

**Policy Committee  
Government Center Complex  
Conference Room, Building A**

**December 13, 2010 - 6:00 p.m.**

**A. Roll Call**

**B. Minutes**

November 22, 2010

**C. Old Business**

**D. New Business**

Capital Improvement Program (CIP) Project Evaluations

- Memorandum
- Attachment 1 - Capital Projects
- Attachment 2 - Maintenance
- Attachment 3 - VDOT Summary
- Attachment 4 - Ranking Criteria
- Attachment 6 - Applications Packet

**E. Adjournment**

**POLICY COMMITTEE MEETING**

November 22, 2010

6:00 p.m.

County Complex, Building A

**1. Roll Call**

**Present**

Mr. Jack Fraley, Chair  
Mr. Tim O' Connor  
Mr. Reese Peck  
Mr. Al Woods (via phone)

**Staff Present**

Mr. Allen Murphy  
Ms. Tammy Rosario  
Ms. Leanne Reidenbach  
Ms. Kate Sipes  
Mr. Brian Elmore  
Mr. John McDonald  
Mr. Fran Geissler  
Mr. John Horne

Mr. Jack Fraley called the meeting to order at 6:00 p.m.

**2. Minutes - November 8, 2010**

Mr. Al Woods stated the minutes did not adequately reflect the discussion on relating Annual Report strategies and action items. The committee discussed ways in which the minutes could be amended.

Mr. Tim O'Connor moved for approval of the minutes as amended.

The amended minutes were approved (4-0).

**3. Old Business**

Mr. Fraley asked if staff had prepared a response based on discussion of the Annual Report from the November 8<sup>th</sup> meeting. He stated Committee member recommendations included better linking strategies and actions, including all priority items not yet acted upon, expanding Office of Economic Development (OED) initiatives, and reporting numbers based upon the residential unit buildout analysis.

Ms. Tammy Rosario stated that staff was still discussing these ideas and preparing a response.

**4. New Business – Zoning Ordinance Amendments – Economic Opportunity Framework**

Mr. Jason Purse stated that the Economic Opportunity (EO) zone was the first ordinance amendment under review. He stated that staff identified seven topic areas based on Economic Opportunity discussions during the Comprehensive Plan update.

Mr. Fraley stated EO zones should not be limited to Business Climate Task Force recommendations.

Mr. Purse stated that major Business Climate Task Force points, including positive fiscal impact, quality jobs, enhanced community value, environmental friendliness and increased economic stability were all discussed by the Steering Committee as potential EO characteristics, but those were not the only recommendations considered.

Mr. Purse stated that under the Submission Document topic, discussion revolved around the need to master plan the proposed EO zone, including coordinating infrastructure with other localities. Staff believes the ordinance would benefit from a master plan provision. A master plan would assist working with property owners opting-in-or-out of the zone and identifying different residential development densities based on transportation infrastructure.

Mr. Fraley stated that EO zones should not be limited by the need for other localities' involvement. He asked if the EO designation provided a good platform for form-based code.

Mr. Doug Gebhardt, Vice Chair of the Economic Development Authority, expressed concern about the opt-out provision and buffering requirements.

Mr. Mark Rinaldi, a member of the public, suggested the committee and staff pay attention to the economics of construction.

Mr. Purse stated community-wide buy-in on architectural designs would be required before implementing traditional form-based code. He stated architecture was more important than use under the form-based code model. The Toano area already has design guidelines created using public input. Under the Complimentary Design topic, staff is reviewing an alternative type of form-based code.

Mr. Fraley stated that transit-oriented design would not work with a business park or campus design.

Mr. Purse stated that during the Steering Committee, there was much discussion relating to the Balance of Land Uses topic. He stated discussion centered on incorporating transit-oriented development and attracting supporting businesses by including workforce housing and creating a sense of place. Transit-oriented uses and businesses would require certain nearby residential densities. Commercial and residential uses should be secondary in an EO zone, including a possible percentage limit.

Mr. Fraley stated concern about locking down percentages and asked about possible vertical development in the EO zone.

Mr. Purse stated a light rail or bus oriented design would require higher densities to be sustainable. He stated staff recommended similar height standards to the existing Mixed Use height requirements for EO.

Mr. Allen Murphy stated the tallest buildings could be sited during the master plan process. He stated there were vertical opportunities in the proposed EO zone.

Mr. Fraley stated the EO zone should not be constricted by Mixed Use regulations. He stated the brand new EO design should be creative and flexible.

Mr. Fraley stated that the rights of property owners opting out of EO would have to be respected and buffering would have to be inserted.

Mr. Murphy stated language was written into the Comprehensive Plan protecting property owners opting out of EO. He stated there will be additional inclusions into the master plan over time as property values increase.

Mr. Hicks stated the EO zone should not be another Mixed Use development zone. He stated flexibility and clarity are the EO zone's strength and that buffer and height restrictions should be reduced there.

Mr. Purse stated that using Tiered Residential Densities would allow higher densities depending on the existing or proposed transportation infrastructure. These tiered densities could be used in concert with a possible Transfer of Development Rights (TDR) program. Construction Phasing would help ensure the County receives the fiscally positive segments of the EO zone first. Complementary Design would help create a sense of place within the development. Developers should think about the entire EO zone when designing a project. To encourage a sense of place, pedestrian connections should be convenient and enjoyable, entry points should be well designed, and local historic viewsheds and environmentally sensitive areas should be preserved.

Mr. Fraley and Mr. Peck expressed agreement with the tiered residential density approach. Mr. Fraley was also supportive of the approach used for the Construction Phasing design.

Mr. Fraley stated creating a sense of place, including walkability, street connectivity, parking management, grid street patterns, and vertical and horizontal mixed uses would expand the tax base. He felt the County should discourage campus-like development.

Mr. Rinaldi stated that density should be geographically centered around infrastructure.

Mr. Purse stated that staff left out many specifics to avoid tying the hands of developers bringing forward good, consistent designs. He stated the EO setbacks were based on Mixed Use setbacks, which are designed to allow internal setback and height limit waivers under the right circumstances. Applying Mixed Use standards is only intended as a starting point.

Mr. Gebhardt expressed a desire for clear expectations with respect to design.

Mr. Hicks stated that EO zones should be apparently different than Mixed Use, with a focus on the creation of economic development, using clear, less restrictive standards, with limited exceptions.

Mr. Peck stated the features of the proposed EO zones should be identified for the public. He stated that regional agreements and plans with York County should be investigated.

Mr. O'Connor stated he was concerned with internal buffers caused by property owners opting out of the EO zone.

Mr. Murphy stated that dealing with property owners opting out of EO may vary depending on the EO master plan.

Mr. Purse stated the EO ordinance would probably not include language on specific buffer requirements for opt-out property owners.

**5. Adjournment**

Mr. Woods moved to adjourn.

The meeting was adjourned at 7:25 p.m.

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Jack Fraley, Chair of the Policy Committee

## MEMORANDUM

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DATE: November 30, 2010

TO: Members of the Policy Committee  
John McDonald, Manager Financial Management Services

FROM: Leanne Reidenbach, Senior Planner  
Kate Sipes, Senior Planner

SUBJECT: FY 2012 Capital Improvements Program (CIP) revisions and evaluation

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The Planning Division has summarized proposed revisions to the FY 2012 Capital Improvement Program (CIP) requests as outlined in the attached packet. The CIP project requests are grouped into the following general funding categories:

- *Group I:* New projects with FY12 funds requested. These projects were not adopted for funding in the most recent CIP budget (FY11-16) and may have been previously evaluated by the Policy Committee.
- *Group II:* Projects already approved for FY12 funding in the FY10 adopted budget. All of these projects have previously been evaluated by the Policy Committee.
- *Maintenance items*

As FY12 is an exception year, staff has provided the Committee with information about projects approved for FY12 funding (Group II), any changes to these proposals, and any additional new projects that were submitted and are requesting FY12 funds (Group I). An exception year is the second year in the two-year budget cycle (every evenly numbered year) and only includes changes to previously budgeted items or new essential requests. Please note that the Agency Ranking column has been retained, but that the assigned rankings were based on the full range of applications submitted last year with the two-year budget for funding up to FY2016. Requested funding and changes for maintenance items has been provided for the Committee's general information but will not be assigned priorities during this review.

Please note the materials received to date do not include the packet typically submitted by WJCC schools or JCSA. The packet typically submitted by the schools does not get approved by the School Board until January or February. Previously approved school requests are included as well as preliminary information about anticipated requests, but these all may be altered as they go through the School Board. JCSA items are not included in the packets because there have not been any changes or revisions requested from the previously approved budget. Additionally, the Policy Committee does not evaluate these projects.

The Policy Committee has also requested that the Virginia Department of Transportation's Six-Year Improvement Program proposal be included. The most recent update to the VDOT SYIP was approved in June 2010 and included funding for years FY11-FY16. Summaries of the projects and funding are available in attachment 3. Since VDOT is under separate and independent budget process, the Policy Committee will not be evaluating these projects, but they are provided for informational purposes as has been requested in prior years.

It will be the responsibility of the Policy Committee members during the CIP review process to evaluate how each CIP request relates to the Comprehensive Plan. As described in the Virginia State Code, the Capital Improvements Program is one of the methods of implementing the Comprehensive Plan, of equal importance to methods like the zoning and subdivision ordinances, official maps and transportation plans. Last year, the Policy Committee implemented a new uniform method for evaluating projects (see attachment 4). Staff also developed an Excel spreadsheet that will automatically calculate the weighting and totals for each project (attachment 5). *Please use this ranking criteria work sheet to complete evaluations of each of the projects in the FY12 Capital Requests spreadsheet (attachment 1) prior to the Committee's first meeting.* If your rankings are completed in advance of the meeting, please provide staff with an electronic copy to facilitate preparation for meeting discussion.

The first Policy Committee meeting will be held **Monday, December 13<sup>th</sup> in the Building A Large Conference Room**, in the James City County Government Center, **beginning at 6:00 p.m.** Please review the project requests in attachment 5. Since the majority of projects have been previously evaluated by the Policy Committee, staff does not anticipate presentations on projects by Department heads. *If there are particular projects about which you have additional questions, please e-mail your questions to Leanne or Kate by December 7<sup>th</sup>* and we can coordinate providing the Committee with answers or scheduling a department representative to be present at the first meeting if necessary. A second meeting to discuss the CIP is scheduled for Thursday, December 16<sup>th</sup> at 6 p.m. in the event that the Policy Committee needs additional time to evaluate the proposals and rankings.

Ultimately, the Policy Committee will prepare a ranking recommendation to present at the March 2<sup>nd</sup> Planning Commission meeting. The Board of Supervisors typically considers the budget in April.

If you have any questions, please do not hesitate to contact us either at [lreidenbach@james-city.va.us](mailto:lreidenbach@james-city.va.us) or [ksipes@james-city.va.us](mailto:ksipes@james-city.va.us) or 253-6685. We look forward to seeing you on the 13<sup>th</sup>!

Attachments:

1. Summary spreadsheet of FY12 Capital Requests
2. Summary spreadsheet of FY12 Maintenance Requests
3. VDOT FY11-16 SYIP summary
4. Policy Committee ranking criteria
5. Criteria weighting sheet
6. New or revised project applications

Spreadsheet A		FY12 - CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET																	
REVISED 12/1/10		Non-maintenance items																	
ID#:	Applying Agency:	Project Name:	Project Description	FY12 Requested \$	FY13 Requested \$	FY14 Requested \$	FY15 Requested \$	FY16 Requested \$	Total Requested \$	Agency Ranking	Last Year's (FY11) PC Score:	PECK	FRALEY	O'CONNOR	WOODS	PC Score (FY12):			
<b>Group I: New Projects with FY12 Funds Requested (projects not adopted for funding in FY11 budget. May have been reviewed by PC previously)</b>																			
A	General Svcs	Water Quality*	Supports repairs and maintenance of the County's stormwater infrastructure, stream restoration, and stabilization projects. See application for a detailed project listing and cost estimate. Estimates for outlying years have not been provided and will be evaluated in the next 2-year budget cycle.	\$1,850,000	\$0	\$0	\$0	\$0	\$1,850,000	1 of 2	78.75								
B	Schools	Hornsby Middle School Expansion	Addition of 6 classrooms (to accommodate 150 additional students).	\$1,900,000	\$0	\$0	\$0	\$0	\$1,900,000	na	NEW								
C	Schools	Berkeley Middle School Expansion	Addition of 4 classrooms (to accommodate 100 additional students)	\$1,300,000	\$0	\$0	\$0	\$0	\$1,300,000	na	NEW								
D	Schools	Jamestown High School Field Lighting	Provide funds to purchase new field lighting for the high school. These fields will be for use by the high school and the American Legion teams once the Mid-County Park field lights are removed because baseballs are hitting nearby vehicles.	\$360,000	\$0	\$0	\$0	\$0	\$360,000	na	NEW								
<b>Group II: Projects Already Approved for FY12 Funding in FY11 Adopted Budget</b>																			
E	Fire	Fire Station 4 Renovations and Expansion**	Proposal to construct new apparatus room next to existing facility and convert the existing facility to dormitories, dayroom, offices, and other support functions.	\$ 3,400,000	\$0	\$0	\$0	\$0	\$ 3,400,000	1 of 3	52.25								
F	Schools	New Horizons Contribution	Assessment for WJCC's portion of facility improvements for regional vocational/technical education facility.	\$82,331	\$82,331	\$0	\$0	\$0	\$164,662	T3	53.75								
G	Schools	Security Card Access System	Card access system at all major entry points for all schools done in conjunction with scheduled refurbishments.	\$70,000	\$120,000	\$70,000	\$70,000	\$0	\$330,000	T1	49.5								
H	Schools	Cooley Lighting	Provide funds to purchase and install new field lighting for Cooley.	\$163,000	\$0	\$0	\$0	\$0	\$163,000	T2	38.5								
*Subject of November 2010 Bond Referendum																			
**Previously requested \$3,300,000 in FY12 funds. Increase of \$100,000 due to adjustments in design and construction costs																			
<b>*Summary of Schools "Tier" Rankings:</b>																			
Tier 1 (T1)	Health and safety issues																		
Tier 2 (T2)	Growth and maintenance																		
Tier 3 (T3)	Projects that support and/or enhance the learning process																		
Tier 4 (T4)	Other projects important to the mission of our schools																		

## Spreadsheet B FY12 - CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

### Maintenance/Replacement Items

REVISED 11/15/10

ID#:	Applying Agency:	Project Name:	FY12 Requested \$	FY13 Requested \$	FY14 Requested \$	FY15 Requested \$	Total Requested \$
1	Gen. Svcs.	Government Center Building Exteriors	\$66,250				\$66,250
2	Gen. Svcs.	Building C Demolition/Building D HVAC - Renovation*	\$1,654,734				\$1,654,734
3	Parks and Rec	Mid County Park - Kidsburg/Building/Fences**	\$1,562,000				\$1,562,000
4	Gen. Svcs.	JCWCC Renovations	\$347,000	\$107,000	\$197,000	\$120,000	\$771,000
5	Public Safety	Fire Pumper Replacement	\$600,000	\$600,000	\$600,000	\$600,000	\$2,400,000
6	Gen. Svcs.	Energy Upgrades	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
7	Public Safety	Ambulance Replacement	\$204,000	\$241,200		\$214,200	\$659,400
<b>COUNTY TOTALS</b>			<b>\$1,201,000</b>	<b>\$998,200</b>	<b>\$847,000</b>	<b>\$984,200</b>	<b>\$4,030,400</b>
8	Schools	Division Resurface Parking Lots	\$93,000	\$90,000	\$90,000	\$90,000	\$363,000
9	Schools	Toano Roof Replacement	\$722,500				\$722,500
10	Schools	Lafayette Exterior Painting	\$175,000				\$175,000
11	Schools	James River HVAC	\$3,089,900				\$3,089,900
12	Schools	Operations HVAC	\$875,600				\$875,600
13	Schools	Cooley Renovations	\$606,000				\$606,000
14	Schools	Toano HVAC	\$2,876,500				\$2,876,500
15	Schools	Jamestown Bleachers	\$272,000				\$272,000
16	Schools	Lafayette Refurbishment	\$1,571,458	\$1,546,224			\$3,117,682
<b>SCHOOLS TOTALS</b>			<b>\$10,281,958</b>	<b>\$1,636,224</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$12,098,182</b>
<b>OVERALL TOTALS</b>			<b>\$11,482,958</b>	<b>\$2,634,424</b>	<b>\$937,000</b>	<b>\$1,074,200</b>	<b>\$16,128,582</b>

\*Previously requested \$150,000 for Building C demolition and \$1,060,000 for Building D renovations

\*\*Previously requested \$1,771,278. Modified to include potential lighting of fields at Warhill and Jamestown or lighting one high school field and making improvements to large ball field.

**VDOT FY11 Six-Year Improvement Program (revised June 2010)**

UPC #	Description	Previous Allocations	FY12 Allocated \$	FY13-FY16 Allocated \$	Total \$
		<i>in thousands of dollars</i>			
T9096	MOORETOWN RD EXTENSION STUDY	\$0	\$400	\$0	\$400
T9094	ROUTE 60/143 CONNECTOR STUDY	\$0	\$300	\$0	\$300
T9095	LONGHILL RD CORRIDOR STUDY	\$0	\$300	\$0	\$300
50057	RTE 615 - RECONSTRUCT TO 4 LANES	\$16,108	\$214	\$428	\$16,750
13496	RTE 60 - RELOCATION & UPGRADING	\$19,732	\$0	\$0	\$19,732
13719	RTE 612 - TRAIL	\$960	\$0	\$0	\$960
71616	RTE 615 - PAVED SHOULDER ALONG ROUTE 615 & ROUTE 681	\$3,114	\$0	\$0	\$3,114
71617	RTE 612 - PAVED SHOULDER ALONG LONGHILL ROAD	\$226	\$0	\$428	\$654
71883	RTE 5 - BRIDGE REPLACEMENT	\$3,478	\$0	\$0	\$3,478
77065	RTE 5 - INSTALL RTL FROM NB RTE 615 ONTO EB RTE 5	\$800	\$0	\$0	\$800
82961	ADD L&RR TURN LANES ON MONTICELLO AVE IRONBOUND RD	\$860	\$0	\$0	\$860
83462	CONSTRUCT SHOULDER BIKEWAY ALONG AIRPORT RD	\$30	\$0	\$0	\$30
85554	JAMESTOWN 2007 TRANSPORTATION SYSTEM	\$1,334	\$0	\$0	\$1,334
87944	MOORETOWN RD BIKEWAY	\$512	\$0	\$0	\$512
92553	American Recovery and Reinvestment Act - JAMES CITY 60/64/143/321 RESURFACING	\$7,311	\$0	\$0	\$7,311
94541	ARRA - JAMES CITY 199/5 INTERSECTION IMPROVEMENTS/TURN LANES	\$1,000	\$0	\$0	\$1,000
95044	ARRA COUNTY WIDE - PAVEMENT OVERLAY VARIOUS ROADS	\$737	\$0	\$0	\$737
97010	UPGRADE SIGNAL, ADD RIGHT TURN LANE AND MARKINGS	\$609	\$0	\$0	\$609
T9219	BRIDGE REPLACEMENT RTE 601 OVER DIASCUND CREEK, FED ID 10516	\$0	\$0	\$726	\$726
17633	CLASS I BIKEWAY/PEDESTRIAN ROUTE 60 & CROAKER ROAD	\$1,208	\$0	\$0	\$1,208

## **CAPITAL IMPROVEMENT PROGRAM RANKING CRITERIA James City County Planning Commission**

### **SUMMARY**

The Capital Improvement Program (“CIP”) is the process for evaluating, planning, scheduling, and implementing capital projects. The CIP supports the objectives of the Comprehensive Plan through the sizing, timing, and location of public facilities such as buildings, roads, schools, park and recreation facilities, water, and sewer facilities. While each capital project may meet a specific need identified in the Comprehensive Plan or other department or agency plan, all capital plans must compete with other projects for limited resources, receive funding in accordance with a priority rating system and be formally adopted as an integral part of the bi-annual budget. Set forth below are the steps related to the evaluation, ranking, and prioritization of capital projects.

### **A. DEFINITION**

The CIP is a multi-year flexible plan outlining the goals and objectives regarding public capital improvements for James City County (“JCC” or the “County”). This plan includes the development, modernization, or replacement of physical infrastructure facilities, including those related to new technology. Generally a capital project such as roads, utilities, technology improvements, and county facilities is nonrecurring (though it may be paid for or implemented in stages over a period of years), provides long term benefit and is an addition to the County’s fixed assets. Only those capital projects with a total project cost of \$50,000 or more will be ranked. Capital maintenance and repair projects will be evaluated by departments and will not be ranked by the Policy Committee.

### **B. PURPOSE**

The purpose of the CIP ranking system is to establish priorities for the 5-year CIP plan (“CIP plan”), which outlines the projected capital project needs. This CIP plan will include a summary of the projects, estimated costs, schedule and recommended source of funding for each project where appropriate. The CIP plan will prioritize the ranked projects in each year of the CIP plan. However, because the County’s goals and resources are constantly changing, this CIP plan is designed to be re-assessed in full bi-annually, with only new projects evaluated in exception years, and to reprioritize the CIP plan annually.

### **C. RANKINGS**

Capital projects, as defined in paragraph A, will be evaluated according the CIP Ranking Criteria. A project’s overall score will be determined by calculating its score against each criterion. The scores of all projects will then be compared in order to provide recommendations to the Board of Supervisors. The components of the criteria and scoring scale will be included with the recommendation.

### **D. FUNDING LIMITS**

On an annual basis, funds for capital projects will be limited based on the County’s financial resources including tax and other revenues, grants and debt limitations, and other principles set forth in the Board of Supervisors’ Statement of Fiscal Goals:

- general obligation debt and lease revenue debt may not exceed 3% of the assessed valuation of property,

- debt service costs are not to exceed 10-12% of total operation revenues, including school revenue, and
- debt per capita income is not to exceed \$2,000 and debt as a percentage of income is not to exceed 7.5%.

Such limits are subject to restatement by the Board of Supervisors at their discretion. Projects identified in the CIP plan will be evaluated for the source or sources of funding available, and to protect the County's credit rating to minimize the cost of borrowing.

#### **E. SCHEDULING OF PROJECTS**

The CIP plan schedules will be developed based on the available funding and project ranking and will determine where each project fits in the 5 year plan.

## CIP RANKING CRITERIA

### Project Ranking By Areas of Emphasis

**1. Quality of Life (20%)** - Quality of life is a characteristic that makes the County a desirable place to live and work. For example, public parks, water amenities, multi-use trails, open space, and preservation of community character enhance the quality of life for citizens. A County maintenance building is an example of a project that may not directly affect the citizen's quality of life. The score will be based on the considerations, such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?
- C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project increase or enhance educational opportunities?
- E. Does the project increase or enhance recreational opportunities and/or green space?
- F. Will the project mitigate blight?
- G. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?
- H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?
- I. Does the project affect traffic positively or negatively?
- J. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
The project does not affect or has a negative affect on the quality of life in JCC.				The project will have some positive impact on quality of life.					The project will have a large positive impact on the quality of life in JCC.

**2. Infrastructure (20%)** – This element relates to infrastructure needs such as schools, waterlines, sewer lines, waste water or storm water treatment, street and other transportation facilities, and County service facilities. High speed, broadband or wireless communication capabilities would also be included in this element. Constructing a facility in excess of facility or service standards would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Is there a facility being replaced that has exceeded its useful life and to what extent?
- E. Do resources spent on maintenance of an existing facility justify replacement?
- F. Does this replace an outdated system?

- G. Does the facility/system represent new technology that will provide enhance service?
- H. Does the project extend service for desired economic growth?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
The level of need is low				There is a moderate level of need					The level of need is high, existing facility is no longer functional, or there is no facility to serve the need

**3. Economic Development (15%)** – Economic development considerations relate to projects that foster the development, re-development, or expansion of a diversified business/industrial base that will provide quality jobs and generate a positive financial contribution to the County. Providing the needed infrastructure to encourage redevelopment of a shopping center would score high in this category. Reconstructing a storm drain line through a residential neighborhood would likely score low in the economic development category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project have the potential to promote economic development in areas where growth is desired?
- E. Will the project continue to promote economic development in an already developed area?
- F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)
- G. Will the project produce desirable jobs in the County?
- H. Will the project rejuvenate an area that needs assistance?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
Project will not aid economic development				Neutral or will have some aid to economic development					Project will have a positive impact on economic development

**4. Health/Public Safety (15%)** - Health/public safety includes fire service, police service, safe roads, safe drinking water, fire flow demand, sanitary sewer systems and flood control. A health clinic, fire station or police station would directly impact the health and safety of citizens, scoring high in this category. Adding concession stands to an existing facility would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?

- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project directly reduce risks to people or property (i.e. flood control)?
- E. Does the project directly promote improved health or safety?
- F. Does the project mitigate an immediate risk?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
Project has no or minimal impact on health/safety				Project has some positive impact on health/safety					Project has a significant positive impact on health/safety

**5. Impact on Operational Budget (10%)** – Some projects may affect the operating budget for the next few years or for the life of the facility. A fire station must be staffed and supplied; therefore it has an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Will the new facility require additional personnel to operate?
- E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?
- F. Will the new facility require significant annual maintenance?
- G. Will the new facility require additional equipment not included in the project budget?
- H. Will the new facility reduce time and resources of city staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.
- I. Will the efficiency of the project save money?
- J. Is there a revenue generating opportunity (e.g. user fees)?
- K. Does the project minimize life-cycle costs?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
Project will have a negative impact on budget				Project will have neutral impact on budget					Project will have positive impact on budget or life-cycle costs minimized

**6. Regulatory Compliance (10%)** – This criterion includes regulatory mandates such as sewer line capacity, fire flow/pressure demands, storm water/creek flooding problems, schools or prisons. The score will be based on considerations such as:

- A. Does the project addresses a legislative, regulatory or court-ordered mandate? (0- 5 years)
- B. Will the future project impact foreseeable regulatory issues? (5-10years)

- C. Does the project promote long-term regulatory compliance (>10 years)
- D. Will there be a serious negative impact on the county if compliance is not achieved?
- E. Are there other ways to mitigate the regulatory concern?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
Project serves no regulatory need				Project serves some regulatory need or serves a long-term need					Project serves an immediate regulatory need

**7. Timing/Location (10%)** - Timing and location are important aspects of a project. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category. The score will should be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. When is the project needed?
- E. Do other projects require this one to be completed first?
- F. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?
- G. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)
- H. Will it be more economical to build multiple projects together (reduced construction costs)?
- I. Will it help in reducing repeated neighborhood disruptions?
- J. Will there be a negative impact of the construction and if so, can this be mitigated?
- K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?
- L. Are there inter-jurisdictional considerations?
- M. Does the project conform to Primary Service Area policies?
- N. Does the project use an existing County-owned or controlled site or facility?
- O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?
- P. Does the project use external funding or is a partnership where funds will be lost if not constructed.

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
No critical timing or location issues				Project timing OR location is important					Both project timing AND location are important

**8. Special Consideration (no weighting- if one of the below categories applies, project should be given special funding priority) –** Some projects will have features that may require that the County undertake the project immediately or in the very near future. Special considerations may include the following (check all applicable statement(s)):

A.	Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	
B.	Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	
C.	Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	



## Stormwater Division

### MEMORANDUM

**DATE:** November 18, 2010

**TO:** John McDonald

**FROM:** Fran Geissler, John Horne

**RE:** Stormwater Capital Improvement Program FY12 Revised Request

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Attached is the revised Stormwater FY12 CIP request along with the FY11 spending plan for the remainder of the Water Quality Fund balance.

Recognizing that capital funding will continue to be limited going into FY12, the Stormwater Division has re-evaluated the CIP request submitted last year. With limited funding, staff believes that the emphasis must shift to repairs and maintenance of the County's stormwater infrastructure. Based on the ranking criteria and scores developed by the Stormwater Program Advisory Committee (SPAC), this request begins to address County infrastructure needs. As a result, a higher percentage of funds will go to projects such as BMP repairs at various schools and drainage system repairs and upgrades in older neighborhoods. Even the selection of stream restoration and stabilization projects addresses situations where stream instability is affecting utility services, causing localized maintenance and flooding problems. Limited progress will be made toward longer-term water quality improvements under this budget.

## Evaluation Questions for Capital Projects – Not Necessary for Capital Maintenance

Questions	Y	N	Comments/Supporting Details
1. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The four types of projects (new BMPs/retrofit BMPs, drainage system improvements, channel stabilization/stream restoration, flood mitigation) each meet specific goals, strategies and actions in the adopted plan: 1.1.2.6, 1.1.5, 1.1.7, 1.1.8, 1.1.9, 1.1.16, 1.1.17, 1.1.18, 1.1.19, 1.1.20, 1.1.22, and 1.3.1
2. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In accordance with the Comp Plan sections 1.1.17, 1.1.18 and 1.1.19 the project implements watershed management plans and hydraulic studies which form the basis of a stormwater master plan.
3. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project was unanimously endorsed by the BOS-appointed Stormwater Program Advisory Committee (SPAC) on October 15, 2009 after substantial review and study by the Committee.
4. Does the project increase or enhance educational opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Opportunities for volunteer planting events, combined with master gardeners, can be included in the portions of the project relating to stream restorations and new BMPs. The Stormwater Division with support from the SPAC is committed to educational efforts as required in the County's MS4 Stormwater Permit
5. Does the project increase or enhance recreational opportunities and/or green space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stream restoration projects result in acreage preserved as open space.
6. Will the project mitigate blight?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage improvement projects improve the livability of neighborhoods, thus maintaining high quality residential and commercial infrastructure.
7. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This project improves quality of life for all citizens of the County
8. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project improves the County's natural resources by promoting diversity and restoring habitat. These actions are consistent with established community character.
9. Does the project affect traffic positively or negatively?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage improvement projects can improve traffic conditions by reducing short term roadway flooding due to failing or outdated stormwater systems.

10. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purpose of the project is to improve, mitigate and / or prevent degradation of water quality and related environmental quality such as habitat restoration and wetland and groundwater protection
11. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes –up to \$685,000 of the requested \$2M will go to replace failed systems that are causing dangerous conditions for residents or causing failure of other parts of the County infrastructure, such as sewer connections.
12. Do resources spent on maintenance of an existing facility justify replacement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There has been careful consideration of the benefits of replacement vs repair. This project includes both as appropriate.
13. Does this replace an outdated system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See #11
14. Does the facility/system represent new technology that will provide enhanced service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project includes state of the art technology to ensure a repair that will last long into the future and provide multiple benefits: flood mitigation, pollutant trapping, groundwater protection, habitat restoration.
15. Does the project extend service for desired economic growth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All work is accomplished in the County and therefore provides construction and professional services jobs.
16. Does the project have the potential to promote economic development in areas where growth is desired?	<input type="checkbox"/>	<input type="checkbox"/>	Project is neutral on economic growth
17. Will the project continue to promote economic development in an already developed area?	<input type="checkbox"/>	<input type="checkbox"/>	Project is neutral on economic growth
18. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)	<input type="checkbox"/>	<input type="checkbox"/>	Project is neutral on economic growth
19. Will the project produce desirable jobs in the County?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All work is accomplished in the County and therefore provides construction and professional services jobs.
20. Will the project rejuvenate an area that needs assistance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project will build infrastructure that will enable aging neighborhoods to redevelop in a positive manner
21. Does the project directly reduce risks to people or property (i.e. flood control)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repair of failing systems will promote neighborhood safety and reduce short term flooding due to failed stormwater system.

22. Does the project directly promote improved health or safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project reduces sinkholes in yards, eroding and unstable ravines and improves surface water quality for all citizens
23. Does the project mitigate an immediate risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See answer to #11
24. Will the new facility require additional personnel to operate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
25. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project will eliminate need for JCSA to reinforce damaged sewer connections. Project will reduce/eliminate citizen and business owner complaints in specific neighborhoods.
26. Will the new facility require significant annual maintenance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All parts of the County infrastructure require annual monitoring and evaluation
27. Will the new facility require additional equipment not included in the project budget?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
28. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.	<input type="checkbox"/>	<input type="checkbox"/>	No impact. All parts of the County infrastructure require annual monitoring and evaluation
29. Will the efficiency of the project save money?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No impact.
30. Is there a revenue generating opportunity (e.g. user fees)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
31. Does the project minimize life-cycle costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A well maintained system will require less staff effort in dealing with complaints and other problems
32. Will there be a serious negative impact on the County if compliance is not achieved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The County may not be able to reduce pollutants entering streams and may be liable for increased regulation and related monitoring and documentation costs.
33. Are there other ways to mitigate the regulatory concern?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regulatory requirements will continue to increase over time if work is not completed.
34. When is the project needed?	<input type="checkbox"/>	<input type="checkbox"/>	Project is phased over 5 year period.
35. Do other projects require this one to be completed first?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Since project is phased, future years are dependent on previous years' accomplishments

36. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project has been phased to accommodate potential delays
37. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Opportunities for coordination will be evaluated during the design phase.
38. Will it be more economical to build multiple projects together (reduced construction costs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The phasing plan was established based on an appropriate level of project consolidation to achieve cost savings. Project were grouped wherever there was an opportunity for cost savings.
39. Will it help in reducing repeated neighborhood disruptions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repair of failing systems will promote neighborhood safety and reduce short term flooding due to failed stormwater system.
40. Will there be a negative impact of the construction and if so, can this be mitigated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work is generally performed within neighborhoods and between homes or businesses. Coordination with residents is critical in order to set expectations with respect to the construction process and to establish reasonable guidelines for contractor activities (work hours, material storage, etc)
41. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	After experiencing a short term negative impact due to construction, all County populations will benefit from the project
42. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
43. Does the project conform to Primary Service Area policies?	<input type="checkbox"/>	<input type="checkbox"/>	No impact.
44. Does the project use an existing County-owned or controlled site or facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing County utility easements
45. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In most instances, the project does not affect use of site. Stream restoration activities may affect use of site by securing a conservation easement.
46. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

47. Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See answer to #32. Project is designed to ensure that the most cost effective alternative is implemented.
48. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project repairs dangerous neighborhood sinkholes, stabilizes channels so that sewer connections will not fail due to erosion and minimizes roadway flooding due to inadequate stormwater systems.
49. Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are proffers which must only be used for the project.

**Signatures**



Department Manager Signature

JOHN T.P. HORNE

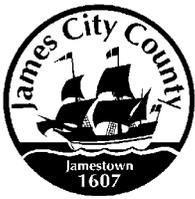
Department Manager Printed Name

County Administrator or CEO Signature

County Administrator or CEO Printed Name

Type of Project	Project Name	Description	Estimated Cost	WS	Stormwater Division Priority Tier	Project Status as of 11/15/10	SPAC Criteria Score	Phase
BERKELEY DISTRICT								
BMP Repair	Clara Byrd Baker ES BMP Repair	Project will improve water quality by repairing a failed BMP at the Clara Byrd Baker ES.	\$150,000	PC	1st	Ready for design	130	Design & Construction
Berkeley Subtotal			\$150,000					
JAMESTOWN DISTRICT								
CS-SR	East Branch Mill Cr Restoration Sites	1200LF of stream restoration to protect property, utility connections, improve WQ and flood storage capacity. Will require permission from a large number of property owners	\$75,000	MC	2nd	Identified in Mill Cr WSMP	140	Design, Permitting, Access
Drainage Improvement	Brookhaven	Older neighborhood with persistent drainage problems - houses built in the RPA and close to perennial stream. Investigating opportunities for water quality enhancements.	\$50,000	MC	2nd	Feasibility Study Complete	100	Design, Permitting, Access
Drainage Improvement	Brookhaven	Older neighborhood with persistent drainage problems - houses built in the RPA and close to perennial stream. Investigating opportunities for water quality enhancements.	\$300,000	MC	3rd	Feasibility Study Complete	100	Construction
Flood Mitigation	Neck O Land Rd Flood Mitigation	Project will protect citizens and property by evaluating alternatives to address tidal flood levels and known floodway problems in older residential area along the Powhatan and Mill Creeks. Will provided data needed to implement a flood proofing partnership.	\$0	PC	1st	needs feasibility Study	120	Feasibility Study & Design
CS-SR	Cooley Rd	Project will protect property and improve water quality by stabilizing an eroding outfall with utility impacts.	\$150,000	MC	1st	ready for design	90	Design through Construction
Jamestown Subtotal			\$575,000					

Type of Project	Project Name	Description	Estimated Cost	WS	Stormwater Division Priority Tier	Project Status as of 11/15/10	SPAC Criteria Score	Phase
<b>POWHATAN DISTRICT</b>								
CS-SR	Essex Ct Stream Restoration	Project will improve water quality by restoring the headwater stream between Scotts Pond Drive and Essex Court	\$150,000	PC	3rd	In Design	150	Construction
Drainage Improvement	Forest Glen Drainage Improvements	Project will protect citizens and property and improve water quality by repairing and upgrading the aging system and installing stormwater management measures.	\$150,000	PC	2nd	Ready for design	110	Design through Construction
CS-SR	Windsor Forest Stream Restoration	Project will protect citizens and improve water quality by restoring 1400 LF of degraded channels and stabilizing exposed sanitary sewer	\$75,000	PC	3rd	Ready for design	170	Design, Permitting, Access
Flood Mitigation	Warhill Trail Dam Upgrade	Needed upgrades bring the dam into compliance with State Dam Safety Regulations. Phase 2 will armor the roadway embankment to withstand 100-yr storm flow within the 100yr floodzone.	\$250,000	PC	1st	In Design	150	Construction
<b>Powhatan Subtotal</b>			<b>\$625,000</b>					
<b>ROBERTS DISTRICT</b>								
Drainage Improvement	James Terrace Drainage System Improvements	Project will protect citizens and property and improve water quality by repairing and upgrading the aging system and installing stormwater management measures. Will also address drainage problems in the Gibson Mobile Home Park. Instances of undercutting and unsafe drainage channels.	\$100,000	CC	2nd	Awaiting results of Feasibility Study	130	Design, Permitting, Access
<b>Roberts Subtotal</b>			<b>\$100,000</b>					
<b>STONEHOUSE DISTRICT</b>								
New BMP/Retrofit	Centerville Tributaries II	New BMP to protect channel stabilization upper reaches of Subwatershed 105. Experiencing headcutting and erosion (Several thousand feet of channel is affected). Project will restore, stabilize and enhance multiple reaches. Currently securing ROW.	\$200,000	YC	3rd	In Design	140	Construction
WSMP	York River Watershed Management Plan	York River Watershed Management Plan - Project will protect citizens and property and improve water quality by completing management plans for the York Watershed.	\$200,000	YR	1st	Awaiting Proposal	180	Study
<b>Stonehouse Subtotal</b>			<b>\$400,000</b>					
<b>FY 12 Total</b>			<b>\$1,850,000</b>					
<b>FY12 1st Priority</b>			<b>\$750,000</b>					
<b>FY12 2nd Priority</b>			<b>\$375,000</b>					
<b>FY12 3rd Priority</b>			<b>\$725,000</b>					



# CIP Project Request Form

Capital Projects - New or Expansion

Capital Maintenance - Projects that are neither New nor Expansion

Project Title Fire Station 4 Renovation and Expansion

Location Fire Station 4

Date 10/05/2010

Department Fire

Employee Submitting Request \_\_\_\_\_

Included in Board's Current Adopted CIP? Yes  No

## Proposed Schedule/Cost

Date Improvements Begin FY2012

Date Improvements Completed FY2013

Design/Engineering Cost \$245,000

Construction Cost \$2,980,000

Equipment/Hardware Cost \$50,000

Software Cost 0

Other Furnishings/Fixtures \$75,000; Trailers/Temp Housing \$50,000

**TOTAL COST** \$3,400,000

Dollars in Thousands	Previous Funding	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Total
Capital Budget			\$3,400,000				
<b>Operating Budget – By Year</b>							
Inc (Dec) in Revenues			n/a				
Dec (Inc) in Spending			\$2,600				

**Justification/Explanation:** (Submit additional material as needed, including copies of engineering or feasibility studies; if not Capital Maintenance, please complete the following questionnaire.)

Fire Station #4, which opened in 1980, is a lightweight metal frame building on a concrete slab that has had some exterior enhancements, but no major interior renovations other than a new kitchen in 1994. The building has suffered water leaks, HVAC system issues, and maintenance issues commensurate with a building of its age. Space limitations also constrain the Department's ability to accommodate both staff and apparatus. The lack of sufficient workout facilities also limits staff's ability to meet department wellness objectives.

This proposal is to construct a new apparatus room, adjacent to the existing facility and to convert the existing facility to dormitories, dayroom, offices,

and other support functions. The key objective is to achieve a facility design which:

- Accommodates more equipment than the current facility, accommodates larger/ more modern fire apparatus, and can store excess equipment in support of other facilities,
- Contains four (4) separate dormitory rooms to better address the changing gender composition of the emergency response staff and to segregate staff on staggered shifts as well as to increase the overall capacity of the facility,
- Upgrades the structure architecturally to be on par with other facilities in the County (particularly Station No. 2) in terms of efficiency, environmental impact, aesthetics, systems performance and safety, and
- Meets current IT standards for infrastructure and equipment.

The renovated facility will also bring Station #4 into compliance with National Fire Protection Association (NFPA) standards NFPA-1500 (requires fire department facilities to comply with specific design and maintenance requirements, referring also to NFPA- 101), NFPA-17 10 or 1720 (service demand requirements), NFPA-13 (building to be fully sprinklered).

Department Priority Number                     1                    

Out of how many submittals?                     3

**Evaluation Questions for Capital Projects – Not Necessary for Capital Maintenance**

Questions	Y	N	Comments/Supporting Details
1. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continue to meet service goals in Public Facility & Service Guidelines (response time, unit availability) (draft Comprehensive Plan, p. 124); Meet the Vision to preserve quality of life and provide first-class public safety (p. 1); Promote infill, redevelopment, and rehabilitation within the PSA (1.4.5, p. 165) by providing the public safety infrastructure
2. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Strategic Management Plan – 2) Enhance lives of citizens and protect the vulnerable (2a) 3) Plan responsibly for the needs of a growing community 5) Provide outstanding customer service Values – - High standards of excellence and efficiency - Diversity & mutual respect
3. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire protection services received “Good” ratings from 50% of respondents to the ICMA survey
4. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
5. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
6. Will the project mitigate blight?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
7. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improved fire protection and emergency medical services improves the quality of life of all citizens in the Station 4 service area. Station 4 also provides mutual aid to York County and the City of Williamsburg, and provides back-up to Stations 1 and 3.
8. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Renovation/expansion to be performed on the current site. Building design and façade reduce the facility’s industrial appearance to keep consistent with community character.

9. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
10. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The renovated building will be updated with better environmental technology & practices than available when Station 4 opened in 1980. The renovated station will be more efficient and compliant with current environmental standards.
11. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The current Station 4 will be 30+ years old when replaced. See the justification on p. 1 for detail on limitations of the current facility.
12. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>	While maintenance costs will be reduced, maintenance costs in and of themselves are not the primary justification for this project.
13. Does this replace an outdated system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Station 4 opened in 1980. The facility is inadequate for staff & equipment, especially with respect to the growing size and gender diversity of fire/EMS personnel.
14. Does the facility/system represent new technology that will provide enhanced service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improved facilities will accommodate larger/more modern fire suppression equipment and will improve morale, fitness, readiness of staff
15. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
16. Does the project have the potential to promote economic development in areas where growth is desired?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
17. Will the project continue to promote economic development in an already developed area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improved capacity of fire protection and emergency medical services promotes infill, redevelopment, and rehabilitation within in the Station 4 service area
18. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)	<input type="checkbox"/>	<input type="checkbox"/>	n/a
19. Will the project produce desirable jobs in the County?	<input type="checkbox"/>	<input type="checkbox"/>	Short term construction jobs; expansion will allow facility to accommodate additional fire/EMS personnel when warranted by population growth
20. Will the project rejuvenate an area that needs assistance?	<input type="checkbox"/>	<input type="checkbox"/>	n/a

21. Does the project directly reduce risks to people or property (i.e. flood control)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expanded facilities improve the capacity and capability of the emergency response. Without expansion, Station 4 may not grow with community needs.
22. Does the project directly promote improved health or safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project improves fire protection and emergency medical services for county citizens
23. Does the project mitigate an immediate risk?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
24. Will the new facility require additional personnel to operate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No. The expanded facility will not require new personnel, but will accommodate future growth.
25. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project is expected to result in lower maintenance and utility costs (as a result of increase efficiency). The project will result in higher property insurance costs. The project will facilitate improve morale, fitness, readiness of staff.
26. Will the new facility require significant annual maintenance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintenance costs should be lower than for the current facility.
27. Will the new facility require additional equipment not included in the project budget?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No. Most equipment will be moved from current station. The project budget includes other required equipment.
28. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The expanded facility will be more efficient and easier to maintain.
29. Will the efficiency of the project save money?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project is expected to result in lower maintenance and utility costs.
30. Is there a revenue generating opportunity (e.g. user fees)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
31. Does the project minimize life-cycle costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32. Will there be a serious negative impact on the County if compliance is not achieved?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In the long run, the existing Station 4 may be unable to accommodate apparatus, equipment, and personnel requirements for first-class public safety services.
33. Are there other ways to mitigate the regulatory concern?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
34. When is the project needed?	<input type="checkbox"/>	<input type="checkbox"/>	FY2012; the original station will be 32 years old at that time

35. Do other projects require this one to be completed first?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
36. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
37. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
38. Will it be more economical to build multiple projects together (reduced construction costs)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
39. Will it help in reducing repeated neighborhood disruptions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
40. Will there be a negative impact of the construction and if so, can this be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>	The current facility will not be able to house equipment or personnel during portions of the project. The project budget includes the rental of temporary facilities for equipment & personnel. The project may require wastewater mitigation on site and downstream.
41. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The current location has proved to be a good strategic location within the county.
42. Are there inter-jurisdictional considerations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Station 4 provides mutual aid to York County and the City of Williamsburg.
43. Does the project conform to Primary Service Area policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
44. Does the project use an existing County-owned or controlled site or facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
45. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>	n/a

46. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FY2010 CIP calls this project to be completed in FY2012 using debt proceeds
47. Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While NFPA standards are not legally mandated, NFPA standards provide critical guidance towards the operation of a first-class public safety operation.
48. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
49. Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	???? Bonds already approved by voters. Can these funds be redirected?

**Signatures**

\_\_\_\_\_  
Department Manager Signature

\_\_\_\_\_  
Department Manager Printed Name

\_\_\_\_\_  
County Administrator or CEO Signature

\_\_\_\_\_  
County Administrator or CEO Printed Name

Station 4 Renovation			10/5/2010
	CIP 11/24/09 Submission	Oct 2010 est w/ updated Hopke	Difference
<b>Hopke Detailed Proposal</b>	7/09 Proposal	11/09 Proposal	
<b>Construction Cost</b>			
General	\$ 95,348	\$ 98,739	\$ 3,391
Site Work	\$ 293,079	\$ 360,887	\$ 67,808
Concrete	\$ 98,907	\$ 98,907	\$ -
Masonry	\$ 136,658	\$ 136,658	\$ -
Metals	\$ 62,806	\$ 62,806	\$ -
Wood & Plastics	\$ 61,000	\$ 61,000	\$ -
Thermal & Moisture	\$ 79,763	\$ 79,763	\$ -
Doors & Windows	\$ 117,508	\$ 117,508	\$ -
Finishes	\$ 193,896	\$ 193,896	\$ -
Specialties	\$ 1,500	\$ 1,500	\$ -
Appliances	\$ 9,795	\$ 9,795	\$ -
Mechanical	\$ 328,130	\$ 328,130	\$ -
Electrical	\$ 77,229	\$ 77,229	\$ -
Electronic Safety/Security/Data	\$ 64,275	\$ 64,275	\$ -
<b>Total Estimated Bare Costs</b>	\$ 1,619,894	\$ 1,691,093	\$ 71,199
Additional Hard Costs for LEED Measures (10%)	n/a	\$ 169,109	\$ 169,109
Sales Tax (2.25%)	\$ 36,448	\$ 41,855	\$ 5,407
Overhead & Profit (21%)	\$ 347,832	\$ 399,432	\$ 51,600
Design Contingency (5%)	\$ 100,209	\$ 115,074	\$ 14,866
<b>Total Estimated Construction Costs</b>	\$ 2,104,382	\$ 2,416,563	\$ 312,181
<b>Soft Costs</b>			
Architectural & Engineering Fees (10% of ???)		\$ 190,086	
Civil Engineering Fees (8% of ???)		\$ 41,256	
Value Engineering		\$ 15,000	
Enhanced Commissioning		\$ 18,000	
Special Inspections		\$ 25,000	
Lead & Asbestos		\$ 3,000	
Exist. Bldg. Energy Model		\$ 5,000	
LEED Certification Consultant & Registration Fee		\$ 54,750	
A/E Support & Documentation for LEED Certification		\$ 19,333	
Fixtures, Furnishings, and Equipment		\$ 50,000	
<b>Total Soft Costs</b>		\$ 421,424	
<b>Project Contingency (10%)</b>		\$ 287,224	
<b>Total Hopke Proposal</b>	\$ 2,104,382	\$ 3,125,211	
<b>Added per Shawn</b>			
Asbestos Removal	\$ -	\$ 50,000	
Site Work	\$ -	\$ 64,000	
Site Lighting	\$ -	\$ 40,000	
<b>Shawn says 3.3M to start</b>	\$ 2,104,382	\$ 3,279,211	
<b>Added by Mark</b>			
Stormwater	\$ 525,000		Covered by Hopke & site work added above

Station 4 Renovation			10/5/2010
	CIP 11/24/09 Submission	Oct 2010 est w/ updated Hopke	Difference
Contingency	\$ 15,000		Covered by Hopke
Design/Engineering	\$ 210,000		
Equipment & Furniture	\$ 200,000	\$ 75,000	Down from \$200K. Hopke incl \$50K+this \$75K=\$125K
Temp Housing	\$ 250,000	\$ 50,000	Shouldn't have to put equip outside while building the new bays. Personnel still stay in old rooms while converting old bay to bunks. Should reduce need for temporary structures.
<b>Total Estimate</b>	<b>\$ 3,304,382</b>	<b>\$ 3,404,211</b>	<b>\$ 99,829</b>
Existing Building Area (sffa)	4,757	4,757	
Building Addition-Day Room (sffa)	242	242	
Building Addition-Apparatus Bays (sffa)	4,512	4,512	
Total Building Areas (sffa)	9,511	9,511	
New Covered Entries (sffa)	216	216	
Old Apparatus Room (sffa)	2,046	2,046	

Operating Costs

	Old	New	Change
Insurance	\$ 300	\$ 1,200	\$ (900)
Maintenance-Gen Svcs	\$ 5,000	\$ 3,500	\$ 1,500
Utilities			
			\$ 600
			1600