	
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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)?	<input type="checkbox"/>	<input type="checkbox"/>	
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K. Does the project minimize life-cycle costs?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Regulatory Compliance		
A. Does the project address a legislative, regulatory, or court-ordered mandate? (0 - 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
B. Will the future project impact foreseeable regulatory issues? (5 - 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
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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)?	<input type="checkbox"/>	<input type="checkbox"/>
G. Can this project be done in conjunction with other projects: (e.g. waterline/sanitary sewer/paving improvements all within one street).	<input type="checkbox"/>	<input type="checkbox"/>
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K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input type="checkbox"/>	<input type="checkbox"/>
L. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input type="checkbox"/>
M. Does the project conform to Primary Service Area policies?	<input type="checkbox"/>	<input type="checkbox"/>
N. Does the project use an existing County-owned or controlled site or facility?	<input type="checkbox"/>	<input type="checkbox"/>
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>
P. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input type="checkbox"/>

8. Special Considerations			
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?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	

Signatures

Department Director Signature

11-18-16

Department Director Printed Name

County Administrator or CEO Signature

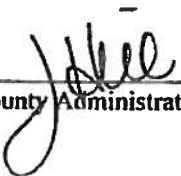
County Administrator or CEO Printed Name

Marina

8. Special Considerations			
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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Signatures

Department Director Signature



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James City County Marina

1. Since assuming ownership of the Marina in 2007, County staff have attempted to provide maintenance to keep day to day operations going. Significant maintenance and replacement/repair work is needed to ensure continued operation of this County asset for potential economic opportunities as well as service levels to County citizens and tourists.
2. Phase I Improvements include the replacement of 542lf of failing bulkhead with a vegetated shoreline and floating docks as well as the relocation and replacement of the fuel tank which accepts credit cards, spill kits, wash racks and permitting and design fees. Phase II consists of the replacement of 700lf of bulkhead @ \$1200/lf and replacing the two covered floating docks.
3. Significant degradation has occurred to this facility which is endangering current and future service levels as well as storm water compliance issues. Significant replacement/repair is needed to ensure optimal utilization of the site for economic and recreation opportunities.

Jamestown Beach Event Park

1. Continued development as identified in the approved Shaping our Shores Master Plan
2. Install two additional restroom facilities to support beach and event areas including utilities- provide electrical power to event area- paving of roads, drop off areas and handicap parking- permanent parking in current overflow lot- 230 spaces ,close entrance at ferry, regrade and install picnic pavilion and concrete walkways around concession building- pave ADA trail- construct new trail from JYF parking area to existing ADA trail
3. Since completion of the shoreline restoration work and concession facility, park attendance continues to climb from May through September from 379,560 in 2014 to 426,332, an increase of 46,772 during the summer months alone. Providing additional restrooms and permanent parking will enhance the visitor experience as well as meet the Tourism goals by providing quality facilities to accommodate the growing requests for special and sporting events at the park.



CIP Project Request Form

For Internal Use
Project ID: _____ C _____

Please reference the document titled "INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROJECTS (CIP) REQUESTS" for guidance on the application.

Project Title: _____

Location: _____

Date: _____

Department: _____

Employee Submitting Request: _____

Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____

Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____

Date Improvements Completed: _____

Useful Life of Facility/Equipment: _____

Previous Funding: _____

Dollars	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
Proposed Property Acquisition	_____	_____	_____	_____	_____	_____
Design/Engineering Cost	_____	_____	_____	_____	_____	_____
Construction Cost	_____	_____	_____	_____	_____	_____
Furniture/Fixtures/Equipment	_____	_____	_____	_____	_____	_____
Proposed Capital Budget	_____	_____	_____	_____	_____	_____
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	_____
Expected new Annual Revenue generated from the new facility/equipment:	_____	_____	_____	_____	_____	_____

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please explain in detail. Submit additional material as needed, including copies of engineering or feasibility studies.

(a) Current condition/situation: _____

(b) Requested change/project description: _____

(c) Need for the project, benefit, and why is this the optimal solution: _____

(d) Recurring and one-time costs and if there is any residual or salvage value at the end of ownership: _____

Evaluation Questions for Capital Projects

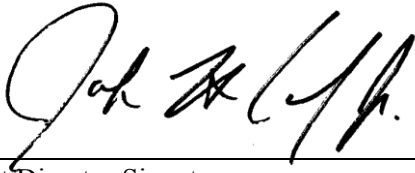
Questions	Y	N	Comments/Supporting Details
<i>In General</i>			
A. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Comprehensive Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>1. Quality of Life</i>			
D. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
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Signatures



Department Director Signature

11-18-16

Department Director Printed Name

County Administrator or CEO Signature


County Administrator or CEO Printed Name

Jamestown Beach

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Questions	Y	N	Comments/Supporting Details
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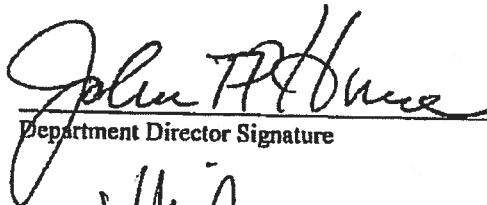
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Stormwater

8. Special Considerations				
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		MS4 permit requirements regarding TMDL action plans
B. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		yes to both - localized flooding, erosion of property, bacteria in waterways
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)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Applications for 50-50 funding will be submitted in February and November of 2017.

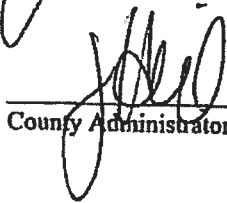
Signatures



Department Director Signature

JOHN T.P. HORNE

Department Director Printed Name



County Administrator or CEO Signature

County Administrator or CEO Printed Name

Project	FY18	FY19	FY20	FY21	FY22	Total
Cooley Road Stream Restorations - note 1	\$422,000					\$422,000
Grove Drainage & Water Quality Improvements	\$500,000	\$574,000	\$463,500	\$500,000		\$2,037,500
Toano Drainage & Water Quality Improvements	\$500,000	\$574,000	\$663,500	\$200,000		\$1,937,500
The Foxes Stream Restoration - note 1	\$450,000					\$450,000
Forest Glen Drainage & Water Quality Improvements	\$400,000					\$400,000
James Terrace Ph 4	\$362,000					\$362,000
Woodland Farms Stream Restoration		\$1,345,000				\$1,345,000
Oxford Road Stream Restoration - note 1			\$616,000			\$616,000
Ware Creek Watershed Management Plan Retrofits *			\$200,000	\$752,000	\$750,000	\$1,702,000
Barhamsville Rd Stream Restoration - note 2			\$520,000			\$520,000
York River Watershed Management Plan Retrofits **			\$150,000	\$752,000	\$750,000	\$1,652,000
Windsor Forest (Devon Rd) Stream Restoration - note 3					\$150,000	\$150,000
Druid Hills (Oxford Circle) Stream Restoration					\$225,000	\$225,000
Boughsprings (Edgewood) Stream Restoration					\$173,000	\$173,000
Diascund Creek Watershed Management Plan Retrofits***					\$552,000	\$552,000
Fiscal Year Totals	\$2,634,000	\$2,493,000	\$2,613,000	\$2,204,000	\$2,600,000	\$12,544,000
* BOS Approved in FY17						
** scheduled completion in FY18						
*** scheduled completion in FY20						
1. Submitting for SLAF 2017						
2. Highest ranking Ware Cr WSMP stream restoration project						
3. delay due to other priorities						

SUPPORTING MATERIALS

Diascund Creek Watershed Summary

Watershed Description

The Diascund Creek Watershed is in the northwestern part of the County and borders the Diascund Creek reservoir, a drinking water source for the City of Newport News. Diascund Creek drains into the Chickahominy River before reaching the James River. The watershed is very lightly developed and is mostly rural residential, with forested upland and pastureland.

Water Quality Conditions

VADEQ has Diascund Creek reservoir listed as polluted for mercury and is listed as impaired for fishing due to mercury toxicity in the tissues of Bass and Bowfin. The tidal portion of Diascund Creek is impaired for enterococcus bacteria, which indicates that people could get sick if they swim in the creek and are advised not to do so. VADEQ has also been performing bacteria monitoring in Diascund Creek. In 2010, when the bacteria levels began to exceed state standards, Diascund Creek was put on Virginia's impaired waters list. Through the Stormwater Division's Water Quality Monitoring Program, and the efforts of County staff and citizen volunteers, the results show that, overall, Diascund Creek water quality turns out to be marginally acceptable to acceptable in terms of Virginia state water quality standards.

Known Problems

- Bacterial levels are too high for contact recreation or food consumption.
- Existing development contains few stormwater treatment practices; the area has been subject to drainage problems due to flat topography and inadequate conveyance systems. This causes road and yard flooding to occur in typical rainstorms.

Watershed Management Plan scheduled for FY 2019

Mill Creek Watershed Summary

Watershed Description:

The Mill Creek watershed is almost completely contained within James City County and, at approximately 6 square miles, is the County's smallest watershed. The watershed is the most developed of all county watersheds and is composed of shopping centers, strip malls, scattered office buildings and residential developments, many of these with aging or undersized drainage systems. Most of the residences and all of the commercial space lie in the upper half of the watershed, which means development is focused in headwater streams. The lower portion of the watershed is a part of the James River floodplain, and includes Lake Powell and portions of the Colonial NHP Parkway.

Water Quality Conditions:

The Commonwealth of Virginia has Mill Creek listed as polluted for enterococcus bacteria, fecal coliform bacteria, dissolved oxygen and polychlorinated biphenyls (PCBs). Currently, there are shellfish, swimming and fishing advisories in effect for Mill Creek. In 1992, VADEQ began monitoring one station in Mill Creek, and when the bacteria levels began to exceed state standards in 2006, Mill Creek was placed on Virginia's impaired waters list. In 2009, James City County began monitoring five locations for bacteria throughout the watershed. In 2010 James City County and the State of Virginia developed a plan to minimize the bacterial loadings in the watershed. The county has also funded the monitoring of aquatic insects which serve as indicators of polluted waters and the results show that overall Mill Creek water quality shows is fair to good in all areas currently sampled.

Known Problems:

- Bacteria levels in Mill Creek are too high for recreational swimming or food consumption.
- Headwater streams throughout the watershed show signs of deterioration due to increased stormwater flows from development. Sediment from the eroding streams is causing problems for downstream properties throughout the watershed, by clogging available drainage areas and altering stream flow channels. Stream bank erosion occurs from upstream urbanization.
- Often during hurricanes, nor'easters, and other severe rainstorms, garage and yard flooding occurs in the lower watershed, with some lots flooding in a typical rainstorm.
- Assessments of the Mill Creek neighborhoods determined that about half the lawns are high maintenance, which can add excess nutrients into the waterways.
- Neck O' Land Road area is vulnerable to James River tidal flooding. On-going sea-level rise will contribute to increased impacts from tidal flooding.
- Most development occurred prior to current stormwater standards and the drainage systems are in need of repair, and/or upgrade.

Completed Studies and Plans:

- Brook Haven Drainage Improvements (2015)
- Mill Creek Watershed Management Plan (2011)
- Implementation Plan for the Fecal Coliform TMDL for the Mill Creek and Powhatan Creek (HRPDC, 2011)
- Bacteria Total Maximum Daily Load for Mill Creek and Powhatan Creek (VADEQ, 2008)
- Brook Haven Subdivision Drainage Study (2009)
- The Meadows Subdivision Stream Stabilization Concept Plan (2009)
- Gate House Farms Subdivision, Smokehouse Lane Drainage Study (1995)
- Mill Creek/ Lake Powell Drainage Study (1988)

Examples of Mill Creek Problems



Excessive Erosion from Uncontrolled Runoff



Utility Impacts and Sediment Load, Undercutting and Instability

Powhatan Creek Watershed Summary

Watershed Description:

The Powhatan Creek watershed is the largest watershed in James City County. Significant growth has occurred in this watershed over the past several years including New Town, Warhill, the Premium Outlet expansion, and new residential neighborhoods. The lower Powhatan floodplain area has increased due to upstream development and road crossings. The Powhatan Creek is the only County watershed with a non-tidal FEMA 100 yr floodplain due to the flooding conditions throughout the watershed.

Water Quality Conditions:

The Commonwealth of Virginia has Powhatan Creek on its impaired waters list for enterococcus bacteria, benthic macroinvertebrates, dissolved oxygen and polychlorinated biphenyls (PCBs). There are swimming and fishing advisories in effect for Powhatan Creek. In 2006, VADEQ listed Powhatan Creek as impaired for bacteria on its list of impaired waters due to the high bacteria counts at their two monitoring stations. James City County has been conducting bacteria sampling at seven locations since 2009, and consistent with VADEQ, shows no identifiable hotspots at this time. Bacteria counts are generally high. In 2010, James City County and the State of Virginia developed a plan to minimize the bacterial loadings which have been consistently showing high numbers. The county has also funded the monitoring of aquatic insects, which serve as indicators of polluted waters, since 2008. The overall results show that generally Powhatan Creek receives acceptable water quality scores most of the time.

Known Problems:

- Various storm events have caused major flooding of garages, auxiliary structures, and at the Rte 5 culvert crossing downstream of the Greensprings Swamp. Increased stormwater volumes from upstream urbanization have resulted in an expansion of flood-prone areas.
- In 2000, using the Impervious Cover Model, six subwatersheds were sensitive, while five were impacted with respect to aquatic life. Now four are sensitive, and seven are impacted. Two subwatersheds are considered nearly unable to support aquatic life.
- Bacteria levels are too high for contact recreation or food consumption.

Completed Studies and Plans:

- Essex Court (Scotts Pond #2) Stream Restoration (2015)
- Forest Glen Storm Drainage Improvement Report (2013)
- Upper Powhatan Creek Floodplain Study (WEG, 2011)
- Implementation Plan for the Fecal Coliform TMDL for the Mill Creek and Powhatan Creek (HRPDC, 2011)
- 2009 Powhatan Creek Floodplain Study (WEG, 2009)
- Bacteria Total Maximum Daily Load for Mill Creek and Powhatan Creek (VADEQ, 2008)
- Powhatan Creek Flood Study (WEG, 2008)
- JCC Stormwater Route 5 Culvert Crossing Flooding Study (WEG, 2008)
- Scotts Pond Phase I and II Stream Restoration Project (WEG, 2008)
- Route 5 Culvert Crossing study (2007)
- Powhatan Creek Watershed Management Plan (CWP, 2001)
- Upper Powhatan Creek Drainage Study (MWA, 1996)
- Drainage study of Upper Powhatan Creek Watersheds (CDM, 1987)
- USDA Soil Conservation Service Flood Study (1976)

Examples of Powhatan Creek Problems



Channel Erosion, Failed Concrete Swales, Immediately Upstream From Sanitary Sewer Laterals.

Skiffes Creek/James River Watershed Water Quality Summary

Watershed Description:

Skiffes Creek and the James River Watershed consist of tidal, low-lying lands with poor drainage and tidal impacts. Much of the James River Watershed within James City County was previously farmland, and is now made up of single-family homes and low-density residential neighborhoods. Few of the existing development contain stormwater treatment practices.

Skiffes Creek watershed runs through York County, the Yorktown Naval Weapons Station, the City of Newport News, and James City County. Habitat assessment ratings in most of the watershed are considered "excellent". One third of the watershed located within James City County is forested or open water areas. Development in Skiffes Creek watershed primarily consists of industrial (Ball Metal, BASF) and older residential neighborhoods with poor drainage systems and lack of stormwater treatment.

Water Quality Conditions:

The James River Watershed within James City County is on Virginia's impaired waters list for Chlorophyll-a, dissolved oxygen, estuarine assessments and polychlorinated biphenyls (PCBs). There are fishing advisories for the James River due to the PCB impairment.

Skiffes Creek is on Virginia's impaired waters list for fecal coliform bacteria, dissolved oxygen, PCBs and aquatic plants. At this time there are swimming, shellfish, and fishing advisories in effect for Skiffes Creek. In 1998, VADEQ added Skiffes Creek to its list of impaired waters due to the high bacteria counts at their monitoring station. VDH bacteria monitoring of Skiffes Creek caused it to be listed in 2005 for shellfish condemnation. The county has been funding the monitoring of aquatic insects which serve as indicators of polluted waters since 2008, and the results indicate that the overall water quality in the portion of Skiffes Creek located within James City County is good.

Known Problems:

- The TMDL specifies a 92% reduction in fecal coliform in Skiffes Creek by reducing 91% from direct wildlife, 100% from direct human, 93% from direct livestock, 96% from land-based agriculture, 99% from residential, 85% from land-based wildlife.
- Stream channels in Skiffes Creek are highly eroded from uncontrolled stormwater runoff and aging infrastructure.
- Existing development contains very few stormwater treatment practices; the area has been subject to drainage problems due to flat topography and inadequate conveyance systems. This causes road and yard flooding to occur in typical rainstorms.

Completed Studies and Plans:

- Site Assessment and Conceptual Plan, James River Commerce Center (WEG 2010)
- Stormwater Management Retrofit Feasibility, Drummonds Field (WEG 2008)
- Fecal Bacteria Total Maximum Daily Load Development for Warwick River (VADEQ 2007)
- Skiffes Creek Baseline Assessment and Conservation Plan (CWP 2005)



Examples of Localized Flooding Due to Inadequate Stormwater Management

Ware Creek Watershed Summary

Watershed Description:

The Ware Creek watershed is located in the most northern part of James City County, and drains into the York River. 75% of the Ware Creek watershed is undeveloped, and consists of forested lands, wetlands, and stream Resource Protection Areas. The rest of the area has been traditionally agricultural, while low-density residential neighborhoods and single-family homes are becoming more numerous within the area. Ware Creek watershed also encompasses some newer development, golf course communities, industrial areas such as Stonehouse Commerce Park and Hankins Industrial Park, and Highway 64 as part of its drainage area.

Water Quality Conditions:

Ware Creek is on the Virginia's impaired waters list for fecal coliform, e. Coli bacteria, dissolved oxygen, and water clarity (SAV). There are swimming and shellfish advisories in effect for Ware Creek. In 1998, VADEQ listed tidal Ware Creek as impaired for bacteria on its list of impaired waters due to the high bacteria counts at their monthly monitoring station. High bacteria counts from VADEQ's bacteria monitoring of the Ware Creek main-stem area caused it to be listed in 2010. A Total Maximum Daily Load (TMDL) has been written for Ware Creek which gives an account of the bacteria infractions and the numbers that would indicate an acceptable level. The county has also funded the monitoring of aquatic insects which serve as indicators of polluted waters since 2008, and the results indicate that overall Ware Creek water quality is acceptable most of the time.

Known Problems:

- Bacteria levels are too high for contact recreation or food consumption. Almost half of the bacteria loading comes from humans and pets. The current goal is a 100% reduction in bacteria from these sources.
- Upper Ware Creek tributaries have been eroded and are contributing to stream degradation due to increased stormwater flows from development. Sediment is being washed downstream and is clogging drainage areas.
- Stormwater infrastructure is in need of repair, maintenance, and/or upgrade. Effective stormwater treatment is essential in protecting Ware Creek water quality.

Completed Studies and Plans:

- TMDL Report for Chesapeake Bay Shellfish Waters: Ware Creek, Taskinas Creek, and Skimino Creek Bacterial Impairments (VADEQ, 2010)
- Ware Creek Watershed Management Plan (VHB 2016)

Yarmouth Creek Watershed Summary

Watershed Description:

Yarmouth Creek watershed flows into the Chickahominy River, and then into the James River. The drainage area to Yarmouth Creek includes Cranston's Mill Pond and the Little Creek Reservoir. It contains 1523 acres of wetlands, and most of the watershed is forested and considered significant in terms of its biodiversity. The tidal wetlands of Yarmouth Creek are considered by VADCR to be one of the two largest undisturbed tracts of wetlands on Virginia's lower peninsula. The upper Yarmouth Creek watershed area consists of light commercial and residential development but has been under increasing development pressure, particularly within the headwaters of its tributaries.

Water Quality Conditions:

Yarmouth Creek is not on the EPA's impaired waters list, and currently there are no advisories in effect for it. The county has been funding the monitoring of aquatic insects which serve as indicators of polluted waters since 2008, and the results indicate that overall Yarmouth Creek water quality is good.

Known Problems:

- In 2000, all nine of the subwatersheds were considered sensitive based on the Impervious Cover Model. In 2009, one had become impacted and more are forecasted to become impacted in the future. Yarmouth Creek runs a high risk of becoming degraded from construction activities.
- Headwater streams are showing signs of deterioration due to increased development. Unchecked stormwater run-off from older neighborhoods has eroded stream channels and created severe headcuts in upstream areas. Sediment pushed downstream chokes aquatic vegetation and hydrologic drainage capabilities.
- Aging stormwater infrastructure is in need of maintenance and/or repair. Failing stormwater management systems need to be upgraded to prevent flooding and erosion impacts.

Completed Studies and Plans:

- Yarmouth Creek Tributaries Stream Restoration (2015)
- Site Assessment and Conceptual Plan, Kristiansand Tributary Project (WEG, 2008)
- Site Assessment and Conceptual Plan, Centerville Road Tributary Project (WEG, 2008)
- Yarmouth Creek Watershed Management Plan (CWP, 2003)



Williamsburg-James City County Public Schools

Finance Department
P.O. Box 8783 • 117 Ironbound Road
Williamsburg, Virginia 23187-8783

TO: Jose Ribeiro, James City County Planning
Sue Mellen, James City County Finance
Phil Serra, City of Williamsburg
FROM: Christina Berta, Chief Financial Officer *CBerta*
RE: FY2018 – 2027 School Board Approved Capital Improvement Plan
DATE: December 14, 2016

On December 13, 2016, the School Board approved the Capital Improvement Plan for FY2018 – 2027. Enclosed in this packet are copies of the School Board Approved FY2018 – 2027 Capital Improvement Plan in its entirety and the required CIP Project Request Forms for the James City County Planning Commission process. There are 14 projects within the School Board Approved FY2018 – 2027 Capital Improvement Plan that meet requirements for submission via the CIP Project Request Forms.

Should you have any questions please feel free to contact me.

cc: Dr. Olwen Herron, Acting Superintendent
Paul Holt, James City County Planning
Marcellus Snipes, Senior Director of Operations
Alan Robertson, Facilities Management Coordinator



**School Board Approved Capital
Improvement Plan
Fiscal Years 2018-2027**

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**School Board Approved
Capital Improvement Plan**

**Fiscal Years 2018-2027
Summary**

Fiscal Years 2018 through 2027 are Recommended

	FY17 Adopted	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
Total Capital Projects	10,077,181	5,941,477	8,825,436	7,753,783	8,642,299	21,138,248	5,363,407	17,864,397	3,665,627	15,945,762	4,058,825	99,199,261

Footnotes:

1. All projects presented within the Capital Improvement Plan include anticipated A&E costs (10%), contingency (5%) and escalation at a rate of 3% annually.
2. With enrollment projections in the later years of the CIP, there is some uncertainty surrounding the exact placement of construction projects to accommodate the classroom space needs. With the development of future capital plans shifts in projects could occur.
3. Due to evaluation of projects annually there may be a need to shift projects to different years within the CIP than previously presented.
4. A new project may appear in the Capital Improvement Plan for the first time due to new or updated information being received (emergency, state requirement, safety, etc.)
5. With the opening of James Blair Middle School, new buses may be needed in FY19. Once a redistricting plan has been approved by the School Board, the number of needed buses will be determined.
6. Projects marked with (*) require ranking for the James City County Planning Commission.

	FY17	FY18	FY19	FY20	FY21	TOTAL
Total School Board Approved Capital Improvement Plan FY2017	4,804,997	9,084,973	7,504,008	2,807,350	7,423,108	31,624,436
Total City & County Adopted Capital Improvement Plan FY2017	10,077,181	4,279,876	4,074,442	5,004,418	4,826,596	28,262,513
Difference between School Board requested and City/County Adopted CIP FY2017	5,272,184	(4,805,097)	(3,429,566)	2,197,068	(2,596,512)	(3,361,923)

SUMMARY BY PROJECT TYPE												
FISCAL YEARS 2018 THROUGH 2027 ARE RECOMMENDED												
SCHOOL	FY17 ADOPTED	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
HVAC REPAIR OR REPLACEMENT/ WINDOW REPLACEMENT/ENERGY MANAGEMENT												
NORGE ELEMENTARY – HVAC replacement	3,665,557											3,665,557
NORGE ELEMENTARY – Repair failing windows	-95,200											95,200
STONEHOUSE ELEMENTARY – Chiller replacement	150,000											150,000
RAWLS BYRD ELEMENTARY – HVAC replacement		210,000	2,055,000	1,950,000								4,215,000
MATTHEW WHALEY ELEMENTARY – Replace chiller & hot water heaters			136,856									136,856
MATTHEW WHALEY ELEMENTARY – Replace HVAC								3,838,823				3,838,823
MATTHEW WHALEY ELEMENTARY – Window replacements									237,139			237,139
MATTHEW WHALEY ELEMENTARY – Replace gym HVAC & makeup air									152,963			152,963
STONEHOUSE ELEMENTARY – HVAC replacement					630,000	4,816,281						5,446,281
MATOAKA ELEMENTARY – Replace air-cooled chillers										153,442		153,442
BERKELEY MIDDLE – Replace water-source heat pumps/guidance HVAC				381,892								381,892
BERKELEY MIDDLE – Replace rooftop HVAC								434,700				434,700
TOANO MIDDLE – Replace store-front entrance windows				72,791								72,791
JAMESTOWN HIGH – Replace HVAC system		320,000	2,700,000	2,880,000								5,900,000
WARHILL HIGH – Overhaul cooling tower				76,491								76,491
WARHILL HIGH – Replace rooftop heat pumps											56,856	56,856

SUMMARY BY PROJECT TYPE												
FISCAL YEARS 2018 THROUGH 2027 ARE RECOMMENDED												
SCHOOL	FY17 ADOPTED	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
ROOF REPLACEMENT/REPAIR												
NORGE ELEMENTARY – Roof replacement (includes Needs Center)	613,000											
LAFAYETTE HIGH – Roof replacement	507,765	2,692,234										2,692,234
RAWLS BYRD ELEMENTARY – Replace bldg. 100 roof & gutter repairs					71,530							71,530
RAWLS BYRD ELEMENTARY – Replace pitched asphalt roofs								148,508				148,508
STONEHOUSE ELEMENTARY – Roof replacement				155,825								155,825
MATOAKA ELEMENTARY – Replace metal roof				216,192								216,192
BERKELEY MIDDLE – Roof replacement			296,700									296,700
BERKELEY MIDDLE – Replace rubber roof and canopy						122,651						122,651
BERKELEY MIDDLE – Partial roof replacement											18,006	18,006
LAFAYETTE HIGH – Power wash and refinish metal roof					56,275							56,275
JAMESTOWN HIGH – Partial roof replacement											697,728	697,728

SUMMARY BY PROJECT TYPE												
FISCAL YEARS 2018 THROUGH 2027 ARE RECOMMENDED												
SCHOOL	FY17 ADOPTED	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
REFURBISHMENT (FLOORING, TILE, PAINTING, ENTRANCE REDESIGN)												
DJ MONTAGUE ELEMENTARY – Replace cafeteria flooring + moisture mitigation	66,269											
CLARA BYRD BAKER ELEMENTARY – Restroom renovation					196,964							196,964
RAWLS BYRD ELEMENTARY – Entrance redesign (*)					93,159							93,159
RAWLS BYRD ELEMENTARY – Restroom renovation, replace vinyl tiles, repaint interior & replace carpeting					462,467							462,467
DJ MONTAGUE ELEMENTARY – Entrance redesign (*)		140,000										140,000
DJ MONTAGUE ELEMENTARY – Replace interior floors (vinyl), repaint interior, replace carpet									341,033			341,033
NORGE ELEMENTARY – Entrance redesign (*)		105,000										105,000
NORGE ELEMENTARY – Repaint interior (FY20), replace gym flooring (FY21), replace interior vinyl floors (FY21), replace carpeting (FY22)				169,646	497,542	333,292						1,000,480
NORGE ELEMENTARY – Replace restroom finishes and fittings					685,998							685,998
MATTHEW WHALEY ELEMENTARY – Replace carpeting						143,782						143,782
JAMES RIVER ELEMENTARY – Entrance redesign (*)				39,669								39,669
JAMES RIVER ELEMENTARY – Replace vinyl tile + mitigation, repaint interior, replace carpet				294,920								294,920
STONEHOUSE ELEMENTARY – Entrance redesign (*)				162,055								162,055

SUMMARY BY PROJECT TYPE												
FISCAL YEARS 2018 THROUGH 2027 ARE RECOMMENDED												
SCHOOL	FY17 ADOPTED	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
REFURBISHMENT (FLOORING, TILE, PAINTING, ENTRANCE REDESIGN) (continued)												
STONEHOUSE ELEMENTARY – Replace interior floors (vinyl) + mitigation, repaint interior, & replace carpet				369,702								369,702
MATOAKA ELEMENTARY – Replace vinyl floors, repaint CMU walls, replace carpeting							358,789					358,789
J. BLAINE BLAYTON ELEMENTARY – Replace vinyl floors, repaint interior, replace carpeting								378,980				378,980
BERKELEY MIDDLE – Entrance redesign (*)			110,176									110,176
BERKELEY MIDDLE – Replace vinyl tiles, repaint interior, replace carpeting							828,291					828,291
TOANO MIDDLE – Entrance redesign (*)				129,814								129,814
TOANO MIDDLE – Refinish restrooms					375,358							375,358
TOANO MIDDLE – Repaint walls, replace carpeting, replace vinyl tile					649,238							649,238
HORNSBY MIDDLE – Repaint interior, replace carpeting, replace vinyl tile								755,748				755,748
LAFAYETTE HIGH – Entrance redesign (*)			110,177									110,177
LAFAYETTE HIGH – Repaint interior											315,283	315,283
LAFAYETTE HIGH – Replace carpeting									80,123			80,123
WARHILL HIGH – Replace media center carpet, repaint interior, replace flooring					1,572,907							1,572,907

SUMMARY BY PROJECT TYPE													
FISCAL YEARS 2018 THROUGH 2027 ARE RECOMMENDED													
SCHOOL	FY17 ADOPTED	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL	
OTHER PROJECTS													
STONEHOUSE ELEMENTARY – Bus loop canopy	236,569											236,569	
LAFAYETTE HIGH – Replace walk-in refrigerator & freezer	50,000											50,000	
COOLEY FIELD – Replace fence & gate	91,406											91,406	
COOLEY FIELD – New field lighting	169,744											169,744	
COOLEY FIELD – Renovations	180,644											180,644	
CLARA BYRD BAKER ELEMENTARY – Exterior masonry repairs		1,311,272										1,311,272	
CLARA BYRD BAKER ELEMENTARY – Replace electric convectors							370,753					370,753	
RAWLS BYRD ELEMENTARY – Replace electrical switch gear					69,000							69,000	
RAWLS BYRD ELEMENTARY – Replace gutters											81,550	81,550	
DJ MONTAGUE ELEMENTARY – Replace walk-in refrigerator & freezer						57,964						57,964	
DJ MONTAGUE ELEMENTARY – Parking lot and sidewalk ADA correction (*)		80,500										80,500	
MATTHEW WHALEY ELEMENTARY – Parking lot expansion (*)			319,815									319,815	
NORGE ELEMENTARY – Replace walk in refrigerator & freezer											58,715	58,715	
NORGE ELEMENTARY – Replace electrical finishes and fittings						159,980						159,980	
JAMES RIVER ELEMENTARY – Replace walk-in refrigerator & freezer						57,964						57,964	
STONEHOUSE ELEMENTARY – Replace walk-in refrigerator & freezer							59,703					59,703	
STONEHOUSE ELEMENTARY – Sports Field Lights											403,175	403,175	

SUMMARY BY PROJECT TYPE												
FISCAL YEARS 2018 THROUGH 2027 ARE RECOMMENDED												
SCHOOL	FY17 ADOPTED	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
OTHER PROJECTS (continued)												
BERKELEY MIDDLE – Replace electrical equipment in 100 & 200 areas		222,094										222,094
BERKELEY MIDDLE – Replace auditorium seating		167,633										167,633
BERKELEY MIDDLE – Replace light fixtures							85,822					85,822
BERKELEY MIDDLE – Paint gym and refinish floor							133,883					133,883
BERKELEY MIDDLE – Baseball field refurbishment (*)					106,136							106,136
BERKELEY MIDDLE – Well removal (*)					77,661							77,661
TOANO MIDDLE – Replace walk-in refrigerator & freezer		82,400										82,400
TOANO MIDDLE – Replace lift station generator							62,688					62,688
TOANO MIDDLE – Replace roof skylights										162,355		162,355
TOANO MIDDLE – Field lighting											540,927	540,927
LAFAYETTE HIGH – Replace main electrical switch gear			225,707									225,707
LAFAYETTE HIGH – Replace electrical panels			152,505									132,613
LAFAYETTE HIGH – Deep sand & finish gym floor						103,466						103,466
JAMESTOWN HIGH – EIFS repair	63,500	86,500										86,500
JAMESTOWN HIGH – Replace walk-in refrigerator & freezer				87,418								87,418
JAMESTOWN HIGH – Replace generator				57,368								57,368
JAMESTOWN HIGH – Cafeteria expansion (*)			2,008,500									2,008,500

SUMMARY BY PROJECT TYPE FISCAL YEARS 2018 THROUGH 2027 ARE RECOMMENDED												
SCHOOL	FY17 ADOPTED	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
DIVISION COMBINED PROJECTS:												
Brickwork	207,916						86,569					86,569
Sidewalks/concrete repairs	71,750				95,668				169,874			265,542
Backflow preventers	71,000											
Playground equipment			90,000	90,000	110,000	100,000	100,000	100,000	100,000	100,000	100,000	890,000
HVAC energy management controls	108,000											
Card access system replacement	50,000											
Bus maintenance garage equipment	98,800											
Parking lots		118,784	320,000	320,000	320,000	320,000	300,000	300,000	300,000	300,000	260,000	2,858,784
Replace fire panels		105,060				67,238						172,298

SUMMARY BY PROJECT TYPE												
FISCAL YEARS 2018 THROUGH 2027 ARE RECOMMENDED												
SCHOOL	FY17 ADOPTED	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
NEW CONSTRUCTION/BUILDING ADDITIONS												
LAFAYETTE HIGH – Auxiliary Gym	1,380,605											
4 TH MIDDLE SCHOOL – Construction cost – Williamsburg funding	2,200,000											
WARHILL HIGH SCHOOL INNOVATION MAKERSPACE & CHEMISTRY LAB		300,000										300,000
HIGH SCHOOL INNOVATION RENOVATIONS			300,000	300,000								600,000
HIGH SCHOOL CAPACITY EXPANSION – Design (*)					2,572,396							2,572,396
HIGH SCHOOL CAPACITY EXPANSION – Construction (*)						14,855,630						14,855,630
NEW CENTRAL OFFICE DESIGN							2,976,909					2,976,909
NEW CENTRAL OFFICE CONSTRUCTION								11,907,638				11,907,638
4 TH MIDDLE SCHOOL PHASE II DESIGN									2,284,495			2,284,495
4 TH MIDDLE SCHOOL PHASE II CONSTRUCTION										15,229,965		15,229,965
NEW ELEMENTARY SCHOOL DESIGN											1,526,585	1,526,585
TOTAL CAPITAL PROJECTS	10,077,181	5,941,477	8,825,436	7,753,783	8,642,299	21,138,248	5,363,407	17,864,397	3,665,627	15,945,762	4,058,825	99,199,261

SUMMARY BY SCHOOL												
FISCAL YEARS 2018 THROUGH 2027 ARE RECOMMENDED												
SCHOOL	FY17 ADOPTED	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
CLARA BYRD BAKER ELEMENTARY		1,311,272			196,964		370,753					1,878,989
RAWLS BYRD ELEMENTARY		210,000	2,055,000	1,950,000	696,156			148,508			81,550	5,141,214
DJ MONTAGUE ELEMENTARY	66,269	220,500				57,964			341,033			619,497
NORGE ELEMENTARY	4,373,757	105,000		169,646	1,183,540	493,272					58,715	2,010,173
MATTHEW WHALEY ELEMENTARY			456,671			143,782		3,838,823	390,102			4,829,378
JAMES RIVER ELEMENTARY				334,589		57,964						392,553
STONEHOUSE ELEMENTARY	386,569			687,582	630,000	4,816,281	59,703				403,175	6,596,741
MATOAKA ELEMENTARY				216,192			358,789			153,442		728,423
J. BLAINE BLAYTON ELEMENTARY								378,980				378,980
BERKELEY MIDDLE		389,726	406,876	381,892	183,796	122,651	1,047,996	434,700			18,006	2,985,643
TOANO MIDDLE		82,400		202,605	1,024,596		62,688			162,355	540,927	2,075,571
HORNSBY MIDDLE								755,748				755,748
LAFAYETTE HIGH	1,938,370	2,692,235	488,389		56,275	103,466			80,123		315,283	3,735,771
JAMESTOWN HIGH	62,956	406,500	4,708,500	3,024,786							697,728	8,837,514
WARHILL HIGH				76,491	1,572,907						56,856	1,706,254
DIVISION COMBINED PROJECTS	1,049,260	223,845	410,000	410,000	525,668	487,238	486,569	400,000	569,874	400,000	360,000	4,273,194
FACILITIES – NEW CONSTRUCTION	2,200,000	300,000	300,000	300,000	2,572,396	14,855,630	2,976,909	11,907,638	2,284,495	15,229,965	1,526,585	52,253,618
TOTAL CAPITAL IMPROVEMENT REQUESTS	10,077,181	5,941,478	8,825,436	7,753,783	8,642,299	21,138,248	5,363,407	17,864,397	3,665,627	15,945,762	4,058,825	99,199,261

CAPITAL PROJECTS

The following is a list of the major changes included in the FY18-22 CIP

HVAC Repair or Replacement/Window Replacement/Energy Management

<i>Jamestown High</i>	HVAC replacement	FY18-20	\$153,776 decrease
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HVAC replacement project cost decreased due to updated estimates obtained by operations staff for this project. This project will occur over the course of three years.

<i>Matthew Whaley Elementary</i>	Replace chiller & hot water heaters	FY19	No \$ change
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The School Board Approved CIP included this project in FY2019 as outlined in our Facility Condition Index study. The County and City pushed this project to FY2020. We are recommending moving it back to the fiscal year where the FCI originally called for replacement because the systems are beyond estimated useful life.

<i>Rawls Byrd Elementary</i>	HVAC replacement	FY18-20	\$4,071,417 increase
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The Facility Condition Index (FCI) study proposed replacing components (chiller & heat pump for \$146,775) of the system rather than a total system replacement. Based on staff evaluation, the system is past its estimated useful life (installed in 1990) and a change in components would create issues with controls. Recommendation is to complete a total HVAC system replacement over 3 years, with design occurring in FY2018 and replacement in FY2019 & FY2020. Design and installation costs verified through MJT Mechanical.

<i>Stonehouse Elementary</i>	HVAC replacement	FY22	\$4,586,934 increase
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Design cost for the HVAC replacement was included in the adopted CIP in FY2021. The replacement costs are being recommended in FY2022 for a total HVAC system replacement. This project was included in the School Board Approved 10-Year CIP. This is the first year this project would appear on the recommended Five-Year CIP.

Roof Repair & Replacement

<i>Lafayette High School</i>	Roof replacement	FY18	\$1,427,601 increase \$1,279,201 increase
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The original scope of the project was a FCI recommendation from Faithful + Gould (F + G). F + G noted the built-up single-ply roofing system has extensive blistering, missing sealant, ridging, and surface erosion on both structures and all roof levels. Evidence of current and reoccurring leaks were also noted within the interior of the building. This roof was installed in 1997 (20 years). Increased cost and condition verified through Moseley Architects (\$1,427,601) and Roof Engineering (\$1,279,201). The existing roof is approximately 212,000 square feet (s.f.). The scope of this project and type of roof will be determined based upon selection of vendor.

Refurbishments (Flooring, Tile, Painting, Entrance Redesign)

<i>DJ Montague Elementary</i>	Entrance redesign	FY18	\$20,000 increase
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Project increased due to change in scope. The change in scope includes the addition of hardware for a badge access system.

<i>James River Elementary</i>	Entrance redesign	FY20	\$20,000 increase
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Project increased due to change in scope. The change in scope includes the addition of hardware for a badge access system.

<i>Rawls Byrd Elementary</i>	Entrance redesign	FY21	\$24,200 increase
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Project increased due to change in scope and moved from FY19 to FY21. The change in scope includes the addition of hardware for a badge access system. The change in date is due to staff recommendations to align with school refurbishment.

<i>Stonehouse Elementary</i>	Entrance redesign	FY20	\$20,000 increase
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Project increased resulting from change in scope. The change in scope includes the addition of hardware for a badge access system.

Other Projects

Berkeley Middle	Lighting fixtures	FY23	\$15,478 increase
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This project was previously requested in the CIP in FY21. The recommendation is to move this project to FY23 to align with the school's refurbishment.

DJ Montague Elementary	Parking lot and sidewalk corrections	FY18	\$80,500 increase
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This project is new in the CIP for FY18. This will address parking lot and sidewalk modifications to meet accessibility requirements. This project must be completed in order to correct deficiencies identified in ADA regulations. Estimates provided by VHB Engineering and David Nice.

Jamestown High	EIFS	FY18	\$86,500 increase
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This project is new in the CIP for FY18. A request for funding to address the EIFS at JHS, as outlined in the FCI, was included in the adopted FY2017 CIP. The FCI study proposed pressure washing these systems (\$63,500). Upon further investigation, approximate area to repair is 25% of the entire building. A&E design costs are added to the estimated cost. Additional cost, condition and estimates provided by a vendor.

Lafayette High	Football Practice & Field Hockey Lighting	FY23	\$689,216 decrease
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The Superintendent's recommendation is to remove this project from the CIP. The Superintendent, administrative staff, and the athletic director at Lafayette High School have identified an alternative solution to provide field lighting for practice fields.

Lafayette High	Walkway to Warhill	FY19	\$1,177,184 decrease
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The Superintendent's recommendation is to remove this project from the CIP due to safety concerns for students.

Matthew Whaley Elementary	Parking lot expansion	FY19	\$319,815 increase
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This project was previously requested during the CIP development process; however, it was not funded. This modification would provide paved parking spaces by removing the current stone section of parking while accommodating the city's BMP requirements.

Division-wide	Parking lots	FY18 – FY22	\$368,740 decrease
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There is a cumulative decrease over the next 5 years in funding requested for parking lots. In the FY2017 adopted CIP, funding was requested in the years that the FCI identified need. The division is proposing a smoothing plan to address numerous parking lot repairs and replacements that are needed to update lots.

Division-wide	Playground equipment	FY19 – FY22	\$480,000 increase
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Elementary playground equipment is in need of replacement per the FCI and operations staff analysis. A replacement schedule is recommended over the next 9 years to replace division elementary playground equipment. Over the next 4 years the following playground equipment is recommended for replacement: Matthew Whaley (FY19), Rawls Byrd (FY20), Clara Byrd Baker (FY21), and Norge (FY22).

New Construction/Building Additions

Division-wide	High school innovation renovations	FY18 – FY20	\$900,000 increase
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The division received state grants to plan and implement High School Innovations. In that process, requests for changes in current academic space have been brought forward. In FY18, Warhill High has requested creating a chemistry lab and creating makerspace for the Pathways Project. In FY19 & FY20 funding is requested to support Jamestown and Lafayette in anticipation of requested innovation-related space changes.

Division-wide	High school capacity expansion construction	FY22	\$2,008,500 decrease
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This project is being reduced in FY22. This will allow for core space expansions to occur in advance of the expansion construction to address immediate capacity issues.

Jamestown High	Cafeteria/Core Space expansion	FY19	\$2,008,500 increase
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This project request is to expand the cafeteria/core space by enclosing a portion of the courtyard to accommodate additional space for students. The new area would also be utilized as commons space. The Superintendent is recommending this project be completed in advance of the High School Expansions slated for FY22 to address immediate capacity issues in advance of the expansions.

CAPITAL PROJECTS

The following is a list of additions to the recommended CIP FY2027

Berkeley Middle	Partial roof replacement	\$18,006
Jamestown High	Partial roof replacement	\$697,728
Lafayette High	Repaint interior	\$315,283
Norge Elementary	Replace walk-in refrigerator/freezer	\$58,715
Rawls Byrd Elementary	Replace gutters	\$81,550
Stonehouse Elementary	Sports field lights	\$403,175
Toano Middle (<i>moved from FY26</i>)	Field lighting	\$540,927
Warhill High	Replace rooftop heat pumps	\$56,856
Division-wide	Parking lot replacement/repair	\$260,000
Division-wide	Playground equipment	\$100,000
Division-wide	New Elementary School – design	\$1,526,585



CIP Project Request Form

For Internal Use
Project ID: _____ E _____

Please reference the document titled "INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROJECTS (CIP) REQUESTS" for guidance on the application.

Project Title: _____

Location: _____

Date: _____ Department: _____

Employee Submitting Request: _____ Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____ Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____ Date Improvements Completed: _____

Useful Life of Facility/Equipment: _____ Previous Funding: _____

Dollars	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
Proposed Property Acquisition	_____	_____	_____	_____	_____	_____
Design/Engineering Cost	_____	_____	_____	_____	_____	_____
Construction Cost	_____	_____	_____	_____	_____	_____
Furniture/Fixtures/Equipment	_____	_____	_____	_____	_____	_____
Proposed Capital Budget	_____	_____	_____	_____	_____	_____
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	_____
Expected new Annual Revenue generated from the new facility/equipment:	_____	_____	_____	_____	_____	_____

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please explain in detail. Submit additional material as needed, including copies of engineering or feasibility studies.

(a) Current condition/situation: _____

(b) Requested change/project description: _____

(c) Need for the project, benefit, and why is this the optimal solution: _____

(d) Recurring and one-time costs and if there is any residual or salvage value at the end of ownership: _____

Evaluation Questions for Capital Projects

Questions	Y	N	Comments/Supporting Details
<i>In General</i>			
A. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Comprehensive Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>1. Quality of Life</i>			
D. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>2. Infrastructure</i>			
D. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does this replace an outdated system?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Does the facility/system represent new technology that will provide enhanced service?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>	

3. Economic Development			
D. Does the project have the potential to promote economic development in areas where growth is desired?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project continue to promote economic development in an already developed area?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the project produce desirable jobs in the County?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the project rejuvenate an area that needs assistance?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Health/Public Safety			
D. Does the project directly reduce risks to people or property (i.e. flood control)?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project directly promote improved health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does the project mitigate an immediate risk?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Impact on Operational Budget			
D. Will the new facility require additional personnel to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the new facility require significant annual maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the new facility require additional equipment not included in the project budget?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.	<input type="checkbox"/>	<input type="checkbox"/>	
I. Will the efficiency of the project save money?	<input type="checkbox"/>	<input type="checkbox"/>	
J. Is there revenue generating opportunity (e.g. user fees)?	<input type="checkbox"/>	<input type="checkbox"/>	
K. Does the project minimize life-cycle costs?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Regulatory Compliance		
A. Does the project address a legislative, regulatory, or court-ordered mandate? (0 - 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
B. Will the future project impact foreseeable regulatory issues? (5 - 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
C. Does the project promote long-term regulatory compliance? (> 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
D. Will there be a serious negative impact to the County if compliance is not achieved?	<input type="checkbox"/>	<input type="checkbox"/>
E. Are there other ways to mitigate the regulatory concern?	<input type="checkbox"/>	<input type="checkbox"/>
7. Timing/Location		
D. When is the project needed?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do other projects require this one to be completed first?	<input type="checkbox"/>	<input type="checkbox"/>
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)?	<input type="checkbox"/>	<input type="checkbox"/>
G. Can this project be done in conjunction with other projects: (e.g. waterline/sanitary sewer/paving improvements all within one street).	<input type="checkbox"/>	<input type="checkbox"/>
H. Will it be more economical to build multiple projects together (reduced construction costs)?	<input type="checkbox"/>	<input type="checkbox"/>
I. Will it help in reducing repeated neighborhood disruptions?	<input type="checkbox"/>	<input type="checkbox"/>
J. Will there be a negative impact of the construction and if so, can this be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>
K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input type="checkbox"/>	<input type="checkbox"/>
L. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input type="checkbox"/>
M. Does the project conform to Primary Service Area policies?	<input type="checkbox"/>	<input type="checkbox"/>
N. Does the project use an existing County-owned or controlled site or facility?	<input type="checkbox"/>	<input type="checkbox"/>
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>
P. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input type="checkbox"/>

8. Special Considerations		
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/> This meets the timeline for Federal, State, and local regulatory requirements
B. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Signatures

Christina Berta

Department Director Signature

County Administrator or CEO Signature

Christina Berta, CFO

Department Director Printed Name

County Administrator or CEO Printed Name



CIP Project Request Form

For Internal Use
Project ID: _____ H _____

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Location: _____

Date: _____ Department: _____

Employee Submitting Request: _____ Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____ Out of how many submittals? _____

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Date Improvements Begin: _____ Date Improvements Completed: _____

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<i>2. Infrastructure</i>			
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K. Does the project minimize life-cycle costs?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Regulatory Compliance		
A. Does the project address a legislative, regulatory, or court-ordered mandate? (0 - 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
B. Will the future project impact foreseeable regulatory issues? (5 - 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
C. Does the project promote long-term regulatory compliance? (> 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
D. Will there be a serious negative impact to the County if compliance is not achieved?	<input type="checkbox"/>	<input type="checkbox"/>
E. Are there other ways to mitigate the regulatory concern?	<input type="checkbox"/>	<input type="checkbox"/>
7. Timing/Location		
D. When is the project needed?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do other projects require this one to be completed first?	<input type="checkbox"/>	<input type="checkbox"/>
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)?	<input type="checkbox"/>	<input type="checkbox"/>
G. Can this project be done in conjunction with other projects: (e.g. waterline/sanitary sewer/paving improvements all within one street).	<input type="checkbox"/>	<input type="checkbox"/>
H. Will it be more economical to build multiple projects together (reduced construction costs)?	<input type="checkbox"/>	<input type="checkbox"/>
I. Will it help in reducing repeated neighborhood disruptions?	<input type="checkbox"/>	<input type="checkbox"/>
J. Will there be a negative impact of the construction and if so, can this be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>
K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input type="checkbox"/>	<input type="checkbox"/>
L. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input type="checkbox"/>
M. Does the project conform to Primary Service Area policies?	<input type="checkbox"/>	<input type="checkbox"/>
N. Does the project use an existing County-owned or controlled site or facility?	<input type="checkbox"/>	<input type="checkbox"/>
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>
P. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input type="checkbox"/>

8. Special Considerations			
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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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Signatures

Christina Berta

Department Director Signature

Christina Berta, CFO

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CIP Project Request Form

For Internal Use
Project ID: _____ G _____

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Project Title: _____

Location: _____

Date: _____ Department: _____

Employee Submitting Request: _____ Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____ Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____ Date Improvements Completed: _____

Useful Life of Facility/Equipment: _____ Previous Funding: _____

Dollars	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
---------	---------	---------	---------	---------	---------	-------

Proposed Property Acquisition	_____	_____	_____	_____	_____	_____
-------------------------------	-------	-------	-------	-------	-------	-------

Design/Engineering Cost	_____	_____	_____	_____	_____	_____
-------------------------	-------	-------	-------	-------	-------	-------

Construction Cost	_____	_____	_____	_____	_____	_____
-------------------	-------	-------	-------	-------	-------	-------

Furniture/Fixtures/Equipment	_____	_____	_____	_____	_____	_____
------------------------------	-------	-------	-------	-------	-------	-------

Proposed Capital Budget

Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	_____
---	-------	-------	-------	-------	-------	-------

Expected new Annual Revenue generated from the new facility/equipment:	_____	_____	_____	_____	_____	_____
--	-------	-------	-------	-------	-------	-------

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please explain in detail. Submit additional material as needed, including copies of engineering or feasibility studies.

(a) Current condition/situation: _____

(b) Requested change/project description: _____

(c) Need for the project, benefit, and why is this the optimal solution: _____

(d) Recurring and one-time costs and if there is any residual or salvage value at the end of ownership: _____

Evaluation Questions for Capital Projects

Questions	Y	N	Comments/Supporting Details
<i>In General</i>			
A. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Comprehensive Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>1. Quality of Life</i>			
D. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>2. Infrastructure</i>			
D. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does this replace an outdated system?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Does the facility/system represent new technology that will provide enhanced service?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>	

3. Economic Development			
D. Does the project have the potential to promote economic development in areas where growth is desired?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project continue to promote economic development in an already developed area?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)	<input type="checkbox"/>	<input type="checkbox"/>	
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4. Health/Public Safety			
D. Does the project directly reduce risks to people or property (i.e. flood control)?	<input type="checkbox"/>	<input type="checkbox"/>	
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5. Impact on Operational Budget			
D. Will the new facility require additional personnel to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the new facility require significant annual maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the new facility require additional equipment not included in the project budget?	<input type="checkbox"/>	<input type="checkbox"/>	
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Department Director Signature

Christina Berta, CFO

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CIP Project Request Form

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Location: _____

Date: _____ Department: _____

Employee Submitting Request: _____ Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____ Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____ Date Improvements Completed: _____

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Dollars	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
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Design/Engineering Cost	_____	_____	_____	_____	_____	_____
Construction Cost	_____	_____	_____	_____	_____	_____
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Proposed Capital Budget	_____	_____	_____	_____	_____	_____
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	_____
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J. Will there be a negative impact of the construction and if so, can this be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>
K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input type="checkbox"/>	<input type="checkbox"/>
L. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input type="checkbox"/>
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N. Does the project use an existing County-owned or controlled site or facility?	<input type="checkbox"/>	<input type="checkbox"/>
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>
P. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input type="checkbox"/>

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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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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Signatures

Christina Berta

Department Director Signature

Christina Berta, CFO

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CIP Project Request Form

For Internal Use
Project ID: _____ J _____

Please reference the document titled "INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROJECTS (CIP) REQUESTS" for guidance on the application.

Project Title: _____

Location: _____

Date: _____ Department: _____

Employee Submitting Request: _____ Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____ Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____ Date Improvements Completed: _____

Useful Life of Facility/Equipment: _____ Previous Funding: _____

Dollars	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
Proposed Property Acquisition	_____	_____	_____	_____	_____	_____
Design/Engineering Cost	_____	_____	_____	_____	_____	_____
Construction Cost	_____	_____	_____	_____	_____	_____
Furniture/Fixtures/Equipment	_____	_____	_____	_____	_____	_____
Proposed Capital Budget	_____	_____	_____	_____	_____	_____
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	_____
Expected new Annual Revenue generated from the new facility/equipment:	_____	_____	_____	_____	_____	_____

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(a) Current condition/situation: _____

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(c) Need for the project, benefit, and why is this the optimal solution: _____

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Evaluation Questions for Capital Projects

Questions	Y	N	Comments/Supporting Details
<i>In General</i>			
A. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Comprehensive Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>1. Quality of Life</i>			
D. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>2. Infrastructure</i>			
D. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does this replace an outdated system?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Does the facility/system represent new technology that will provide enhanced service?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>	

3. Economic Development			
D. Does the project have the potential to promote economic development in areas where growth is desired?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project continue to promote economic development in an already developed area?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the project produce desirable jobs in the County?	<input type="checkbox"/>	<input type="checkbox"/>	
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4. Health/Public Safety			
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E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input type="checkbox"/>	<input type="checkbox"/>	
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A. Does the project address a legislative, regulatory, or court-ordered mandate? (0 - 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
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D. When is the project needed?	<input type="checkbox"/>	<input type="checkbox"/>
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Signatures

Christina Berta

Department Director Signature

Christina Berta, CFO

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CIP Project Request Form

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Project ID: _____ K _____

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Location: _____

Date: _____

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Department Priority No.: _____

Out of how many submittals? _____

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Date Improvements Begin: _____

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CIP Project Request Form

For Internal Use
Project ID: _____ M _____

Please reference the document titled "INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROJECTS (CIP) REQUESTS" for guidance on the application.

Project Title: _____

Location: _____

Date: _____ Department: _____

Employee Submitting Request: _____ Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____ Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____ Date Improvements Completed: _____

Useful Life of Facility/Equipment: _____ Previous Funding: _____

Dollars	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
Proposed Property Acquisition	_____	_____	_____	_____	_____	_____
Design/Engineering Cost	_____	_____	_____	_____	_____	_____
Construction Cost	_____	_____	_____	_____	_____	_____
Furniture/Fixtures/Equipment	_____	_____	_____	_____	_____	_____
Proposed Capital Budget	_____	_____	_____	_____	_____	_____
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	_____
Expected new Annual Revenue generated from the new facility/equipment:	_____	_____	_____	_____	_____	_____

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please explain in detail. Submit additional material as needed, including copies of engineering or feasibility studies.

(a) Current condition/situation: _____

(b) Requested change/project description: _____

(c) Need for the project, benefit, and why is this the optimal solution: _____

(d) Recurring and one-time costs and if there is any residual or salvage value at the end of ownership: _____

Evaluation Questions for Capital Projects

Questions	Y	N	Comments/Supporting Details
<i>In General</i>			
A. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Comprehensive Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>1. Quality of Life</i>			
D. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>2. Infrastructure</i>			
D. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does this replace an outdated system?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Does the facility/system represent new technology that will provide enhanced service?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>	

3. Economic Development			
D. Does the project have the potential to promote economic development in areas where growth is desired?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project continue to promote economic development in an already developed area?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the project produce desirable jobs in the County?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the project rejuvenate an area that needs assistance?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Health/Public Safety			
D. Does the project directly reduce risks to people or property (i.e. flood control)?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project directly promote improved health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does the project mitigate an immediate risk?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Impact on Operational Budget			
D. Will the new facility require additional personnel to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the new facility require significant annual maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the new facility require additional equipment not included in the project budget?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.	<input type="checkbox"/>	<input type="checkbox"/>	
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J. Is there revenue generating opportunity (e.g. user fees)?	<input type="checkbox"/>	<input type="checkbox"/>	
K. Does the project minimize life-cycle costs?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Regulatory Compliance		
A. Does the project address a legislative, regulatory, or court-ordered mandate? (0 - 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
B. Will the future project impact foreseeable regulatory issues? (5 - 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
C. Does the project promote long-term regulatory compliance? (> 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
D. Will there be a serious negative impact to the County if compliance is not achieved?	<input type="checkbox"/>	<input type="checkbox"/>
E. Are there other ways to mitigate the regulatory concern?	<input type="checkbox"/>	<input type="checkbox"/>
7. Timing/Location		
D. When is the project needed?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do other projects require this one to be completed first?	<input type="checkbox"/>	<input type="checkbox"/>
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)?	<input type="checkbox"/>	<input type="checkbox"/>
G. Can this project be done in conjunction with other projects: (e.g. waterline/sanitary sewer/paving improvements all within one street).	<input type="checkbox"/>	<input type="checkbox"/>
H. Will it be more economical to build multiple projects together (reduced construction costs)?	<input type="checkbox"/>	<input type="checkbox"/>
I. Will it help in reducing repeated neighborhood disruptions?	<input type="checkbox"/>	<input type="checkbox"/>
J. Will there be a negative impact of the construction and if so, can this be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>
K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input type="checkbox"/>	<input type="checkbox"/>
L. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input type="checkbox"/>
M. Does the project conform to Primary Service Area policies?	<input type="checkbox"/>	<input type="checkbox"/>
N. Does the project use an existing County-owned or controlled site or facility?	<input type="checkbox"/>	<input type="checkbox"/>
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>
P. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input type="checkbox"/>

8. Special Considerations			
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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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Christina Berta

Department Director Signature

Christina Berta, CFO

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<i>In General</i>			
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B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>1. Quality of Life</i>			
D. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>2. Infrastructure</i>			
D. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does this replace an outdated system?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Does the facility/system represent new technology that will provide enhanced service?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>	

3. Economic Development			
D. Does the project have the potential to promote economic development in areas where growth is desired?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project continue to promote economic development in an already developed area?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the project produce desirable jobs in the County?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the project rejuvenate an area that needs assistance?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Health/Public Safety			
D. Does the project directly reduce risks to people or property (i.e. flood control)?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project directly promote improved health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does the project mitigate an immediate risk?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Impact on Operational Budget			
D. Will the new facility require additional personnel to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the new facility require significant annual maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the new facility require additional equipment not included in the project budget?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.	<input type="checkbox"/>	<input type="checkbox"/>	
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A. Does the project address a legislative, regulatory, or court-ordered mandate? (0 - 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
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G. Can this project be done in conjunction with other projects: (e.g. waterline/sanitary sewer/paving improvements all within one street).	<input type="checkbox"/>	<input type="checkbox"/>
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L. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input type="checkbox"/>
M. Does the project conform to Primary Service Area policies?	<input type="checkbox"/>	<input type="checkbox"/>
N. Does the project use an existing County-owned or controlled site or facility?	<input type="checkbox"/>	<input type="checkbox"/>
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>
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8. Special Considerations			
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Signatures

Christina Berta

Department Director Signature

Christina Berta, CFO

Department Director Printed Name

County Administrator or CEO Signature

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CIP Project Request Form

For Internal Use
Project ID: _____ S _____

Please reference the document titled "INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROJECTS (CIP) REQUESTS" for guidance on the application.

Project Title: _____

Location: _____

Date: _____

Department: _____

Employee Submitting Request: _____

Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____

Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____

Date Improvements Completed: _____

Useful Life of Facility/Equipment: _____

Previous Funding: _____

Dollars	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
Proposed Property Acquisition	_____	_____	_____	_____	_____	_____
Design/Engineering Cost	_____	_____	_____	_____	_____	_____
Construction Cost	_____	_____	_____	_____	_____	_____
Furniture/Fixtures/Equipment	_____	_____	_____	_____	_____	_____
Proposed Capital Budget	_____	_____	_____	_____	_____	_____
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	_____
Expected new Annual Revenue generated from the new facility/equipment:	_____	_____	_____	_____	_____	_____

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please explain in detail. Submit additional material as needed, including copies of engineering or feasibility studies.

(a) Current condition/situation: _____

(b) Requested change/project description: _____

(c) Need for the project, benefit, and why is this the optimal solution: _____

(d) Recurring and one-time costs and if there is any residual or salvage value at the end of ownership: _____

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Signatures

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Department Director Signature

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Department Director Printed Name

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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?
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- 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)?	

