

POLICY COMMITTEE MEETING

February 11, 2009

7:00pm

County Complex, Building A

A. Roll Call

Present

Mr. Rich Krapf
Mr. Reese Peck
Mr. Chris Henderson, Chair
Mr. Jack Fraley
Ms. Deborah Kratter

Others Present

Ms. Leanne Reidenbach, Senior Planner
Ms. Kate Sipes, Senior Planner
Mr. Alan Robertson, WJCC Schools Facilities Manager
Mr. Jeff Hicklin, Police Lieutenant
Mr. John McDonald, FMS Manager
Mr. Brian Elmore, Development Mgt. Asst.

B. Minutes

Mr. Henderson called the meeting to order at 7:00pm.

Mr. Krapf moved for approval of the minutes, with a second from Ms. Kratter.

The minutes were adopted unanimously.

C. New Business – FY10 Capital Improvements Program (CIP)

Ms. Reidenbach stated that since FY10 is an exception year, staff made some changes to the ranking system based on the Policy Committee's recommendations. Staff removed maintenance items from the ranking process and grouped non-maintenance items into three categories: (1) new projects, (2) projects approved for FY10 funding in the adopted FY09 budget, and (3) projects requesting funding in outlying fiscal years. Category (3) projects would not be reviewed during this exception year, although they are within the County's five-year plan.

1. James City County Police Presentation

Lt. Hicklin discussed the Police Department's capital requests. He said mobile data terminals have been a multi-year project installing laptops in Police vehicles. The Police Department is seeking to add capabilities to allow for electronic ticketing and summons and locate police vehicles. An electronic system would allow officers to swipe a driver's license instead of data entry and would include a ticket printer. Electronic ticketing would reduce the amount of time spent on traffic stops, and reduce multiple data entry from the field, station, and courthouse.

Mr. McDonald stated the County was in the process of installing similar computers in Sheriff and Emergency vehicles.

Lt. Hicklin stated the equipment costs include the software modules, annual licensing, licenses for each car, and the hardware. He said FY10 is the final year the Police are requesting funding for this project. He anticipates department savings from reduced data entry time.

Mr. McDonald stated the DMV database allows for fewer calls to dispatchers. He said each of the hardened laptops last about five years.

Mr. Henderson stated any additional operating expenses the data terminals created would be funded by the operating budget. The CIP only covers the initial costs.

Lt. Hicklin discussed the automatic vehicle locator. He said the system allows dispatchers to see all Police, Fire, and EMS units on screen to increase officer safety and shorten response times. The in-car module would show the officer the quickest route to a call.

Ms. Kratter stated she had a previous issue with the module's vendor in developing a new, non-standard system.

Lt. Hicklin stated he had seen the electronic summons from other localities, but had not yet seen the vehicle locator in use. He noted that a custom product was not being developed.

Mr. Fraley stated the Committee had previously discussed numerology versus priority categories. He said that although the Committee had ranked Mobile Data Terminals "High" last year, staff's scoring system produced a low score. Mr. Fraley stated he hoped to discuss the \$14.7 million new Police headquarters.

Ms. Sipes stated that since the Committee had not asked to review the headquarters, a presentation had not been prepared.

Lt. Hicklin stated he would answer any questions about the headquarters. He said the 250-square feet of police office space in fire stations would allow officers to make calls and meet victims closer to their homes. The office space requirement was in the 2003 Comp Plan.

Mr. McDonald stated the \$14.7 million was divided into three components: the new Law Enforcement Center (LEC) at Warhill, renovations at the existing Law Enforcement Center for Fire Administration, and HVAC issues with Fire Station #3. He said the payments were projected as a 20 year bond, with each year 8% of the total bond issue, assuming a 4-5% interest rate.

Mr. Krapf asked about the possibility of the economy driving construction costs below estimates.

Lt. Hicklin stated the Police were working with a number of design firms, including David Nice Builders, MWL, and Rankin Wildman, but no formal contracts had been signed. He said the

project has been assigned LEED representatives and the Department hopes for Silver LEED certification for the new building.

Mr. McDonald stated the Emergency Operations Center (EOC) would not move into the new LEC. He said the EOC was required to be a certain distance from the Surry Nuclear Power Plant.

Lt. Hicklin stated the new building would have the capability to serve as an EOC if needed.

Mr. McDonald stated the new LEC was dependant on a bond issue, although there is a possibility of receiving federal stimulus funds. He said anything not paid by the bonds would be funded with existing resources.

Mr. Fraley referenced Mr. McDonald's report showing funding sources for FY10 projects.

Ms. Reidenbach stated the Policy Committee was tasked with evaluating CIP projects against the Comprehensive Plan.

Lt. Hicklin discussed the Automatic Fingerprint and Identification System (AFIS). He said the system would allow fingerprints to be analyzed in hours instead of waiting three or four months for a response from the lab in Richmond. He said the database connects to State Police and FBI databases to look for fingerprint matches.

Mr. Fraley asked if the Committee was going to replace the high, medium, and low priorities with a numeric ranking.

Mr. Peck stated the Committee should have a target amount of available funding.

Ms. Reidenbach stated the exact funding available will not be known until the budget is closer to approval.

Mr. McDonald stated the CIP rankings serve as recommendations to the Board on whether or not projects should be funded and when.

Mr. Henderson stated any differences between the Board's spending priorities and the Committee's ranking could trigger vigorous debate.

Mr. McDonald discussed funding the LEC with the Board in the last three years, although building specifics were not discussed.

Mr. Peck stated the Board weighs CIP project operating and life-cycle costs.

Lt. Hicklin stated the LEC is the Police Department's top priority.

2. Williamsburg James City County Schools Presentation

Mr. Robertson presented the WJCC School CIP proposals. He discussed installing a crosswalk at the Stadium Road/Opportunity Way intersection. He said staff and parents had noted the intersection was not a safe passage for the large number of walking students. Although a crosswalk was originally planned for the intersection, it was not installed due to alignment of the stop bar and sidewalk ramp. He has been reworking the intersection with VDOT, who recommended a raised mid-block crossing. Future Thomas Nelson Community College (TNCC) development will create even more traffic along those roads. Students walking qualify for bus service, but schools cannot tell individuals not to walk. Mr. Robertson stated the crosswalk would include some traffic calming features.

Mr. McDonald stated students may also be using the Outlet Mall as an informal parking lot to avoid parking fees.

Mr. Robertson discussed the school security card proposal. He said they are in the process of installing electronic I.D. card readers at schools. The readers would eliminate the need for master keys and increase safety. Reader-equipped school staff has a high opinion of the security cards. The CIP proposal would allow a card-reader retrofit at one or two schools per year in conjunction with scheduled refurbishments.

Mr. McDonald stated some of the funding for school projects came from a surplus \$3 million in the bond issue for the 4th middle and 9th elementary school. Some of the surplus was spent on debt reduction but the remaining was open for use on capital school projects.

Mr. Krapf asked about impacts on the school if funding does not materialize.

Mr. Robertson stated that other than waiting a year for security upgrades, there were no direct impacts on the school. He then discussed the New Horizons proposal saying that the County was given several means of contributing to New Horizons vocational education program. He said the proposed CIP project had the least negative impact of those options. He said 80 WJCC high school students participate in the program.

Mr. Fraley wanted to discuss the proposed auxiliary gyms. He stated the auxiliary gym was the top ranked non-safety project for Schools.

Mr. Robertson stated the auxiliary gym was controversial. He said some school sites were planned with additional gym facilities, which were ultimately trimmed from the budget. He said controversy stemmed from questions about the need for an auxiliary gym and about County Parks and Recreation having access to the facilities. James City County is one of a few localities without auxiliary or multiple high school gyms. He said there is a shortage of space for P.E. classes as well as a shortage of community sports space.

Mr. McDonald stated the School Board cut funding for an auxiliary gym at Jamestown and Warhill high schools to balance construction estimates. He said another reason the gyms were cut was due to the difficulties in coordinating school activities with community sports.

Ms. Kratter asked if the gym could be proposed as a federal stimulus project.

Mr. McDonald stated the Warhill Community Gymnasium may qualify as a 'shovel ready' project. He stated money for the auxiliary gym could be borrowed if the County did not have to operate a fourth middle school. He said if James Blair reopens as administrative offices, then the County will have additional funds. He said the shared gym at Warhill was the first casualty of the budget shortfall.

Ms. Kratter asked if the school system had prepared a report detailing the impacts of a lack of gym space on the students.

Mr. Henderson stated the impacts would have been included in the initial design proposals for both school sites. He said parents could take issue with the County funding more facilities at some schools than at others.

Mr. Robertson stated auxiliary gyms would only be proposed if all schools could be provided with one. He said the gyms would need written agreements on how to share space with the County and that increased school sports enrollments have pushed out community sports.

Mr. McDonald stated he supported the auxiliary gym, but it was difficult to fund it without borrowing.

Mr. Robertson stated school staff supports using James Blair for office space and possibly for the Academy for Life and Learning program (ALL) (alternative education program). He said a top goal would be to allow James Blair to easily revert back to a school when needed through modular office design.

Ms. Kratter asked about renting or leasing a vacant building.

Mr. Henderson stated James City has a high inventory of vacated commercial buildings.

Mr. Robertson stated if offices are not transferred to James Blair, then he would be open to adding office space elsewhere. He said James Blair is at a point in its lifespan where it must be refurbished regardless.

Mr. McDonald stated the County did not want school buildings sitting vacant. The ALL program's lease at Eastern State Hospital will not be easily renewed. He said the following Tuesday there would be a Board of Supervisors, City Council, and School Board meeting regarding the future of James Blair.

Ms. Reidenbach stated that in the next week Committee members could consider the presentations and the spreadsheet and return prepared to prioritize proposals in the first two groups lettered "A" through "O." She said the Committee should focus on criteria for evaluating the projects and which projects fall into which priority category.

Mr. Krapf asked the Committee to think about what criteria members think is important for ranking evaluations. He said members should balance numeric versus subjective ranking methods.

Mr. Peck asked about the James City Service Authority's (JCSA) FY10 CIP requests.

Ms. Sipes stated although the Committee could review JCSA CIP projects, it had not planned to rank them.

Mr. Fraley stated JCSA had \$20 million in FY10 CIP requests.

Mr. Peck stated before any rankings took place, he would like to see a copy of the County Statement of Financial Goals. He said the Comprehensive Plan section on Public Facilities stated the JCSA's CIP should be consistent with a water and sewer master plan. He said JCSA's master plan had not been updated since 1997 and that the JCSA CIP should be consistent with both the Comprehensive Plan and water master plan. He would ask JCSA to update their master plan.

Mr. McDonald stated the Board appointed itself as the JCSA Board of Directors in the 1970's to create consistency between County and water planning.

Mr. Peck stated the Board also passed policies asking for recommendations on specific projects, including water and sewer infrastructure. He thought either the policies should be changed to reflect current operations or JCSA should start submitting its CIP proposals to the Committee.

Mr. McDonald stated JCSA and its requests are included with and passed in the general budget. He said he did not see any reason why the Committee could avoid public utility expansion as part of its duties.

Mr. Krapf stated the Policy Committee had several options, including asking JCSA for an updated master plan and alerting the Board of JCSA's non-compliance.

Mr. Peck stated that although JCSA relies on different means of developing its long term plans, there are still several issues the water master plan directs, including the establishment of community wells, costs of water system hookups, and an expected list of capital improvements. He said several large JCSA expenditures had never been reviewed by the Committee and that these items, regardless of funding source, should be under Committee purview.

Mr. Fraley suggested Mr. Peck comment on the issue at the Public Facilities Steering Committee meeting.

Mr. Fraley stated JCSA had developed its own rankings for its \$20.5 million in CIP proposals and is self-funding.

Ms. Sipes stated that although the Committee could review and comment on JCSA and VDOT CIP projects forwarded to the Board, it was not necessary to rank either. She said the Committee could advise the Board on any noted deficiencies in the CIP process.

Mr. McDonald stated JCSA debt does not, but could, affect the borrowing capacity of the County as a whole. The borrowing cap, based on taxable property, does not apply to JCSA.

Mr. Fraley asked to invite Mr. Larry Foster to speak before the Committee made any decisions on water policy.

Mr. Henderson stated any discussions with Mr. Foster should be at the County Complex, with staff present. He said Mr. Peck should also be available.

Mr. Fraley stated the Committee should find a collaborative means of creating its project rankings. He said the rankings should detail projects on which the Committee disagreed and why.

Mr. Peck stated the Committee should know available funding before deciding on rankings.

Ms. Reidenbach stated the Committee's main ranking should be against the Comprehensive Plan. She said if Committee members review funding sources, it should come secondary to community needs. If the Committee is uncomfortable with a numeric ranking, she could research other means of CIP prioritizing.

Mr. Fraley stated after the projects are ranked, then the Committee should overlay the financing due the uncertainty of known funds. He said funding is based on the importance of projects. He said the Committee should review the subjective criteria, including regulatory requirements, public health and safety, water quality and flooding, other master planning projects, Board-appointed Committee reports, and infrastructure needs.

Ms. Sipes stated the Committee had previously discussed the value of subjective rankings relative to community needs, since the Comprehensive Plan cannot predict everything.

Mr. Henderson stated CIP proposals that reduced County operating expenses should be given priority.

Mr. Krapf stated the subjective factors should be ranked and their weights agreed upon by the Committee.

Mr. Peck suggested starting an annually-updated public facilities master plan and CIP.

D. February 24th Work Session Preparation

Ms. Reidenbach stated Staff was working on materials to send to the Board for the February 24th joint work session. She suggested sending the Committee's November CIP

proposal memo and the staff memo forwarded to the Planning Commission at the last meeting. She stated the deadline for any materials to be sent to the Board.

Mr. Peck stated he had prepared a Power Point presentation for the Board.

Mr. Fraley asked about staff's role in the work session.

Ms. Reidenbach stated staff will be available to answer questions but was otherwise not planning to participate in the meeting.

Mr. Henderson stated he did not know the full amount of time the Board would allow for the work session.

Ms. Sipes stated the work session agenda planned for an hour meeting.

Mr. Henderson questioned spending part of the allotted time on secondary issues, like the JCSA master plans.

Mr. Krapf stated Mr. McDonald's support at the work session would add weight to the Committee's financial proposals.

The Committee discussed the timing and agenda of the Board work session.

Mr. Henderson stated the Committee should focus on the meeting's objective with regards to the CIP process changes and what actions it hopes the Board takes. He questioned if the Committee should draft a sample resolution for the Board.

Mr. Fraley stated instead of a resolution, the Board can direct a change in budgetary process, probably written by Mr. McDonald.

Mr. Peck discussed the Power Point presentation. He said the Board should direct the Committee on how they can add value to the process.

Mr. Krapf hoped to further refine the February work session agenda at a future Policy Committee meeting.

Ms. Sipes stated a staff member would have to be present at any work session rehearsal meeting.

Mr. Fraley stated he was concerned about the large number of initiatives being considered by the Committee. He said the initiatives consume an enormous amount of staff time. He said the Committee should make a short list of about three initiatives to work on at any given time and the Chair must determine which issues not to pursue. He said staff time is ultimately directed by the Board's strategic plans.

Mr. Krapf stated he had sent a letter to the entire Commission regarding the exact same issue. He said the issues the Committee discusses should consider use of staff resources.

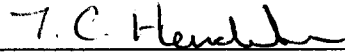
Mr. Peck stated the Committee should set priorities for the next five years and be realistic about spreading itself and staff too thin. He said anything reviewed by the Committee needs a good implementation plan.

E. Adjournment

Mr. Peck asked members to read the J4C's CIP comments before the next meeting.

Mr. Krapf moved to adjourn, with a second from Ms. Kratter.

The Policy Committee meeting was adjourned at 9:40 p.m.



Chris Henderson, Chairman