

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

March 4, 2015 - 4 p.m.

**1. Roll Call**

**2. Minutes**

a. Feb. 12, 2015

**3. Old Business**

a. FY 2016 Capital Improvements Program (CIP) Review  
(Policy Committee Ranking Spreadsheet Combined) (Policy  
Committee Memorandum 030415) (WJCC - 4th Middle School)

**4. New Business**

**5. Adjournment**



## MEMORANDUM

DATE: March 3, 2015

TO: Members of the Policy Committee

FROM: Jose Ribeiro, Senior Planner II  
Leanne Pollock, Senior Planner II

SUBJECT: FY 2016 Capital Improvements Program (CIP) Review

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The Policy Committee is scheduled to hold its second meeting related to reviewing CIP requests on **Wednesday, March 4 at 4 p.m.** in the Building A large conference room. The purpose of this meeting is twofold:

- (1) Review the CIP application submitted by Williamsburg-James City County Schools (see Attachment 1). A representative from WJCC Schools will be present at the meeting to discuss the application and respond to questions pertinent to the Policy Committee's evaluation criteria.
- (2) Refine any scores for the County department projects that were discussed at the February 12 meeting. Attachment 2 summarizes the scores from each Policy Committee member for each project for your reference.

If necessary, the Policy Committee is next scheduled to meet on the date and time below. The meeting will be held in the Building A large conference room.

- **Thursday, March 12 at 4 p.m.**
  - o Meeting is to address any remaining questions and to finalize the Policy Committee's rankings and recommendations for all CIP requests. Members should submit all outstanding project scores to staff by Monday, March 9<sup>th</sup> to be compiled for this meeting.

The final Policy Committee recommendations will be presented to the Planning Commission at a special meeting scheduled for **Monday, March 16 at 6 p.m.** in the Building F Board Room. Recommendations will be forwarded to the Board of Supervisors for consideration during the ongoing budget discussions and public hearings in April.

If you have any questions, please do not hesitate to contact Leanne Pollock at 253-6876 or Jose Ribeiro at 253-6890.

Attachments:

1. WJCC Schools CIP application
2. Combined Policy Committee score sheet

**POLICY COMMITTEE MEETING**

February 12, 2015

4:00 p.m.

County Government Center, Building A

**1.) Roll Call**

**Present**

Ms. Robin Bledsoe  
Mr. Tim O'Connor  
Mr. Rich Krapf  
Mr. John Wright

**Staff Present**

Mr. Paul Holt  
Ms. Tammy Rosario  
Mr. José Ribeiro  
Ms. Roberta Sulouff  
Ms. Leanne Pollock

**Others Present**

Ms. Sue Mellen, FMS  
Mr. John Carnifax, Parks & Recreation  
Ms. Nancy Ellis, Parks & Recreation  
Mr. John Horne, General Services  
Ms. Fran Geissler, General Services

Mr. Tim O'Connor called the meeting to order at 4:00 p.m.

**2.) Minutes**

a. January 15, 2015

Ms. Robin Bledsoe moved to approve the January 15, 2015 minutes.

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

**3.) Old Business**

Mr. Paul Holt requested that the Committee review the information he provided them regarding the take-aways from the discussion on *Envision Hampton Roads* and respond with any comments or changes so that the information could be provided to the Planning Commission at its March meeting.

**4.) New Business**

a. FY 2016 Capital Improvements Program (CIP) Review

Ms. Leanne Pollock provided an overview of the exception year CIP process and noted that the Williamsburg-James City County School requests should be submitted for review at the March 4, 2015 Policy Committee Meeting.

The Committee first reviewed two projects with new funding requests.

Mr. Holt provided an overview of the request for funds to be used as the local match for VDOT's Revenue Sharing program.

Mr. John Wright inquired how the price of gas and the gasoline tax would figure in the amount of State funding for transportation projects.

Mr. O'Connor stated that the tax is a fixed amount per gallon.

Mr. Holt noted that much of that revenue is being shifted to the region's mega-projects.

Mr. Wright inquired about the prioritization of the projects listed in the application.

Mr. Holt responded that because there is a cap on the amount of funds that can be requested under the Revenue Sharing program, the projects have been broken into phases for projects that can be completed under that cap for a stand-alone application.

Mr. Krapf inquired about the \$34 million that is earmarked for road improvements.

Mr. Holt responded that the \$34 million are RSTP funds allocated to the Skiffes Creek Connector project. Mr. Holt noted that if that project did not go forward, the funds would need to be reallocated to an appropriate project.

Mr. Krapf inquired about restrictions on the funds.

Mr. Holt responded that the funds would need to go to another RSTP project, which could be Longhill.

Ms. Robin Bledsoe inquired whether the five projects were included in the state Six Year Improvement Plan.

Mr. Holt responded that the projects did not rank high enough to be included in the state Six Year Plan; however, all of the projects are eligible candidates for the 2040 Long Range Transportation Plan which will be adopted early in 2016.

Ms. Bledsoe inquired whether approving the project match would improve the project standing for the Revenue Sharing program.

Mr. Holt confirmed.

Ms. Bledsoe inquired about what happens to the funds if the CIP request is approved but the project is not awarded Revenue Sharing funds.

Ms. Sue Mellen responded that the funds would remain available for transportation, but could be reallocated by the Board of Supervisors for a different use.

Mr. O'Connor inquired how the \$5 million would be funded.

Ms. Mellen stated that the mechanics of funding CIP requests is part of the Board's budget discussion.

Mr. John Horne stated that all the dollars are in the County's General Fund until the Board determines how much to allocate to the CIP and how much to allocate to operating costs.

Mr. O'Connor stated that one of the weighting criteria for CIP requests is whether the project has an impact on operating costs.

Ms. Mellen stated that the operating costs referred to continuing maintenance of the specific project. In the instance of VDOT matching funds, the County would not be responsible for ongoing maintenance, but did acknowledge that in so far as a CIP project used funds, the operating budget for the County would decrease.

Ms. Nancy Ellis provided an overview of the request for funding to construct a community gym on the Warhill Tract.

Mr. Krapf inquired how critical the timing is for funding and constructing the project.

Ms. Ellis noted that the facilities are already needed due to changes in school use of their own facilities which resulted in fewer hours that the County could use those facilities. There has also been an increase in demand for facility use by local non-school sports teams. If funding is approved this year, completion of the gym is still approximately three years out.

Mr. Krapf inquired whether staffing increases are anticipated.

Ms. Ellis stated that operating costs are estimated at \$193,000. A conservative estimate of revenue generated by the facility is \$73,000 to \$75,000 per year, leaving a net of \$120,000 to be funded by the County.

Ms. Bledsoe inquired how the staffing would work if the project were a public-private venture.

Ms. Ellis stated that it would depend on how the contract is written.

Mr. O'Connor inquired about the size of the facility.

Ms. Ellis stated that the facility was designed as three full size gyms. The design will be revisited because of updated building codes and needs; however, it will be a fairly bare-bones facility and not a competitive venue or indoor arena.

Mr. O'Connor inquired whether the facility would be able to support the sports tourism initiatives.

Ms. Ellis stated that there was some potential; however, the facility was envisioned more as a space to meet school and community needs. If the design is upgraded, it would result in additional capital costs.

Mr. O'Connor inquired about a previous Parks and Recreation request for additional office space in one location.

Ms. Ellis stated that the proposed office space was designed for a different building and that has been eliminated from the CIP and the funds have been reallocated.

Ms. Bledsoe asked for confirmation that the building's purpose was to meet community needs.

Ms. Ellis stated that the original design was for community needs. Ms. Ellis noted that this request includes additional funds for necessary redesign work. Ms. Ellis further stated the

pressing need is for practice facilities and that if the funding was sufficient to fit the building to accommodate sports tourism, it would be welcome.

Ms. Bledsoe stated that sports tourism has been an important part of the Comprehensive Plan discussions. Ms. Bledsoe inquired whether the redesign could potentially be for a larger facility and incorporate stadium seating.

Ms. Ellis stated that the groups that run the tournaments need a facility for practice space and regular games before they can consider hosting more tournaments.

Ms. Bledsoe stated that she would like to ensure that the facility will be built to accommodate future needs rather than being already too small by the time it is completed.

Mr. Horn inquired whether the \$7 million is an inflation of the previous design.

Ms. Ellis stated that the figure is a new cost estimate based on the previous design with some additional funding for redesign. Ms. Ellis stated that if a larger facility were proposed, it would be more expensive.

The Committee reviewed two projects which are currently in the adopted FY15-FY19 CIP but require modifications or additional funding.

Ms. Fran Geissler provided an overview of the request for additional funding for the Total Maximum Daily Load (TMDL) Action Plan Implementation.

Mr. Wright inquired if the projects are all mandatory.

Ms. Geissler stated that each of the projects will generate the types of credits needed to meet the Chesapeake Bay TMDL requirements in the County's permit.

Mr. Wright inquired if the requirements are both State and Federal.

Ms. Geissler stated that the Federal requirements are incorporated in the Federal permit.

Mr. O'Connor inquired whether the County keeps a score card for meeting those goals.

Ms. Geissler confirmed that the County is tracking progress, but noted that the permit requires accomplishing certain goals in the permit before the plan to achieve those goals has been approved. Ms. Geissler noted that the report would be completed in the summer. Ms. Geissler further stated that there is a fifteen year cycle and the County has to address the increasing requirements in advance. She noted that time frames to achieve longer-term goals got shorter as the cycle progresses so the County is trying to address as many goals as possible as early in the process as possible. Doing projects now is also less expensive than deferring the costs.

Ms. Bledsoe inquired when fines would occur.

Ms. Geissler stated that fines could kick in at any time if an audit was done and the County fell short of the requirements.

Mr. Wright inquired if the Yarmouth Creek and Powhatan Creek watersheds are the most critical.

Ms. Geissler stated that the highest priorities are the Skiffes Creek, Mill Creek and Powhatan Creek watersheds. Ms. Geissler further stated that certain parts of the County have been designated in the Census as urbanized, which is the focus area.

Mr. Krapf inquired about the health and safety impacts if the projects did not go forward.

Ms. Geissler responded that staff strives to implement projects that not only meet the requirements on paper but are also meaningful to the community. Ms. Geissler noted that the projects are important to the water quality for County residents.

Ms. Ellis provided an overview of the request for additional funds for the Chickahominy Riverfront Park Shoreline Stabilization.

Ms. Bledsoe inquired if there is active damaging erosion.

Ms. Ellis responded that there is a safety issue and several campsites are currently not usable and that the shoreline is actively continuing to erode.

Ms. Ellis noted that the initial figures for the project were based on implementing the Shaping Our Shores Master Plan. Ms. Ellis stated that the current figures reflect a design that is based on the existing conditions.

Ms. Bledsoe inquired about what would happen if the project were not implemented in the next three-to-five years.

Ms. Ellis responded that it would be necessary to take more campsites out of use and close down portions of the park.

Ms. Bledsoe inquired how soon this would happen.

Ms. Geissler responded that it would depend on storm activity. Ms. Geissler also stated that the project would generate a substantial amount of credits for the TMDL program. Ms. Geissler noted that the Stormwater Division did not have a good source for grant funding for this type of project; however, Parks and Recreation was able to secure a grant which would benefit both divisions.

Ms. Bledsoe asked for more detail on the credits.

Ms. Geissler stated that each ton of soil that is lost through erosion creates a huge impact. Ms. Geissler gave the example that if the shoreline is eroding at 200 tons per year and the stabilization project reduces that to two tons a year, that generates a 198 ton credit for sediment reduction. Ms. Geissler stated that reduction of phosphorus and nitrogen is associated with the reduction in sediment.



Mr. O'Connor inquired whether the beach will nourish itself as a result of the project.

Ms. Geissler stated that the design should allow the beach to replenish.

Mr. O'Connor inquired whether the slope would be armored.

Ms. Geissler stated that the breakwaters would do most of the work to prevent further erosion similar to the Jamestown Beach project.

Mr. Wright inquired whether the breakwaters would be visible.

Ms. Geissler responded that they would be visible.

Mr. O'Connor inquired if there were any further questions or comments about any of the projects.

Ms. Bledsoe stated that she hoped that transportation funds would remain with the project they were awarded to rather than being transferred to another project.

Mr. O'Connor stated that this could be included in the Planning Commission's recommendation to the Board.

Mr. Wright inquired whether the County put funds in a reserve for maintenance.

Mr. Horne stated that the County does not own or maintain the roads.

Mr. Holt stated that other than individual projects, there is no regular County funding allocated for road improvements.

Mr. O'Connor stated that it appears that the County Administrator is working to establish a reserve so that when State funds become available, the County will be prepared to apply for those funds.

Mr. O'Connor thanked the Committee and staff for their participation in the process.

Ms. Pollock stated that members can begin filling out the weighting sheet for the projects already reviewed since each project is considered on its own merit. Ms. Pollock requested that members provide their scores prior to the March 4 meeting.

## **5.) Adjournment**

Mr. Krapf, Ms. Bledsoe and Mr. Wright made a joint motion to adjourn.

The meeting was adjourned at approximately 4:56 p.m.

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Tim O'Connor



# CIP Project Request Form

For Internal Use  
Project ID: \_\_\_\_\_

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

Capital Projects - New or Expansion  Capital Maintenance -- New Project  Capital Maintenance - Projects that are neither New nor expanding

Project Title: 4th Middle School, Phase I

Location: James Blair School Board Office, Ironbound Road, Williamsburg, Virginia

Date: 3/2/15

Department: WJCC Schools- Operations

Employee Submitting Request: Alan Robertson

Included in Board's Current Adopted CIP? Yes  No

Department Priority No.: \_\_\_\_\_

Out of how many submittals? \_\_\_\_\_

### Proposed Schedule/Cost

Date Improvements Begin: Design, 5/2015; Construction, 6/2016

Design/Engineering Cost: \$ 2,671,848

Date Improvements Completed: August, 2018

Construction Cost: \$ 25,503,998

Useful Life of Facility/Equipment: 50 years

Previous Funding: \$ 4,982,285

Dollars in Thousands	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
Proposed Capital Budget	\$ 25,798,759.00					\$ 25,798,759.00
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:						\$ 0.00
Expected new Annual Revenue generated from the new facility/equipment:						\$ 0.00

### Project Narrative

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

- (a) Current condition/situation: Constructed in mid-50s. Decommissioned as a school in 2009. Currently operates as School Board /Central Office.
- (b) Requested change/project description: \_\_\_\_\_
- (c) Need for the project, benefit, and why is this the optimal solution: Growing enrollment at middle school level. Enrollment will be overcapacity.
- (d) Recurring and one-time costs and if there is any residual or salvage value at the end of ownership: \_\_\_\_\_

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


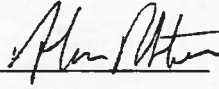
Questions	Y	N	Comments/Supporting Details
<i>In General</i>			
A. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Comprehensive Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Balancing growth with Public Service
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Board goals
<b>1. Quality of Life</b>			
D. Does the project increase or enhance educational opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Creates a 4th middle school with new learning opportunities
E. Does the project increase or enhance recreational opportunities and/or green space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will have community space-gym, cafeteria, auditorium
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All citizens
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
I. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>	
J. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Infrastructure</b>			
D. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	James Blair School will be replaced
E. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does this replace an outdated system?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Does the facility/system represent new technology that will provide enhanced service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Instrucional and energy management technology
H. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>	

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

<b>6. Regulatory Compliance</b>		
A. Does the project address a legislative, regulatory, or court-ordered mandate? (0 - 5 years)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the future project impact foreseeable regulatory issues? (5 - 10 years)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Does the project promote long-term regulatory compliance? (> 10 years)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Will there be a serious negative impact to the County if compliance is not achieved?	<input type="checkbox"/>	<input type="checkbox"/>
E. Are there other ways to mitigate the regulatory concern?	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Timing/Location</b>		
D. When is the project needed?	<input checked="" type="checkbox"/>	<input type="checkbox"/> August, 2018
E. Do other projects require this one to be completed first?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Can this project be done in conjunction with other projects: (e.g. waterline/sanitary sewer/paving improvements all within one street).	<input checked="" type="checkbox"/>	<input type="checkbox"/> City road improvements
H. Will it be more economical to build multiple projects together (reduced construction costs)?	<input type="checkbox"/>	<input type="checkbox"/>
I. Will it help in reducing repeated neighborhood disruptions?	<input type="checkbox"/>	<input type="checkbox"/>
J. Will there be a negative impact of the construction and if so, can this be mitigated?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input type="checkbox"/>	<input type="checkbox"/>
L. Are there inter-jurisdictional considerations?	<input checked="" type="checkbox"/>	<input type="checkbox"/> City of Williamsburg
M. Does the project conform to Primary Service Area policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N. Does the project use an existing County-owned or controlled site or facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>8. Special Considerations</b>			
A. Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various Federal or State initiatives, and private donations)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Signatures**

  
  
 Department Director Signature

MARCELLUS D SNIPES     Alan Robertson  
 Department Director Printed Name

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

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