



MEMORANDUM

Date: August 14, 2015
To: Records Management
From: The Policy Committee
Subject: Policy Committee Minutes: 12/06/2012

The following minutes for the Policy Committee of James City County are dated 12/06/2012.

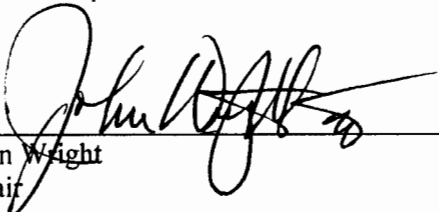
At the subsequent Policy Committee meeting on January 17, 2013, the Policy Committee moved to adopt minutes from their previous meeting, but the date referenced was December 6, 2013.

This appears to be a typo in the referenced date (year).

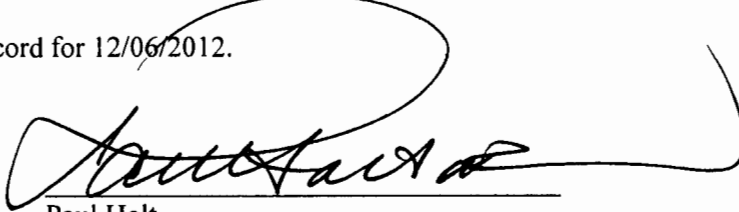
These minutes, to the best of my knowledge, are the official minutes for the 12/06/~~2012~~ Policy Committee meeting.

They were APPROVED by the current Policy Committee at the August 13, 2015 meeting.

Please accept these minutes as the official record for 12/06/2012.



John Wight
Chair



Paul Holt
Secretary

POLICY COMMITTEE MEETING

December 6, 2012

12:00 p.m.

County Government Center, Building A

1) Roll Call

Present

Mr. Rich Krapf
Ms. Robin Bledsoe
Mr. Tim O'Connor
Mr. Al Woods (via phone)

Staff Present

Mr. Paul Holt
Mr. Jason Purse
Ms. Tammy Rosario
Mr. Luke Vinciguerra

Ms. Heather Poulson
Mr. Tom Pennington
Ms. Marie Hopkins
Mr. Brian Elmore

Mr. Rich Krapf called the meeting to order at 12:00 p.m.

2) Minutes

a) October 11, 2012

Mr. Tim O'Connor moved to approve the October 11, 2012 minutes.

In a unanimous voice vote, the minutes were approved (4-0).

b) November 1, 2012

Ms. Robin Bledsoe moved to approve the November 1, 2012 minutes.

In a unanimous voice vote, the minutes were approved (4-0).

3) Old Business

There was no old business to discuss.

4) New Business - FY14 Capital Improvements Program (CIP) requests

Mr. Jason Purse stated six of the eleven CIP applications this exception year are brand new. He stated the other five were amended from the previous year. Staff was able to approach department heads and answer Committee member questions, and two department representatives are present. The department representatives present could discuss their projects before any discussion of rankings.

Mr. Tom Pennington stated the County's fiber optic network has allowed the County to save about \$6000 per month at 43 sites in communications costs versus going with a private company, resulting in annual savings of about \$2,500,000. He stated the schools and library have been added. This system is currently a line, where if one point is lost, the entire system goes down. In a phase two, a circle would replace the line to allow all of the systems to remain connected if one went down. Some areas are still on poles and the County depends on its Cox Communications contract. The County should not depend on outside contractors for its communications. Underground wires are less likely to be disrupted.

Mr. Krapf asked if any of the \$1.9 million from phase one was left to fund phase two and how two costs work with two jurisdictions being involved.

Mr. Pennington stated there was no funding left from phase one. He stated it was so cheap to piggyback the schools into the same cable that the County is not making that calculation.

Mr. O'Connor asked where the signal and the power generation originate. He asked if a hurricane came through and power goes out for an extended period, can the County still function.

Mr. Pennington stated the ring has lots of little points. He stated each point needs power, and each site is backed up by a generator. Larger sites have larger generators.

Ms. Bledsoe asked any if funding was left from the original \$1.9 million and what happens if the full amount is achieved.

Mr. Pennington stated it is electronics, fiber materials, and construction equipment in the ground. He stated half of the costs are electronics, which are self-healing. Equipment can tell when something is wrong, and go another way.

Ms. Bledsoe asked from a project management viewpoint, if "A" is done, do we need "B" and "C" to make the whole thing run right.

Mr. Pennington stated we need "B" and "C" to fulfill the promise of the ring.

Mr. Woods asked if there is \$2,500,000 of actual savings, then the project would be self-funding, wouldn't it?

Mr. Pennington stated yes.

Mr. Woods asked if this is a self-funding project.

Mr. Pennington stated it could be seen that way. He stated although schools have access to half of the \$2,500,000 infrastructure investment, no revenue is generated from the school system. The savings are the costs of not buying the services from a telecommunications provider. This is the cheapest way to operate.

Mr. Woods stated that when he says cost savings, he is referring to actual realized cash flow savings relative to current obligations, looking to future obligations. He stated if the County is spending \$1000 a month to maintain a system, as a result of the expenditure, it would be saving less than half of that.

Mr. Pennington stated it was not a cash flow issue, it's a what-would-it-cost us if we did not have the service. He stated the cash flow is negative, but is a cost of doing business. It is hard to translate private business concepts to investment in government.

Mr. Woods asked what was the incremental cost to the County if we installed this system.

Mr. Pennington stated if it was an operating expense, he sees it staying level. It stated it is from a capital expenditure point of view rather than an investment. Buying the services on the open market would cost \$5,800 per month. The capital investment lowers operating costs.

Ms. Marie Hopkins stated she had submitted the CIP request for the Citizen Relationship Management 311 system. She stated 311 is a handy number for citizens to call and the system can have its own dedicated staff or route calls to the appropriate department. The system allows tracking off all citizen requests, needs, complaints, and concerns in an automated way with metrics. It would reduce citizens being transferred between various departments.

Ms. Bledsoe asked what was the end result of having the system.

Ms. Hopkins stated Mr. Middaugh had received feedback from citizens and Board members regarding people not knowing where their requests were or perceiving too much time was taking to fulfill requests. Requests could be anything.

Mr. Purse stated citizens could speak with three or four staff before they get to the person they need to speak with. He stated the number of connections depends on who the citizen called first.

Ms. Hopkins stated you would have staff trained in how to transfer 311 calls and input into the computer, with one point of contact.

Ms. Bledsoe asked if there was a history of complaints in this area.

Mr. Purse stated that there not complaints but that is it better to have one person disseminating all of calls to make sure the right people are getting them.

Mr. Krapf asked if it added to the existing employee count or if the positions were allocated from other departments without increasing authorized employees.

Ms. Hopkins stated the County is small enough that she thinks it could do that.

Mr. O'Connor asked if he dialed in to report an issue, would he get a work order tracking number.

Ms. Hopkins stated yes. She stated you could also track the case on the website.

Mr. Woods asked if in the \$150,000 proposal, there is recognition of the additional annual costs, such as maintenance and additional personnel.

Ms. Hopkins stated those figures are rolled into the high submitted figures. She stated if approved, she is not sure how the County would implement 311. The costs would include two staff and a server, but she hopes the actual costs would be less. She stated there would be an about \$300,000 in additional annual costs. The program could also be phased in across a few departments at a time.

Mr. Krapf stated one of the Committee's concerns was the \$300,000 annual budget with no end in sight. He stated while the County wants to keep pace with technology, with the economic climate, taking on a project with an annual budget of more than a quarter million dollars makes everyone nervous.

Mr. Krapf asked how Schools handled capital impacts with Williamsburg if the County and the City rank the same capital project differently.

Mr. Purse stated Schools is on a different time frame than the rest of the CIP. He stated the Schools are doing their budget now for the upcoming years. School applications came in at the last minute, with very little information. Schools changes its requests up until its budget is approved in February. Staff is asking the Committee for their input based off what is currently proposed. The Williamsburg City Council and James City County Boards will meet to discuss school proposals in greater detail.

Ms. Heather Poulson stated the contributions are based on a percentage based on enrollment. She stated the County budgets capital projects, and the City usually falls in line with its capital budget.

Mr. Woods asked if the Police covered parking is justified by extending the life and reducing maintenance costs of the protected equipment.

Mr. Purse stated yes. He stated the building was something the Police had always planned on including eventually.

Mr. Woods asked what costs could be avoided.

Mr. Purse stated he did not have an answer.

Mr. Krapf stated the Police are saying that without the shed, there will be increased tire replacement and repainting.

Mr. O'Connor stated the trailers are outfitted for a specific function.

Mr. Krapf stated the Police force simulator seems to be one of the weaker applications. He stated that with about an hour block of time, Police could use creative scheduling. Right now a simulator is available, but is just not as convenient.

Mr. Woods stated there is very little attention paid to the subsequent labor costs associated with it.

Mr. Krapf asked what the potential risk to the County was for the Olde Towne Trail project if the Olde Towne Timeshares defaulted.

Mr. O'Connor stated he had spoken with John Carnifax at Parks and Recreation. He stated Mr. Carnifax was confident that all of the pieces of the trail would come into place, and that proffers or easements would be secured for the Olde Towne Timeshare property prior to construction. It also requires a pedestrian bridge over Route 199 and is pretty extensive to make all of the connections work.

Mr. Purse stated that after completion of Powhatan Trail, this is Parks new number one trail project.

Mr. Krapf asked if anyone had questions regarding the Building D video broadcast proposal.

Mr. Woods asked if, from a capital project standpoint, would Mr. Pennington submit a fragmented proposal that is not inclusive of all of the costs, both capital and operational.

Mr. Woods asked how can we assess impact on budget if we do not understand what all of the capital and as well ongoing operation costs are?

Mr. Krapf stated he had spoken with Jody Puckett before the meeting about that specifically, asking why not hold off if it was a capital issue and bundle it. She had stated there were unexpected sound problems in Building D. They thought when the renovation was finished it would resolve the sound issues. The technology component goes further than the Building D conference room, including offsite meetings and presentations. The sound dampening impact requires more study, possibly for next year's CIP.

Ms. Rosario stated that regarding the ability to broadcast Comprehensive Plan public meetings, there would be less staff involved, it would be more affordable, and it would be a better quality product. She stated that long term, the Building D issue is a helpful one to resolve, since, at the last Steering Committee meetings, it was difficult to operate within the confines of Building F, which has limited work session capacity.

Ms. Bledsoe stated she was having difficulty fitting this project into the capital project rating criteria.

Mr. Purse stated if staff has the opportunity to go out and take meetings to people, show them on TV, and have more outreach that relates to quality of life issues.

Mr. Krapf stated the numbers are all relative, and everyone has a scoring bias. He stated we have to look at the relative ranking within everyone's scoring matrix.

Mr. O'Connor stated he had discussed with Mr. Carnifax the poor condition of some of the ball fields at schools. He stated he is afraid someone is going to get hurt. Mr. Carnifax stated school baseball field maintenance responsibility is transitioning from Schools to General Services. As the fields at the schools get lights, they get a higher level of maintenance.

Mr. Krapf stated in Alan's response, the school projects costs are very preliminary and very likely to go up. He stated these projects are more of a work in progress.

Mr. Purse stated that at tomorrow's meeting, staff would put all of the scores on the board, and then the Committee can discuss their relative rankings and then come up with a list.

Mr. O'Connor asked staff to follow up with Communications staff to see if they have assessed what the customers use for communication. He stated more and more, he's getting people who want the County to use Facebook, and have instant access to meetings.

Mr. Krapf asked staff to follow up with the Police to see if they can quantify the shed project as far as impact on their operating budget.

Mr. O'Connor asked how the County managed its capital planning.

Ms. Poulson stated there is no set percentage for capital projects, and it can vary from year to year.

Mr. Holt stated part of what helps the County maintain its bond rating is a set of adopted financial management policies. He stated a number of formulas factor into debt capacity. With the Board's

priorities always dynamic, he wouldn't worry too much about funding. It comes down to which projects do best at implementing the Comprehensive Plan and land use priorities.


Mr. Krapf asked Committee members to finalize their scores and send them to staff.

5) Other Business

Ms. Rosario asked the Committee members to review their availability over January 17th, 22nd, and 23rd to discuss pawnshops and the Planning Commission Annual Report.

6) Adjournment

Mr. O'Connor moved to adjourn. The meeting was adjourned at 1:30 p.m.


Rich Krapf, Chair of the Policy Committee