

James City County Board of Supervisors

Reading File April 12, 2005

For Your Information

1. Statement of the James City County Planning Commission regarding Case No. ZO-3-05, Zoning Ordinance Amendment - Chapter 24-7 - Administrative fees - increase Site Plan fees
2. FY 2006-2010 Capital Improvements Program

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**Statement of the James City County Planning Commission
regarding Case No. ZO-3-05, Zoning Ordinance Amendment (Site
Plan Fee Increase)**

The James City County Planning Commission, at its April 4, 2005 meeting, recommended denial of this ordinance amendment. It is the sense of the Commission that, while there is a public need for the position that the fee increase would fund, an increase in the fee levied on non-residential square footage is not the appropriate source of revenue. The Commission members did not feel there was a sufficient link between the initial duties of the position and the users paying the fee. There was also some concern about the effect on County competitiveness for business attraction in the region. The Commission recommends that the Board of Supervisors fund this position through the normal budget review process.

A copy of the Commission's unapproved minutes is attached to provide the Board further detail of the Commission's deliberations on this matter.

UNAPPROVED MINUTES OF THE APRIL 4TH MEETING OF THE
PLANNING COMMISSION

ZO-3-05 Zoning Ordinance Amendment – Administrative Fees

Mr. Arcieri presented the request. As a part of the 2006 Budget the County Administrator has proposed the creation of a half time position to focus on high priority projects such as open space protection and special projects. To fund this position a fee increase for site plan non-residential square footage from .024 to .05 is proposed. This increase would generate the approximately \$30,000 necessary to fund the new position. Staff recommended approval.

Ms. Blanton asked what other avenues had been explored for funding this position.

Mr. Arcieri informed the Commission that during the 2004 budget process the Board of Supervisors increased all other fees including the base fee for site plans. Staff felt the other fees had been raised and this was one of the remaining fees that could be raised. The amount needed was relatively small and increasing other fees would impact a lot of smaller projects. This fee affects only 40 of the 150 site plans reviewed each year.

Ms. Blanton wanted to know how the proposed increase compared with imposing an increase on residential plans. She felt those fees more aligned with the duties of the new position.

Mr. Arcieri stated that it would take a much larger increase to residential site plan fees to generate an equal amount of revenue. This would also cause a disparity when compared to subdivision plans.

Mr. Sowers said staff felt the subdivision fees were as high as they should be and agreed with Mr. Arcieri concerning the disparity in fees.

Mr. Kennedy asked what types of projects would be affected.

Mr. Arcieri explained that cases generating a significant amount of square footage and new developments that go before the Development Review Committee or Zoning Administrator would be affected.

Mr. Kennedy asked about using funds from the Purchase of Development Rights or Green Space Acquisitions portion of the County's budget.

Mr. Horne stated that it is unusual to divert capital projects funds for operational funding. He also said that the focus of the new position may change over time.

Mr. Horne discussed the County's directive for departments to provide funding for any new positions.

Mr. Billups did not believe fees should be increased to fund personnel. He thought the Board of Supervisor's should provide funding for any legitimate need.

Mr. Kennedy supported the need but opposed the fee increase.

Mr. Horne asked the Commission to forward a recommendation to the Board for them to allow them to make a decision.

Mr. Hunt opened public hearing.

Mr. Mark Rinaldi, Economic Development Authority (EDA) Planning Commission Liaison, stated that given the current economic climate and the highly competitive market for commercial/industrial development the EDA is concerned about the proposed increase. He thought this proposal would adversely affect business prospects who would not gain any benefit from the creation of this position.

Hearing no other requests, Mr. Hunt closed the public hearing

Mr. Fraley stated his support for the position. He also thought the funds could be found elsewhere in the County budget. He suggested drafting a recommendation to the Board of Supervisor's supporting the position and urging them to find another source of funding.

Ms. Jones stated that she had not received enough information to be able to support the need for this position.

Mr. Billups clarified that if funding is not found then the projects mentioned would not receive attention.

Mr. Horne confirmed that the position had already been proposed in the budget and stated that the matter that is before the Commission is the fee increase only.

Mr. Kennedy agreed and suggested the Planning Commission liaison to the Board address the issue at the Board's pre-budget meeting.

Mr. Fraley made a motion to deny the request.

Mr. Kennedy seconded the motion.

The motion was denied 6-0 by a unanimous voice vote (Kale absent).

The Commission also unanimously agreed to draft a statement on this issue to present to the Board of Supervisor's. Given that this meeting would be recessed until April 6, the Commission agreed to act on the statement at that meeting.

MEMORANDUM

DATE: April 12, 2005

TO: The Board of Supervisors

FROM: Tamara A. M. Rosario, Senior Planner

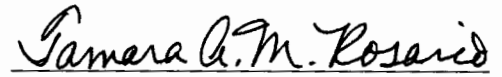
SUBJECT: FY 2006-2010 Capital Improvements Program

After a series of meetings to discuss and rank Capital Improvements Program (CIP) requests, the Planning Commission is forwarding its recommendations for the Fiscal Years 2006-2010 CIP. The attached report contains a summary of CIP project rankings and descriptions of the proposed projects. In addition to the project's ranking, the Planning Commission includes specific recommendations and comments in some instances. These additional recommendations are included in the project descriptions and are highlighted in *bold italics*. Generally, the Planning Commission upgraded projects related to emergency response, school safety, fundamental school maintenance, and State or Federally mandated projects. In contrast, the Commission lowered priority for several Parks and Recreation projects as they were deemed to have an overall lower priority than those in the high-priority category.

The ranking system for CIP requests emphasizes service needs and conformance to the Comprehensive Plan and other approved planning documents such as the Recreation Master Plan and Master Water and Sewer Plan. A sample rating sheet is attached for your reference. Following the determination of numerical scores, the projects are divided into high, medium, or low priorities. Please note that this objective ranking system does not account for all factors that may influence a project's priority.

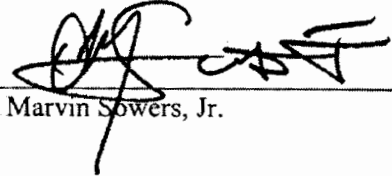
Typically, all projects receiving a high-priority designation either support or implement the adopted Comprehensive Plan. Projects receiving high- or medium-priority designations may not be specifically supported by the Comprehensive Plan, but require particular consideration due to State or Federal regulations, contractual obligations, or because they complement County policy or departmental goals and objectives. Projects receiving a low-priority designation may require further scrutiny to determine their standing within the CIP. Operating Contribution category requests are for various projects that do not result directly in a County asset, but are major expenditures that support the Comprehensive Plan.

For the purpose of assisting in the preparation of the Budget, the Planning Commission, Policy Review Committee, and staff recommend the Board of Supervisors accept the CIP rankings as summarized in the attached report.



Tamara A. M. Rosario

CONCUR:



O. Marvin Sowers, Jr.

TAMR/gs
2006-10CIP.mem

Attachments:

1. Planning Commission Minutes
2. Summary of James City County CIP Priority Rankings
3. James City County CIP Project Descriptions and Rankings
4. Summary of James City Service Authority CIP Priority Rankings
5. CIP Rankings Sheet
6. Minutes from the Policy Committee Meeting

**APPROVED MINUTES OF THE MARCH 7TH MEETING OF THE
PLANNING COMMISSION**

Review of the FY 2006-2010 Capital Improvements Program

Ms. Rosario presented the staff report. She outlined the Policy Committee recommendations of capital improvements for public facilities and water and sewer systems in the County for Fiscal Year 2006 – 2010.

Mr. Fraley asked for some background as to how many high-priority projects, historically, are funded.

Mr. Kennedy stated that the Supervisors use the list as a guide for their own budget considerations, and that a range of projects are funded.

Mr. Billups stated that the main goal of the CIP was to assign priority to public projects using the Comprehensive Plan as a guide.

Mr. Hunt stated that the list reflects the best set of priorities, based on the consensus of the committee.

Mr. Hunt opened the public hearing.

Seeing no speakers, Mr. Hunt closed the public hearing.

Mr. Fraley motioned to accept the CIP rankings.

Mr. Billups seconded the motion.

The Planning Commission accepted the recommendation of the CIP rankings with a unanimous voice vote.

**JAMES CITY COUNTY CIP PRIORITY RANKINGS
FY06**

Projects within each priority category are in alphabetical order according to department.

HIGH PRIORITY

Project	Dept.
Columbia Drive and Utilities	D
M.A.N. Fiber Ring	D
Greenspace	D
Purchase Development Rights (PDR)	D
Clara Byrd Baker Elementary School - HVAC	ED
Eighth Elementary School	ED
Jamestown High School - Catwalks	ED
Norge Elementary School - Cafeteria Expansion	ED
Norge Elementary School - Kitchen Renovation	ED
Stonehouse Elementary School Expansion	ED
Third High School	ED
Toano Middle School - Sewage Pump Upgrade	ED
Chiller	ELC
Voting Equipment	ELC
Toano Convenience Center Relocation	GS
EOC Expansion	PS
New Ambulance	PS

MEDIUM PRIORITY

Project	Dept.
Wayfinding Signs Project	D
General Services Building	GS
Grounds Equipment Storage Facility	GS
Warhill Site Development	GS
Warhill Sports Facility	GS
Greenways and Trails	PR
JCW Community Center Expansion	PR
Freedom Park Improvements	PR
Warhill Sports Complex Improvements	PR
Mobile Data System	PS

LOW PRIORITY

Project	Dept.
Jamestown High School - Auxiliary Gym	ED
Lafayette High School -Field Drainage Improvements	ED
Matthew Whaley Elementary - Front Entrance Renovation	ED
Pupil Transportation - New Buses	ED
Stonehouse Elementary School - Parking Expansion	ED
Communications Equipment	ELC
Grounds Equipment	GS
Pool Resurfacing	PR
Citizen Response System	PS

UNRANKED PROJECTS - No Money Requested for FY06

Project	Dept.
EDA Drive	D
Berkley M. S. - Cafeteria Exp., Renovations, Roof, HVAC	ED
Clara Byrd Baker E. S. - Cooler, HVAC, Parking, Comm.	ED
Cooley Field - Renovations	ED
D.J. Montague E. S. - Freezer, HVAC, Comm. System	ED
Fourth Middle School	ED
Jamestown H. S. - Noise Devices, Renovations	ED
James Blair M. S. - Canopy, Sidewalk, Refurb., HVAC	ED
James River E. S. - Gym Roof	ED
Lafayette H. S. - Tennis, Aux. Gym, Renovations, Pavilion	ED
Matthew Whaley E. S. - Cupolas, Auditorium Ceiling	ED
Norge E. S. - Roof, Parking Lot Resurfacing	ED
Rawls Byrd E. S. - Bus Loop, Restrooms, Carpet	ED
Stonehouse E. S. - Bus Loop Canopy	ED
Toano M. S. - Cafeteria Exp., Classroom Addition	ED
Third Library	ELC
Chickahominy Riverfront Park	PR
Greensprings Trail	PR
James River Community Center	PR
Mid County Park	PR
Skate Park/Tower Site	PR
Upper County Park	PR
New Police Building	PS
Replacement Ambulances	PS
Replace Fire Engine - Station 1	PS
Stonehouse Fire Station	PS

UNRANKED PROJECTS - Operating Contributions

Project	Dept.
Bikeways and Multi-Use Paths	OC
Road Improvements	OC
Underground Utilities	OC
VDOT Road Match	OC
Water Quality Improvements	OC

Key:
D = Development
ED = Schools
ELC = Electoral Board, Library Board, Communications
GS = General Services
OC= Operating Contribution
PR = Parks and Recreation
PS = Public Safety

JAMES CITY COUNTY CIP PROJECT DESCRIPTIONS AND RANKINGS

PUBLIC SAFETY

The Policy Committee placed priority on projects directly related to improving responses to emergencies, moving several projects to higher positions relative to their initial rating.

Phase II – Emergency Communications Center (EEC)/Emergency Operations Center (EOC) Expansion [High Priority]

FY06 Request: \$445,000

Proposed 5-Year Project Total: \$445,000

The Fire Department requests FY06 funds to construct Phase II of the EEC/EOC expansion project. Phase II includes relocation of the Fire Department building, the fueling station, and the collection station; site work; parking; and miscellaneous expenses. This expansion is necessary to handle the new equipment and radio system acquired to improve public safety communications countywide.

Stonehouse Fire Station 6 [Unranked – No Money Requested]

FY06 Request: \$0

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

As the population continues to grow in the Stonehouse area of the County, the Fire Department anticipates a corresponding increase in emergency calls. While land has been proffered through the Stonehouse residential project, \$150,000 is requested in FY09 to begin planning for the new fire station. This represents a 2-year delay from the funds currently approved in FY07.

New Ambulance - Fire Station 5 [High Priority]

FY06 Request: \$239,000

Proposed 5-Year Project Total: \$239,000

Funds are requested to purchase a new medium-duty ambulance in FY06 for Fire Station #5, which does not currently have an ambulance. The purchase would allow the department to have a first line Advanced Life Support unit in each fire station. An 18% increase in calls for service since opening and an anticipated 10% increase department wide makes this request an urgent priority for the department.

Replacement Ambulances – Fire Stations 1 – 4 [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$660,000

Funds are requested to replace existing light-duty ambulances with new medium-duty ambulances each year starting in FY07. The requested units will have a heavier duty chassis and will provide an extended service life (10 years for the medium-duty versus 5 years for the light-duty). At the end of the 5-year project, all the current light-duty ambulances will have been replaced with medium-duty models; the estimated cost savings is estimated at \$400,000.

Citizen Response System [Low Priority]

FY06 Request: \$60,000

Proposed 5-Year Project Total: \$86,000

The Information Resources Management (IRM) Division proposes a computer-based citizen response system to consistently record and track citizen requests throughout County departments. FY06 funds would finance hardware and software licenses for a pilot program in the ECC/EOC. IRM anticipates that in addition to helping manage requests during extraordinary events such as hurricanes and Jamestown 2007, the system would also routinely shed non-emergency calls from the 911 dispatch center, dispense immediate and accurate information to callers, and generate work orders to appropriate departments.

Replacement Fire Engine – Fire Station 1 [Unranked – No Money Requested]

FY06 Request: \$0

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

FY06 funds are requested to replace a fire engine at Station 1. Engine 5 has been in service for more than 20 years, does not meet current safety standards, and has inadequate space for EMS equipment.

Mobile Data System [Medium Priority]

FY06 Request: \$2,030,075

Proposed 5-Year Project Total: \$2,030,075

Funds are requested for the hardware and licenses associated with a mobile data system installed in FY06. The mobile data system would allow Police, Fire, Rescue, and Dispatch to utilize computer terminals on calls, streamlining the work of public safety workers and improving emergency communications. Among other things, the system would give the Police Department the ability to do immediate DMV checks and allow the Fire Department to have immediate access to building plans while responding to emergency incidents.

New Police Building [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$3,775,000

The Police Department proposes constructing a new central law enforcement facility which would accommodate the growing police department and overcome deficiencies at the current building. Police Department personnel have increased from less than 50 in the early 1990s to an expected 77 in July 1, 2005 with no increase in space. The new building would allow for adequate training facilities, room for new investigators, and several other additions which would aid in the operation of the Police Department. Funding would begin in FY09 with engineering and planning with construction expected in FY10.

ELECTORAL BOARD, LIBRARY BOARD, COMMUNICATIONS

Election Equipment [High Priority]

FY06 Request: \$10,700

Proposed 5-Year Project Total: \$10,700

Funding requested for FY06 will be used to purchase 2 new AutoMARK voting terminals. The AutoMARK terminal allows voters with disabilities and other special needs to mark a ballot privately and independently. This project is mandated by the Federal Help America Vote Act (HAVA) and is to be implemented by January 1, 2006.

Chiller - James City Library [High Priority]

FY06 Request: \$85,000

Proposed 5-Year Project Total: \$85,000

The Library seeks FY06 funds to replace an unreliable and outdated chiller at the James City County Library, which does not work well with its control system. The new chiller will result in savings on energy and maintenance costs.

Third Library Building [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$7,526,000

With current and projected growth in James City County and the already crowded state of the libraries, a third library facility will be needed by 2013. The funding request of \$590,000 in FY09 is to provide for land acquisition and preliminary architectural and engineering work prior to the project going out for bid. The total project cost is estimated to be \$7,526,000.

Video Center Equipment [Low Priority]

FY06 Request: \$58,750

Proposed 5-Year Project Total: \$58,750

Funds are requested in FY06 for a variety of Building F Board Room and Community Video Center improvements. More specifically, the Communications Division plans to purchase and install a generator for the Community Video Center, allowing Channel 48 to remain on the air longer during a power outage. The balance of the request would be used to purchase a visual presenter and to reimburse to the Communications CIP.

PARKS AND RECREATION

The Policy Committee lowered priority for several Parks and Recreation projects, believing that public safety items and school projects had a higher relative priority.

Warhill Sports Complex (WSC) [Medium Priority]

FY06 Request: \$335,000

Proposed 5-Year Project Total: \$10,308,000

An amount of \$335,000 is requested in FY06 to install lighting on one 390' baseball field and one T-ball multi-use field. FY07, FY09, and FY10 funds are requested for the continued development of the WSC to meet the athletic and active recreational needs of the community. The funds would finance Phases 4 and 5 of the complex, namely multi-use practice fields, a baseball area, and picnic areas.

Freedom Park [Medium Priority]

FY06 Request: \$250,000

Proposed 5-Year Project Total: \$5,550,000

Funds requested in FY06 will be used for the interpretation of existing sites; funds requested in FY07 are for Phase 2 improvements—historical areas, restrooms, and picnic areas; and funds requested in FY09 are for Phase 3 improvements associated with active recreation near Centerville Road.

Pool Resurfacing [Low Priority]

FY06 Request: \$95,000

Proposed 5-Year Project Total: \$95,000

Funds will be used to resurface three outdoor pools at Chickahominy Riverfront Park and Upper County Park.

James City/Williamsburg Community Center (JCWCC) [Medium Priority]

FY06 Request: \$50,000

Proposed 5-Year Project Total: \$1,300,000

Funds requested for FY06 will be used to replace fitness equipment to meet the needs of guests. Funds requested in FY07 will be used to improve lighting levels in the parking area and to close Asbury Lane. Other planned improvements for this popular facility include expansion of the fitness area and lower level in FY09 and a playground, concession, bathroom, and irrigation in FY10.

Greenways and Trails [Medium Priority]

FY06 Request: \$50,000

Proposed 5-Year Project Total: \$250,000

Continuation of an annual fund to acquire and develop greenways and trails is requested. Funds are designated for the design/development and/or conservation of greenways and open space throughout the County. The funds are also used to support state and federal grant funds for trail development and land acquisition.

Skate Park/Tower Site [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$550,000

Funds in FY07 are requested for the Phase 2 site improvements such as sidewalks, picnic shelters, and a playground. Funds requested for FY09 will be used to expand the skate park and for lighting in the skate park. Additional funds requested for FY10 will be used for the construction of restroom facilities, concessions, and storage areas.

Chickahominy Riverfront Park [Unranked – No Money Requested]

FY06 Request: \$0

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

The funds requested in FY07 and FY08 are for the completion of the park's master plan and the construction of a new playground and picnic shelter within the park.

Mid-County Park [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$650,000

Funds are requested in FY08 to replace the existing office/restroom and storage building due to termite damage and higher customer service needs. Additional funds are requested in FY10 to replace Kidsburg due to maintenance and material issues.

Upper County Park [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$200,000

Funds are requested in FY08 to pave the existing parking area and to construct a new restroom facility.

James River Community Center [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$100,000

Funds are requested in FY09 to install an outdoor water playground.

Greensprings Trail [Unranked – No Money Requested]

FY06 Request: \$0

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

Funds are requested in FY09 to install a restroom facility and storage at the trailhead behind Jamestown High School.

GENERAL SERVICES

Warhill Site Improvements [Medium Priority]

FY06 Request: \$2,500,000

Proposed 5-Year Project Total: \$10,257,000

Requested funds are needed to make necessary infrastructure improvements including storm water, water, sewer, utilities, entry road, roadway improvements, and rough grading to serve the new third high school, Thomas Nelson Community College, and the Community Stadium Facility.

Toano Convenience Center [High Priority]

FY06 Request: \$342,000

Proposed 5-Year Project Total: \$342,000

Central Dispatch will be expanding in the Emergency Operations Center on Forge Road to accommodate the new radio system equipment, which will displace the Convenience Center. This CIP request asks for \$342,000 in FY06 to construct a new center to continue trash and recycling drop-off service for the Stonehouse area.

Grounds Equipment Storage Facility [Medium Priority]

FY06 Request: \$218,000

Proposed 5-Year Project Total: \$218,000

Funding is requested in FY06 to construct a 30 foot by 60 foot metal building to serve as a staging area for maintenance staff; as a shelter for mowers and equipment which are currently stored outside; and as a possible parks staff office/contact station.

General Services Building [Medium Priority]

FY06 Request: \$150,000

Proposed 5-Year Project Total: \$1,775,000

General Services seeks funds to construct an 11,000 square foot building, which would allow for the consolidation of General Services functions. The funding request of \$150,000 for FY06 would be used for planning, design, and engineering costs, while the remaining \$1,625,000 is requested for FY07 with an estimated date of completion of September 30, 2007.

Warhill Sports Facility [Medium Priority]

FY06 Request: \$100,000

Proposed 5-Year Project Total: \$7,930,000

Funding is requested for construction of a community stadium facility including parking, bleachers, concessions, and other related amenities. The stadium is currently proposed to have 4,000 seats, associated parking, artificial turf and a track facility; however, various options for the project are under consideration.

Grounds Equipment [Low Priority]

FY06 Request: \$87,300

Proposed 5-Year Project Total: \$87,300

General Services seeks FY06 funds for grounds maintenance equipment: \$50,000 for replacement of a 1993 10-foot athletic field mower and \$37,300 for replacements for two 1991 riding mowers.

DEVELOPMENT PROJECTS

Purchase of Development Rights (PDR) [High Priority]

FY06 Request: \$726,000

Proposed 5-Year Project Total: \$4,260,000

Established by the Board of Supervisors in November, 2001, the PDR program initially received substantial interest--14 applications representing 1,185 acres. The second open application period (FY05) resulted in six applications representing 814 acres. The CIP funding requested for FY06-FY10 would allow staff to take a moderately aggressive approach to meet the demand of landowners desiring to participate. Uniform and consistent funding is necessary to establish the PDR program, as future state and federal grants for PDR funding will be given only to localities with established programs.

Metropolitan Area Network (M.A.N) Fiber Ring Replacement [High Priority]

FY06 Request: \$524,000

Proposed 5-Year Project Total: \$2,172,000

Fiber optics that are the foundation for the County's M.A.N may no longer be available after the Cox franchise agreement expires in January 2010, possibly bringing with it a large projected increase in fees amounting to as much as \$1.2 million per year in today's dollars. Funds are requested to install a County-owned fiber run parallel to the existing M.A.N., which will serve as a cushion against catastrophic failure resulting from a cut to the single original cable. Routed this way, the new line owned by the County can also serve as the County's sole fiber network in the event that Cox Communications refuses to negotiate continued use of the four fibers the County acquired in the 1995 franchise agreement.

Wayfinding Signs [Medium Priority]

FY06 Request: \$100,000

Proposed 5-Year Project Total: \$100,000

This request would fund the James City County portion of a proposed Wayfinding Signage System for Williamsburg, James City County, and York County. The system is designed to provide clearer and more consistent directions to visitors to the Historic Triangle, concentrating on major visitor destinations. Initially, 37 signs are proposed in the County.

Columbia Drive and Utilities [High Priority]

FY06 Request: \$50,000

Proposed 5-year Project Total: \$50,000

With selection of Williamsburg Developments Inc. (WDI) as the preferred site of the County's second shell building, a property swap occurred between WDI and EDA, which required the extension of approximately 1200 linear feet of infrastructure along the Columbia Drive route with no financial participation by WDI. A VDOT Industrial Access Bonded Road Fund program will cover the cost of the road, but utilities such as water, sewer, and electric lines are not covered. The funds requested for FY06 will be used to pay for the cost of extending the utilities along Columbia Drive.

Economic Development Authority (EDA) Drive and Utilities [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$1,500,000

Funding will be used to extend infrastructure (road, sewer, water, underground power, etc.) into the lower 60 acres of EDA owned land at the James River Commerce Center.

Greenspace [High Priority]

As part of the FY97 budget, the Board of Supervisors approved an annual allocation of approximately one cent of the real estate tax rate to purchase land for open space. This request continues to set aside those funds.

OPERATING CONTRIBUTION PROJECTS

Water Quality Improvements [Unranked – Operating Contribution]

FY06 Request: \$1,100,000

Proposed 5-Year Project Total: \$3,350,000

There are a variety of needed Water Quality Improvement projects located throughout the County proposed to be in design and/or construction phases during FY06. Projects planned for FY06 are:

- ◆ Drainage Improvement Projects (DIP)
- ◆ One regional basin plus one upgrade
- ◆ ESH Stream Restoration Phase 2
- or
- ◆ Mid-County Outfall Stream Stabilization

Underground Utilities [Unranked – Operating Contribution]

FY06 Request: \$700,000

Proposed 5-Year Project Total: \$700,000

The request for FY06 funding is for the continuation of the underground program that has been in operation for 4 years. The FY06 request would fund a project at the Five Forks intersection and one along Jamestown Road per the request of the Historic Triangle Corridor Improvement group. If not completed in this manner, unsightly utility lines will continue to exist along visible Community Character Corridors in the County.

VDOT Road Match [Unranked – Operating Contribution]

FY06 Request: \$500,000

Proposed 5-Year Project Total: \$2,500,000

\$250,000 would continue to fund the construction obligation to the Public Private Transportation Authority (PPTA) project for Route 199. \$75,000 would fund the second of two years for beautification along the PPTA Route 199 project. \$150,000 would be used for additional funding for priority projects in the James City County/VDOT Six-Year Secondary Road Plan. \$25,000 would be used to fund construction cost overruns on the VDOT Greensprings Trail project.

Bikeway Grants Match [Unranked – Operating Contribution]

FY06 Request: \$397,000

Proposed 5-Year Project Total: \$1,063,000

CIP funding for FY06-FY10 would allow the construction of bikeways and multi-use paths for both pedestrians and cyclists, with primary emphasis on facilities that leverage non-County funds and/or meet critical needs such as the Jamestown 400th Anniversary events. Six proposed bikeways and multi-use paths that are currently being planned and designed that have received federal funding include:

- ◆ Croaker Road
- ◆ Ironbound & Sandy Bay Roads
- ◆ Ironbound Road (New Town Section)
- ◆ Longhill Road
- ◆ Merrimac Trail
- ◆ Richmond Road

Road Improvements [Unranked – Operating Contribution]

FY06 Request: \$179,000

Proposed 5-Year Project Total: \$179,000

Funding for FY06 will be used for various road improvement projects. \$40,000 will be used for improvements on River Drive with an additional \$29,000 for landscaping and sign upgrade. \$70,000 is requested for improvements on Norman Davis Drive with an additional \$30,000 for contingencies, landscaping, and signs.

SCHOOLS

While school projects related to increasing capacity were already high priority, the Policy Committee believed that School projects related to safety and fundamental maintenance within existing schools should have high priority as well.

Clara Byrd Baker Elementary [HVAC - High Priority]

FY06 Request: \$128,000

Proposed 5-Year Project Total: \$1,571,000

Future funds are identified for engineering and renovation/replacement of the school's HVAC system, including the addition of a fresh air system, in FY06 and FY07. Limited food storage space and Health Department storage requirements have created the need for additional storage space in the kitchen area, also slated for FY06. FY08 funds are requested for replacement of the school communication system (telephone and media retrieval subsystem).

Rawls Byrd Elementary [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$671,500

FY08 funds are requested to reconstruct the current bus loop and to renovate student and staff restrooms. The change in the bus loop will allow diagonal bus parking, which is expected to result in safer circulation for students. Future funds are earmarked to replace the carpeting in the gymnasium.

D. J. Montague Elementary [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$1,542,000

Limited food storage space and Health Department storage requirements have created the need for additional storage space in the kitchen area, slated for FY07. Future funds are identified for engineering and renovation/replacement of the school's HVAC system, including the addition of a fresh air system, in FY07 and FY08. FY08 funds are requested for replacement of the school communication system (telephone system).

Norge Elementary [Cafeteria and Kitchen - High Priority]

FY06 Request: \$657,000

Proposed 5-Year Project Total: \$1,074,000

FY06 funds are identified for the refurbishment of paint, tile, and carpeting and for renovation of the kitchen within Norge Elementary. The paint, tile, and carpeting refurbishment remains a high priority of the School Board and staff. Additional FY06 money is requested for the expansion of cafeteria space. Future needs include eventual replacement of roof over the cafeteria, gymnasium and the kindergarten wing, and resurfacing of the parking lot.

Matthew Whaley Elementary [Front Entrance - Low Priority]

FY06 Request: \$121,000

Proposed 5-Year Project Total: \$490,000

FY06 funds are requested to re-brick and renovate the front entrance. Future funds are requested to reinsulate the attic ceiling to help conserve energy, rebuild the cupolas, and replace the auditorium ceiling, which contains encapsulated asbestos.

James River Elementary [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$95,000

FY07 funds are identified to replace the existing flat gym roof with a standing seam metal one in order to prevent leaks.

Stonehouse Elementary [School Expansion-High Priority, Parking–Low Priority]

FY06 Request: \$2,338,000

Proposed 5-Year Project Total: \$2,518,000

FY06 funds are requested to expand the parking lot to accommodate 40 additional spaces. Future monies are proposed for an addition to Stonehouse in FY07 to increase capacity to 700 students and also the construction of a bus loop canopy.

Berkeley Middle [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$3,103,000

No money is requested for FY06 or FY07. However, FY08 funds are targeted to expand the cafeteria space to accommodate more students, to improve the auditorium light and sound system, and to complete the standing seam metal roof over remaining areas in the school. Additional money is requested in future years to renovate the locker rooms and restrooms and to replace the HVAC system equipment.

James Blair Middle [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$2,354,500

No projects are identified for FY06; however, in FY07 funds are requested to replace the bus canopy and sidewalk at the rear of the building. FY09 and FY10 projects include interior refurbishments and HVAC system design and replacement.

Cooley Field [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$651,000

Funds are requested in FY07 for a new lighting system as well as for renovations for visiting team and public restroom facilities. Renovations and upgrades in FY08 include a new scoreboard and sound system, additional parking, a concession stand and equipment shed, press boxes, security fencing, and the re-crowning and re-sodding of the playing field.

Toano Middle [Sewage Pump Lift Station - High Priority]

FY06 Request: \$73,000

Proposed 5 Year Project Total: \$1,288,000

FY06 funds are requested to upgrade the sewage lift station for safety and health reasons and to ensure no loss of school time for students and staff. Additional funds are requested in future years to expand the cafeteria dining space and to add exploratory classrooms.

Lafayette High [Athletic Field Drainage - Low Priority]

FY06 Request: \$98,000

Proposed 5-Year Project Total: \$1,761,000

Funds are requested in FY06 for an athletic field drainage system. Future funding is slated for improvements needed on the practice track and field area; replacement of the tennis courts; refurbishment of the carpet, tile, and painting; implementation of a food court concept; interior refurbishment; renovation of 900 Building; and the addition of two outdoor science pavilions on the Headwaters of Powhatan Creek.

Jamestown High [Catwalks - High Priority]

FY06 Request: \$73,000

Proposed 5-Year Project Total: \$1,654,000

\$142,000 is requested in FY06 to construct maintenance catwalks and to install noise control devices for the A/C in the auditorium. FY07 funding is requested for the renovation of cafeteria serving lines to implement the food court concept, as well as interior refurbishment and field lighting in later years.

Pupil Transportation [Low Priority]

FY06 Request: \$295,000

Proposed 5-Year Project Total: \$295,000

Four new/additional buses are requested to accommodate the growing general and special needs student population.

Third High School [High Priority]

FY06 Request: \$22,183,422

Proposed 5-Year Project Total: \$44,244,444

The requests for funds in FY06 and FY07 are for continued planning, engineering and construction of the third high school, with an anticipated opening in August 2007.

Fourth Middle School [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$16,811,449

Enrollment growth expected to occur over the next several years points to the need for a fourth middle school. Funds for engineering, planning, and construction are requested in FY07 and FY08. Site acquisition and off-site improvement costs are yet to be determined.

Eighth Elementary School [High Priority]

FY06 Request: \$7,813,351

Proposed 5-Year Project Total: \$15,626,702

Projected enrollment growth over the next several years also points toward the need for an eighth elementary school. FY06 and FY07 funds are planned for engineering, planning, construction, and other project costs. Site acquisition and off-site improvement costs are yet to be determined.

Jamestown High School Auxiliary Gym [Low Priority]

FY06 Request: \$795,000

Proposed 5-Year Project Total: \$795,000

\$795,000 is requested to construct an auxiliary gymnasium to meet the academic and extra-curricular needs of the student body at Jamestown High School. This auxiliary gym was originally programmed and designed during the original planning for Jamestown High School, but construction had to be delayed due to funding constraints.

Lafayette High School Auxiliary Gym [Unranked – No Money Requested]

FY06 Request: \$0

Proposed 5-Year Project Total: \$1,054,000

\$1,054,000 is requested to construct an auxiliary gymnasium to meet the academic and extra-curricular needs of the student body at Lafayette High School. This auxiliary gym was originally programmed and designed during the original planning for the renovation to Lafayette High School, but construction had to be delayed due to funding constraints.

JCSA CIP PRIORITY RANKINGS

FY 06-10

High Priority Projects

Seasons Trace Storage Tank Replacement
Stonehouse Storage Tank
Desalination Plant Upgrade
Water Supply Reserve - Repair, Replacement & Rehabilitation
Sewer System Reserve - Repair, Replacement & Rehabilitation
Riverview Plantation Distribution Water Lines

Medium Priority Projects

Heavy Equipment
Tewning Road Expansion
Terminate Interconnections with City of Williamsburg
Zonal Isolations
Water Tank Ventilation Modifications
Water System Improvements Escrow
Sewer System Improvements Excrow
Lift Station Upgrades (Air Ejector Stations)
Sewer Bridge Rehabilitation
James Terrace Sewer Line Inspection
Kingswood Area Waterline Replacement
White Oaks Area Waterline Replacement

Low Priority Projects

JCSA Building E Rehabilitation
Governors Land Water Transmission Line
Neck-O-Land Water Transmission Line
Lift Station Odor Control Systems

CAPITAL IMPROVEMENTS PROGRAM RATING SYSTEM

This is the rating system which will be used by the Planning Division in ranking all CIP projects. CIP project funding requests will become part of the Five Year Capital Improvements based on their conformity with the strategies and policies of the Comprehensive Plan. This form is provided for your information only. Please do not attempt to rate your project request(s) using this form. The Policy committee will review this form and approve it or some variation thereof for use during consideration of funding requests.

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

APPROVED MINUTES FOR THE POLICY COMMITTEE (PC) MEETING ON THE FY2006-2010 CAPITAL IMPROVEMENTS PROGRAM (CIP) HELD ON TUESDAY, FEBRUARY 8, 2005, AT 4 PM IN THE BUILDING E CONFERENCE ROOM, JAMES CITY COUNTY COMPLEX

Policy Committee (PC) Members

Mr. Donald Hunt
Mr. George Billups
Mr. Jim Kennedy
Ms. Mary Jones

Also Present

Ms. Tammy Rosario, Senior Planner
Ms. Ellen Cook, Planner
Mr. Matt Smolnik, Planner
Mr. Jesse Contario, Intern
Mr. John McDonald, Manager of Financial and Management Services
Ms. Stephanie Ahrendt, Acting Director of Budgeting and Accounting

Ms. Tammy Rosario opened the meeting with introductory comments. She stated that the main objective of the first three meetings was to gain basic knowledge about the requests so that the Policy Committee could recommend CIP priorities to the Planning Commission who would then make a recommendation to the Board of Supervisors. Furthermore, she said that this first meeting was primarily designed to make everyone familiar with the requests as well as allow for any basic questions to be answered. Should any questions arise that could not be answered in this initial meeting then the appropriate person would be contacted and asked to appear at one of the next two meetings so that all questions could be answered before the Policy Committee ranked requests.

Mr. George Billups asked if there was any system currently in place to determine which requests were new and which had been around for years.

Ms. Mary Jones further questioned which requests, if any, had been around for several years with no action taken on them.

Ms. Rosario responded stating that this year there was a net increase of 10 requests. She further stressed that in this particular meeting it was important that the dollar amount did not get over-emphasized as it is the responsibility of body to prioritize them regardless of cost, and the job of the Board of Supervisors to examine the cost of each request and its financial feasibility.

Mr. Jim Kennedy asked if the priority list would be broken down into different categories or if it would be one inclusive list.

Ms. Rosario replied that it would all be in one inclusive list.

Ms. Rosario began by reviewing the Public Safety requests. First she mentioned the EOC Expansion and then the Stonehouse Fire Station which she commented on as being a delayed request.

Mr. Kennedy asked what kind of test would be implemented to know when the new fire station was needed and if that test would be performed early enough to allow time to build a new station before the situation reached a crisis level.

Mr. John McDonald replied that the test involves examining the number of calls to Toano, the response time to those calls, and also the development of the Stonehouse area.

Ms. Rosario commented on the requests for a new ambulance, the replacement ambulance, and the Citizen Response System, which she noted was a new request.

Mr. Don Hunt questioned if this system was for emergency and non emergency calls; for example, would a citizen call this system if they were having problems with their water.

Ms. Rosario responded stating that the system is designed to separate which calls are emergency calls and which are not.

Mr. McDonald commented that during the hurricane there was no system to distinguish emergency calls from non-emergency calls and this posed a problem.

Mr. Billups questioned whether this system would be a part of any of the other emergency calling systems such as that of the Fire Department or Police Department.

Mr. McDonald responded that this system would stand alone.

Ms. Rosario then summarized the requests for the replacement fire engine, the mobile data system, and the new police building.

Mr. Kennedy questioned whether the sense of urgency for the replacement fire engine should be much greater than that of the mobile data system. He commented that he felt the replacement fire engine to ensure safe coverage of the area was more important than having the mobile data system.

Ms. Rosario responded stating that they could ask the person requesting the replacement fire engine about the coverage of the area and how urgent the need for the replacement fire engine is.

Ms. Jones then questioned where the new police building would be located.

Ms. Rosario commented that no location had yet been cited.

Mr. McDonald stated that he knew that they could not expand the station at the current location.

Ms. Rosario then commented that they predicted construction to occur in FY10.

Mr. Kennedy questioned the urgency of the new building.

Mr. Billups questioned where the new building could be built and commented that possibly a satellite station would be a better idea.

Mr. McDonald responded stating that the request is for expanding the police station to allow for more area for records storage and training facilities. He went on to say that currently those areas are being taken over by an expanding force and more cubicles for those new officers.

Ms. Rosario then commented that this request may be a good candidate to have someone come and make a presentation.

Mr. Kennedy then questioned whether the replacement fire engine mentioned before was the same fire engine as requested in 2001.

Mr. McDonald responded that it was not the same as requested in 2001.

Ms. Rosario then moved onto the Electoral Board with the first request mentioned being the Auto MARK voting terminals.

Mr. Kennedy commented that these machines were mandatory to allow the disabled to vote alone and unassisted.

Ms. Rosario then mentioned the chiller for the library.

Mr. Kennedy questioned whether this had already been replaced in the recent past.

Mr. McDonald responded that work had been done on the system; however, this particular piece of equipment had not been worked on.

Ms. Rosario commented that she would ask the appropriate person what work had been done in the recent past.

Ms. Rosario then summarized the request for a third library.

Mr. Kennedy wondered if research should be done prior to building the new library so as to make it more high-tech. He commented that moving into the future the amount of paper books used in libraries will most likely diminish.

The Policy Committee members discussed how facilities may change in the future as technology advances.

Mr. Matt Smolnik then began commenting on the requests within the Parks and Recreation Division. He first commented on the school athletic field lighting.

Mr. Kennedy asked if this was the same request as in 2002.

Mr. Smolnik responded that he did not know.

Ms. Jones then commented that when schools are built they do not take care of all of the needs immediately but rather do some of the building and infrastructure first and then save other parts for the future.

Mr. Kennedy asked if these new lights would allow for more community use.

Mr. Smolnik responded that the lights would allow for more community use.

Mr. Billups then questioned whether this is the WJCC Schools' responsibility or the responsibility of the Parks and Recreation Division. He also questioned whether or not this could be something that they reach a compromise on in an attempt to reduce cost for the County.

Mr. Smolnik then summarized the Warhill Sports Complex, Freedom Park, and the pool resurfacing.

The Policy Committee members discussed what other items had been done at Upper County Park in the recent past.

Mr. Smolnik then summarized the request for the Community Center.

Mr. Hunt asked if they collected member fees.

Mr. McDonald commented that Parks and Recreation recovers 67% of the cost of its operations.

Mr. Smolnik then summarized the greenways request.

Mr. Kennedy commented that there were proffers for certain sites from developers.

Ms. Rosario commented that in general, the proffers called for developers to build their portion of the trails and that the requested money was to build the remaining portions.

Mr. Kennedy suggested that Parks and Recreation should generate a report on the progress of the construction of these trails.

Mr. Smolnik then summarized the Skate Park/Tower site request.

The Policy Committee members discussed the popularity of the park and the wisdom of lighting it.

Mr. Smolnik then summarized the request for the Chickahominy Riverfront Park.

Mr. Billups questioned what the requests for the parks were actually going towards. He commented that he would like to know exactly what the parks physically look like right now and what they would look like after the project was completed. Specifically he wondered what the money would actually be used for.

Ms. Rosario commented that John Carnifax could come in and answer the Policy Committee's questions.

Mr. McDonald commented that often times the situation with the parks is that the County buys the land but then does not have the money to develop it until the future.

Mr. Smolnik then summarized the requests for Mid County Park, Upper County Park, James River Community Center, and the Greensprings Trail.

Mr. Kennedy questioned what exactly constitutes an outdoor water play system.

Ms. Rosario commented that John Carnifax could speak to that when he came in.

Ms. Ellen Cook then began summarizing the requests under General Service. She began with comments on the Warhill Site Development and the Toano Convenience Center.

Mr. Billups questioned if the Warhill site development request is the continuation of an existing plan.

Ms. Stephanie Ahrendt demonstrated the location on a map.

Mr. Kennedy asked whether there was a determined site for the Toano Convenience Center.

Mr. McDonald responded that there was a possible site in near Owens-Brockway.

Ms. Cook then summarized the requests for the Ground Storage facility, the General Services building, and the District Parks Sports Facility.

Mr. Hunt questioned if the new General Services building would be on Jolly Pond Road.

Mr. McDonald commented that the General Services building would be located on Tewning Road.

Ms. Cook then summarized the request for the grounds equipment.

Mr. Billups questioned where the District Sports Facility was located.

Ms. Ahrendt stated that it was located at the Warhill Sports Complex.

Mr. Billups then questioned if any of the services at the Warhill tract were being integrated with the other systems to absorb some of the costs.

Mr. McDonald commented that the only non-County money being used is that of the City of Williamsburg for the school and that of state-issued bonds for the buildings at Thomas Nelson.

Ms. Cook then began summarizing the requests from the Development Management Department. She began with the Purchase of Development Rights (PDR) request and the MAN Fiber Ring request.

The Policy Committee discussed the use and financial details of the MAN Fiber Ring.

Mr. Billups questioned whether the 14 lots for the PDR request were all one parcel or 14 separate parcels.

Mr. Hunt commented that they were separate parcels.

Ms. Cook then summarized the wayfinding signs request.

Ms. Jones questioned where the actual amount for the cost of these signs actually comes from. She questioned if there was any breakdown of the cost anywhere.

Ms. Rosario commented that there was indeed some breakdown in the request itself.

Ms. Cook then summarized the requests for Columbia Drive as well as EDA Drive.

Ms. Cook then moved onto the Operating Contributions items and summarized the requests for water quality improvements, underground utilities, VDOT Road Match, bikeways grants match, and road improvements.

Ms. Rosario then presented the Schools and JCSA requests.

Ms. Jones commented that almost all of the schools had the same kitchen requests in their proposals. She then questioned whether or not this money would be used for those projects if it was granted or if the money could end up funding another project.

Mr. Kennedy commented that once the money leaves the County's hands the Schools will do with it what they wish.

Mr. Billups commented that the School people needed to come in to clarify some of the requests. He also commented that it would also be helpful for the Operating Contributions people to come in to make a presentation.

Ms. Rosario agreed that having the people from the Schools come in was a good idea as they would be able to do a better job of explaining and prioritizing their requests considering the School Board's schedule to adopt its CIP.

After general discussions about schedules, Ms. Rosario commented that the people from the Schools should be scheduled to come in on for the third meeting slated for the 16th so as to avoid a lengthy meeting on the 14th. Other individuals would be scheduled for the 14th.

There being no further discussion, the meeting adjourned at 5:45 p.m. The next meeting of the FY2006-2010 CIP requests will be held on Monday, February 14, 2005 at 4 PM in the Building E Conference Room.

APPROVED MINUTES FOR THE POLICY COMMITTEE (PC) MEETING ON THE FY2006-2010 CAPITAL IMPROVEMENTS PROGRAM (CIP) HELD ON MONDAY, FEBRUARY 14, 2005, AT 4 PM IN THE BUILDING E CONFERENCE ROOM, JAMES CITY COUNTY COMPLEX

Policy Committee (PC) Members

Mr. Donald Hunt
Mr. George Billups
Mr. Jim Kennedy
Ms. Mary Jones

Also Present

Ms. Tammy Rosario, Senior Planner
Ms. Ellen Cook, Planner
Mr. Matt Smolnik, Planner
Mr. Jesse Contario, Intern
Mr. John McDonald, Manager of Financial and Management Services
Ms. Stephanie Ahrendt, Acting Director of Budgeting and Accounting
Deputy Chief Emmett Harmon, Police Department
Major Stan Stout, Police Department
Lt. Bradley Rinehimer, Police Department
Mr. John Carnifax, Parks and Recreation Division

Mr. George Billups opened the meeting. Ms. Tammy Rosario asked everyone to introduce themselves and gave a basic outline of what would be discussed during the meeting. The Police Department had three representatives to present the CIP request for its new building. Mr. Carnifax was also present from the Parks and Recreation Division to discuss his division's requests including a water playground and the lighting of the athletic fields.

Deputy Chief Emmett Harmon spoke on behalf of the Police Department about the need for a new Police Station. He cited the full CIP request documentation which outlined the various reasons the department needs a new building. He pointed out that in 1982 when the department moved into the current building they had only 40 officers; currently they employ 78 officers. Furthermore, he stated that a needs assessment study done in the late 1990s identified 11,000 square feet in the building, although he believed the effective number was closer to 7,000. He also commented that the current needs are roughly 13,000 square feet; however, the request is for a building with 25,000 square feet to account for future needs.

Mr. Don Hunt asked how long into the future this amount of square footage would be sufficient.

Deputy Chief Harmon responded that he believed it would suffice until the year 2030.

Deputy Chief Harmon also commented on the possibility of creating more satellite stations as opposed to building a new station. He stated that although satellite stations are useful, they would not alleviate the problems which the Police Department is now facing. The area the Police Department needs is mainly for training and records keeping, which satellite stations would not provide. He pointed out that currently the department has five satellite stations throughout the County. Furthermore he commented that the current building is still in good shape and the Fire Department has expressed interest in it for its administrative and training offices.

Mr. Billups asked if there were any specific locations in mind yet.

Deputy Chief Harmon responded that there were not.

Mr. Hunt asked if they were hoping to have it along the 199 corridor.

Deputy Chief Harmon responded that they were.

Mr. Jim Kennedy commented that the number listed in the request for land purchase seemed extremely low and questioned whether or not this number was realistic for FY09 when construction was scheduled to begin. Furthermore he pointed out that although having the Fire Department move into the building would be nice, it would not generate any money, whereas if the James City Service Authority purchased the building it could hasten the time it would take to raise money for the new facility.

Mr. Billups asked Deputy Chief Harmon what his philosophy was towards co-locating, such as an area where the Police Department, Fire Department, and other departments would be all near one another.

Deputy Chief Harmon responded that he was not against such an idea.

Deputy Chief Harmon then spoke briefly about another Police Department CIP request, the mobile data system. He said that this system would allow the officers on the road to do much of the research and tasks that the dispatchers do and would greatly increase efficiency for both the officer on the road and the dispatcher. He also stated that they were hoping to have one of these in almost every car, and that there were currently 76 cars in the fleet. He also pointed out that in general, the investigators did not want these in their cars.

Mr. Billups asked if the systems were lap held or located elsewhere in the car.

Major Stout responded that there were several types; however, the lap held ones would not be a good fit for their purposes. The best ones for their purposes are on the side of the dashboard and affixed to the car.

The Policy Committee thanked the Police Department representatives for coming.

Mr. John Carnifax from the Parks and Recreation Division then presented the CIP requests for both the lighting of the athletic fields and the water playground.

Mr. Carnifax began by passing around a picture of what the water playground would generally look like and briefly explained the concept of the park. He stated that the park would fulfill the request from the community for water access at a fraction of the initial cost and upkeep cost of a pool. He also stated that many parents seemed to feel much more comfortable with the water playground idea than an actual pool because of their fear of the water. Furthermore he commented that the particular type of park that they were looking to put in would have no standing water at all, and therefore, would not require lifeguard staff as opposed to regular staff.

Mr. Kennedy questioned whether the water would be recycled.

Mr. Carnifax stated that the water would be recycled. He also said that in terms of location, they were considering using the area near the outdoor basketball and tennis courts.

Ms. Rosario asked whether they have gauged how many citizens from the Grove area use the community pool.

Mr. Carnifax responded that it has not been gauged officially however he could comment and say that the number is rather low.

Mr. Kennedy raised the issue of the water park encroaching on private business and cited some companies who provide a water playground service to people for a price and questioned whether the government had any place in this particular area.

Mr. Carnifax responded stating that he fully understood the concerns of Mr. Kennedy and that those concerns are good to have and a very important issue to discuss; having said that though, he further commented that a water playground of this capacity is very unlikely to have any impact on the private sector providers of such activity.

Ms. Mary Jones questioned whether there had been any specific public requests for a water playground or other such water-related facility from the public.

Mr. Carnifax responded that there had been specific requests from citizens for water facilities. He commented that they had held several meetings in which this issue had come up more than once.

Ms. Jones commented that there is a need for community swimming clubs and questioned if there were a pool which could be used for this purpose, and if not, how much it would cost to build such a pool.

Mr. Carnifax commented that there was no pool currently which could be used to host meets and things of that nature. He further commented that they had done research for an indoor pool as an attachment to the Community Center and that pool would have cost roughly \$1.5 million.

Mr. Carnifax next moved onto discussing the lighting of the two fields at Stonehouse and commented that that project has been moved to FY08-09 because they are waiting for approval from the School Board.

Mr. Kennedy then asked if these were the same fields which were in question in 2002.

Mr. Carnifax responded that they were the same fields as in question in 2002; however, when the money was put aside in that year the school decided to spend the money on a different project.

The Policy Committee thanked Mr. Carnifax for his presentation on the Parks and Recreation CIP items.

Ms. Rosario then commented that she had provided responses from both the Fire Department as well as the Library on questions which had arisen during the last meeting. She said that she included those responses in the packets for the meeting.

Ms. Jones commented that it appeared that the Library did not want to move towards the more technologically advanced type of library which had been discussed during the previous meeting to which Ms. Rosario replied that it seemed that their patrons did not want to move in that direction either.

Ms. Rosario then commented that there were some Zoning Ordinance amendments which may be presented and discussed at the final meeting on the 23rd.

Mr. Billups questioned what these amendments pertained to.

Ms. Rosario responded that they pertained to a private request for a bus repair/storage area. She also said that the other one pertained to a new item out at New Town.

Mr. Hunt asked if the bus repair/storage station was a private firm to which Ms. Rosario responded yes.

There being no further discussion, Mr. Billups adjourned the meeting at 5 PM. The next meeting of the FY2006-2010 CIP requests will be held on Wednesday, February 16, 2005 at 4 PM in the Building E Conference Room.

APPROVED MINUTES FOR THE POLICY COMMITTEE (PC) MEETING ON THE FY2006-2010 CAPITAL IMPROVEMENTS PROGRAM (CIP) HELD ON WEDNESDAY, FEBRUARY 16, 2005, AT 4 PM IN THE BUILDING E CONFERENCE ROOM, JAMES CITY COUNTY COMPLEX

Policy Committee (PC) Members

Mr. Donald Hunt
Mr. George Billups
Ms. Mary Jones

Absent

Mr. Jim Kennedy

Also Present

Ms. Tammy Rosario, Senior Planner
Ms. Ellen Cook, Planner
Mr. Matt Smolnik, Planner
Mr. Jesse Contario, Intern
Mr. John McDonald, Manager of Financial and Management Services
Ms. Stephanie Ahrendt, Acting Director of Budgeting and Accounting
Mr. Michael Thornton, Assistant Superintendent for Finance & Administrative Services

Mr. George Billups opened the meeting. Ms. Tammy Rosario outlined the purpose of the meeting and introduced Mr. Michael Thornton from WJCC Schools who was present to discuss the priorities of the School Board for FY06.

Mr. Thornton first commented that the priority list had just been approved by the Board the night before and that he would like to highlight a few projects for the committee. He commented that the total number requested for projects in FY06 was no more than was requested in the original proposal; however, some of the projects had been delayed or pushed forward as the Board saw fit. He pointed out that the expansion of the Stonehouse Elementary School had been accelerated from FY07 to FY06 with an amount of \$2.6 million.

Ms. Ahrendt asked if this included engineering, and Mr. Thornton responded that it did indeed.

Mr. John McDonald asked if that number included the parking expansion and again Mr. Thornton responded that it did.

Ms. Mary Jones asked how much of the money was actually for the school expansion, and Mr. Thornton responded that \$2.5 million of it was for the actual expansion.

Mr. Billups asked what was actually being added for that amount.

Mr. Thornton responded that classroom expansion would increase the capacity to 700 students while right now the capacity was at 526 even though the current enrollment as of September 2004 was 582.

Mr. Billups asked about any core changes that needed to be made to the building, and Mr. McDonald responded that Stonehouse was built as a Red Cross disaster shelter and therefore the core was extremely strong.

Mr. Billups then asked if there was any plan of expansion where temporary trailers were now located and also how long into the future the expansion would be sufficient for the school.

Mr. McDonald responded that with the new elementary school being requested they expect that the expansion would be sufficient for the school several years into the future.

Mr. Billups then questioned if there would be any redistricting in the near future, and Mr. Thornton responded that the School Board had called for the beginning stages of the redistricting process to begin at the previous nights' meeting.

Ms. Jones asked how accurate the projections generally are and Mr. Thornton responded that in the past they had been roughly 97% to 98% accurate.

Mr. Hunt asked in which age group the greatest change in population was occurring, and Mr. Thornton was responded that in the past year or two the growth pattern had changed at the elementary level, particularly in Kindergarten.

Mr. McDonald commented that they had a breakdown of where the County was experiencing the greatest influx of children so that they could see which area needed the new school most. He further commented that the County would build the elementary school first and then the middle school soon after that.

Ms. Jones asked if there had been any thought given to changing one of the current middle schools into an elementary school and then building a new and bigger middle school.

Mr. Thornton responded that the Board had examined many options and that building a new elementary school and a new middle school was the most efficient way to accomplish the Board's goals. He also commented that the building of the new middle school had been pushed back to FY09.

Mr. Billups asked if there had been any consideration to building one large school which could serve grades K-8. He commented that this would be very helpful in trying to conserve land.

Mr. Thornton answered that the Board had not discussed a school which would serve K-8 under one roof; however, they had discussed having two schools serving those grades and sharing the same piece of land.

Mr. McDonald then commented that the site selection committee will discuss that if they find a piece of land that can accommodate both schools.

Ms. Rosario then asked if the Board had included their specific priorities had been included in the CIP document.

Mr. Thornton responded that the Board had developed what they called "Tier 1" priorities, which were mostly safety issues. He further commented that all of the projects requesting money in FY06 were the Board's top priorities.

Mr. Thornton then commented that the amounts requested for the eighth elementary school and the fourth middle school did not include land acquisition costs. He also cautioned committee members that the amount allocated for site improvements is one determined by the architect and is most likely a low estimate.

Ms. Rosario asked if the Board had a good handle on the sizes for the new schools to which Mr. Thornton responded that they did and were as follows: 700 for the eighth elementary school, 900 for the fourth middle school, and 1250 for the third high school (1450 core spaces and 1250 academic spaces).

Mr. Billups questioned if there was a mileage variance from one school to another to which Mr. Thornton replied that when it was time to choose a site that he, one representative from the School Board, and the director of transportation would take that issue into consideration.

Ms. Jones questioned whether everything would actually be covered when the new schools were built; she cited the problem at Jamestown High School where they intended to build an auxiliary gym initially, but then ran out of money when the school was being built.

Mr. Thornton commented that in the Jamestown situation it was unfortunate; however, cost restrictions required that that gym could not be built. He went on to state that several issues will cause the spending schedule to change, such as increases in building materials cost, inflation, and other things of that nature.

Ms. Jones questioned if the athletic field lighting was still a priority for the schools to which Mr. Thornton replied that it was not, and that it only was for Jamestown High School.

Ms. Jones then questioned why the athletic field lighting was now under the County projects and Mr. Thornton replied that it was a County initiative. Ms. Jones then asked if it had been funded for the schools in the prior year to which Mr. McDonald responded that it had two years ago; however, the money had been spent on a different project.

Mr. Thornton said that he would like to highlight the FY06 school bus request asking for \$200,000 which would add 4 new buses. He further commented that the school buses are used virtually the entire day from 5:30 a.m. to 8:00 p.m.

Ms. Rosario then asked if the new schools were going to be used for any programs not associated with the actual school functions to which Mr. Thornton replied that they were. He said that the schools were operational roughly 18 hours a day with before and after school programs.

Mr. Hunt then asked how many of the schools were certified shelters to which Mr. Thornton replied that only Stonehouse was currently a certified shelter.

Mr. McDonald then commented that the only schools which can be certified shelters are those outside of the Surry accident line.

Mr. Hunt then commented that this is an important issue when discussing site locations as well as other safety items such as proximity to railroads and things of that nature. He then asked if there were any updated guidelines taking these things into account when searching for new site locations.

Mr. Thornton replied that he was not aware of any such guidelines.

Ms. Rosario then commented that although there may not be official guidelines, it does enter into informal discussions during the site selection process.

Ms. Jones then asked if they were planning on putting the new elementary school in such a place that the students could walk to school.

Mr. Thornton said that parents were generally not supportive of their children walking what they perceived to be long distances to the bus stops. He anticipated it would be a similar issue with walking to school.

Ms. Jones then asked about the kitchen renovations and asked if the schools were moving to outsourcing in the future, were the renovations to Norge really a good investment.

Mr. Thornton replied that the renovations to Norge are to accommodate the present population whereas the new schools are anticipated to have a more contemporary food court type of cafeteria.

Mr. Thornton then concluded his presentation, and the Policy Committee thanked him for coming.

Ms. Jones then asked Ms. Rosario if the list with the rankings would be similar to the list which was distributed last year to which Ms. Rosario replied yes.

Ms. Rosario then concluded her remarks commenting that the packets including the minutes from the meetings as well as the final rankings would go out before the next meeting which was scheduled for Wednesday the 23rd. She also commented that the zoning ordinance amendments mentioned in prior meetings would not be discussed in the final meeting after all.

There being no further discussion, Mr. Billups adjourned the meeting at 5 PM. The next meeting of the FY2006-2010 CIP requests will be held on Wednesday, February 23, 2005 at 4 PM in the Building E Conference Room.

UNAPPROVED MINUTES FOR THE POLICY COMMITTEE (PC) MEETING ON THE FY2006-2010 CAPITAL IMPROVEMENTS PROGRAM (CIP) HELD ON WEDNESDAY, FEBRUARY 23, 2005, AT 4 PM IN THE BUILDING E CONFERENCE ROOM, JAMES CITY COUNTY COMPLEX

Policy Committee (PC) Members

Mr. Donald Hunt
Mr. George Billups
Ms. Mary Jones

Also Present

Ms. Tammy Rosario, Senior Planner
Ms. Ellen Cook, Planner
Mr. Matt Smolnik, Planner
Mr. Jesse Contario, Intern
Mr. John McDonald, Manager of Financial and Management Services

Mr. George Billups opened the meeting. Ms. Rosario explained that the final meeting is where the committee reviews the preliminary rankings of the projects as determined by staff. The committee may then choose to make adjustments and other recommendations based on the project's merits and other factors.

Mr. Hunt questioned whether Greenspace and Purchase of Development Rights (PDR) should be ranked as high priority over other such things as schools and public safety.

Mr. Billups responded that he believed they had received such a high ranking because those projects were already underway, and projects which are already underway and have been funded in the past receive a higher ranking. Mr. Billups then asked what exactly Greenspace was connected with.

Mr. McDonald responded that it was money put aside by the County to purchase land and then preserve it. He noted that there was no immediate plan per se for the money.

Mr. Hunt then asked if there was any care or maintenance associated with the projects.

Mr. McDonald said that there was a very modest amount of maintenance.

Ms. Rosario then commented that the primary goal of Greenspace is to preserve environmentally-sensitive, historical, cultural, or aesthetically important properties, whereas the main goal of PDR is the preservation of agricultural land.

Mr. Hunt then asked if there were a component of PDR for forest land.

Mr. McDonald commented that there was not one specifically; however, a landowner could submit an application for forest land which met other criteria.

Ms. Jones then asked if they had something in mind yet for the money being put aside for both Greenspace and PDR.

Ms. Rosario commented that they use the money in Greenspace to seize opportunities when they arise and that they have an application process for the PDR money to determine which properties should receive easements.

Mr. Hunt then commented that there are roughly 80 applications in the process right now and Mr. McDonald went on to say that he believes the committee is looking at roughly 7 applications seriously.

Mr. Billups then asked if there was some action that everyone would like to take on moving these items, cautioning the group that he believed this money was already in the budget and there was not much anyone could do.

Mr. Hunt said that his point was that there are several other things such as the schools which he would like to see higher on the priority list.

Ms. Jones commented that she agreed that the schools needed to be taken care of but realized that these projects were directly addressed in the Comprehensive Plan. Ms. Jones went on to cite the example of asbestos in the Matthew Whaley School as an example of not taking care of the schools the County already has.

Ms. Rosario pointed out that it was within the jurisdiction of this committee to move projects up or down on the priority list. She explained that Greenspace and PDR had received high scores in part because they are directly called for in the Comprehensive Plan.

Mr. Billups commented that the funding was \$600,000 and asked if we lost that much in taxes.

Mr. McDonald said that eventually if the County owns the property for that long it is conceivable that they could lose that much money in property taxes.

Mr. Billups then questioned what everyone would like to move up on the list in place of that \$600,000 project.

Mr. Hunt questioned if the Field Drainage at Lafayette High School might be a worthy candidate.

Mr. Kennedy stated that the money will not change for the Greenspace and PDR projects as they are already in the budget.

Ms. Jones then moved on to the subject of Public Safety and questioned why so many of the projects concerned with that issue received such low scores.

Mr. Kennedy commented that the department of Public Safety has long been a concern of the Comprehensive Plan and went on to say that York County had just implemented the mobile data system in their jurisdiction using federal money from the Department of Homeland Security.

Ms. Jones then commented that she believed those Public Safety projects should be moved up to which Mr. Kennedy responded that he would vote for such a measure.

Ms. Rosario asked if the committee wanted to move the EOC expansion as well as the new ambulance to high priority.

Mr. Billups then questioned what situation had occurred the previous year to require the need of another vehicle.

Ms. Jones responded saying that the situation was that the station does not have an ambulance at the time and they need one.

Mr. McDonald said that the need for a new ambulance is a result of the response time creeping up over the past few years.

Mr. Billups then commented that he believed the ambulance was needed to keep response time down in the area.

Mr. Hunt echoed Mr. Billups' point saying that a delay in the response time is unacceptable.

Ms. Rosario said that it seemed that everyone thought the EOC expansion and the new ambulance should be moved to high priority. The committee concurred.

Ms. Rosario then referred the committee back to their discussion on the School requests and asked if they had any comments regarding the new school bus request.

Mr. Hunt questioned if with each new bus a new driver would also be needed.

Mr. McDonald responded that a new driver would be needed.

Ms. Rosario then reminded everyone that according to the schools everything they asked for funding in FY06 for is deemed a high priority.

Mr. Kennedy then commented that a lot of the money for the Greenways projects comes from proffers which Mr. McDonald affirmed.

Mr. McDonald did say that the Greenways request would not fully fund implementation of the Greenways Master Plan, which several community groups were advocating.

Mr. Billups then questioned which projects were out of the high priority section.

Ms. Rosario responded saying that several public safety projects had been moved up to high, but no projects had been moved out of high priority yet.

Mr. Kennedy commented that the Warhill Sports Facility, the Warhill Sports Complex Improvements, and the Freedom Park project should all be moved down while issues of public safety and the schools should move up.

Mr. Billups asked if the Lafayette High School field drainage issue was a health issue to which Mr. McDonald responded that it was not.

Ms. Jones commented that the sewage pump upgrade seemed like a good candidate to be moved up to a higher priority, to which Mr. Hunt added that the schools are always quick to request new facilities but do not take care of the facilities they already have.

Ms. Jones went on to say that the kitchens are a health issue which must be addressed.

Ms. Rosario then summarized that based on discussion from the committee it seemed everyone wanted to lower the Lafayette field drainage project and raise the Norge kitchen expansion, Toano sewage pump upgrade, and the Clara Byrd Baker HVAC system.

Mr. Kennedy then commented that the Warhill Sports Facility, the Warhill Sports Complex Improvements and the Freedom Park project should all be moved down. The committee concurred.

Mr. Kennedy questioned what the grounds equipment request was for.

Mr. McDonald responded that it was for replacement lawn mowers and things of that nature.

Mr. Kennedy commented that in that case they could afford to be put off a little while. The committee concurred.

Ms. Rosario confirmed that the grounds equipment would be moved to low.

Ms. Jones then asked what was happening with the Wayfinding Signs project and questioned if that should possibly be moved.

Mr. Kennedy then commented that he believed that state money was coming in to compensate that spending.

Mr. McDonald said that he did not know of any state money coming in for that project.

Mr. Kennedy then said that possibly a grant was supposed to be used for it.

Mr. McDonald commented that he had not heard anything about grant money being used for this project.

Ms. Rosario then asked for confirmation that the committee wanted to move the Jamestown catwalks, the Matthew Whaley front entrance, the Norge kitchen and the Toano sewage pump all up to high.

The committee agreed on all except the Matthew Whaley front entrance project.

Mr. Hunt then questioned if the eighth elementary school was really a priority.

Mr. Kennedy said that he believed it was indeed a priority.

The committee then reiterated that the Lafayette field drainage project should be moved to a low priority.

Mr. Kennedy commented that the Voting Equipment was mandated by the state and therefore should be made a high priority because it was going to get the money anyways.

Ms. Jones questioned where the Mobile Data System should be moved to which everyone agreed it should be moved to medium priority.

Ms. Jones commented that the Warhill Site Improvements are happening and funded, so should they simply move them to high priority.

Mr. Hunt said that he did not agree with that, commenting that simply because something was going to be funded anyways does not mean that they should make it a high priority on their list.

Ms. Rosario commented that the site improvements went hand in hand with the construction of the third high school.

Ms. Jones commented that if that is the case maybe it should be a high priority to match the third high school.

Mr. Billups stated that he thought the Warhill Site Improvements should remain a medium priority to which everyone then agreed.

Ms. Rosario clarified that the committee wanted the Jamestown Auxiliary Gym, the Matthew Whaley front entrance, the Pupil Transportation project, and the rest to remain at low to which everyone agreed.

Ms. Rosario then asked what the motion on the Mobile Data System was to which everyone agreed it should be a medium priority.

Ms. Rosario asked if there were any changes to the JCSA priorities and added it was often the case that this committee did not take any action on the JCSA priorities. The committee did not have any changes.

Mr. Billups asked if there were any more items to discuss. Ms. Rosario stated that the minutes need to be approved. By unanimous voice vote, the committee approved the minutes of the February 8, 14, and 16 meetings.

There being no further items for discussion, Mr. Billups adjourned the meeting.