

MEMORANDUM

DATE: April 22, 2008

TO: The James City County Board of Supervisors

FROM: Kathryn Sipes, Senior Planner

SUBJECT: FY 2009-2013 Capital Improvements Program (CIP)

After a series of meetings to discuss and rank Capital Improvements Program (CIP) requests, the Policy Committee, in conjunction with Planning staff, is forwarding its recommendations for the FY 2009-2013 CIP (excluding James City Service Authority (JCSA) projects) to the Planning Commission. In addition to a project's ranking, the Policy Committee includes specific recommendations and comments in some instances. These additional comments and recommendations are included in the minutes of the February 21 meeting (staff notes these minutes have not yet been approved by the Policy Committee).

The staff ranking system for CIP requests emphasizes service needs and conformance to the Comprehensive Plan and other approved County plans and policies (e.g., the Master Water and Sewer Plan). A sample rating sheet is attached for your reference. This ranking system generates a numerical ranking for each project, which is then provided to the Policy Committee for its analysis. Last year the decision was made that all projects that were repair, maintenance, replacement, refurbishment, functional upgrade, or safety items would not be numerically ranked by staff, but would, instead, be designated "MAINT" (an abbreviation for "Maintenance"). This practice is continued this year. Staff's numerical scores on other projects, once calculated, were provided to the Policy Committee members for their consideration.

The following attachments contain a summary of CIP project rankings and descriptions of the proposed projects. As stated in years past, Non-Departmental projects, also previously known as Operating Contribution requests, are for various projects that do not result directly in a physical County asset, but are major expenditures that support the Comprehensive Plan.

Last year there were several changes in the CIP review process made at the request of the Policy Committee and the Department of Financial and Management Services. These practices are continued this year and include the following: First, prior to last year only projects requesting funds for the upcoming fiscal year received a priority ranking. For the last two years, however, all non-JCSA projects proposed for the five-year capital program have been assigned a priority ranking. Second, in the past all CIP project priority rankings were combined in one overall master list, while this year projects are separated and ranked by division. Finally, the previously discussed "Maintenance" category was added.

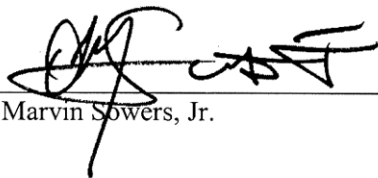
Williamsburg-James City County Public Schools projects were broken up by the School Board into four tiers which categorize the projects as *Health and Safety Issues* (Tier I), *Growth and Maintenance* (Tier II), *Projects that support and/or enhance the learning process* (Tier III), or *Other projects important to the mission of the schools* (Tier IV). Many of the School Board projects received the "MAINT" designation, as they called for refurbishments, repairs, or other maintenance or safety expenditures.

RECOMMENDATION:

On March 5, 2008, the Planning Commission voted 5-1 to approve the FY 2009-2013 CIP Rankings prepared by the Policy Committee, as outlined in this memorandum and its attachments. For the purpose of assisting in the preparation of the budget, the Planning Commission, Policy Committee, and Planning staff recommend that the Board of Supervisors accept the CIP rankings.

Kathryn Sipes, Senior Planner

CONCUR:



O. Marvin Sowers, Jr.

KS/pb
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Attachments:

1. Policy Committee FY2009-2013 Capital Improvement Plan Rankings (Spreadsheet)
2. Unapproved Planning Commission Meeting Minutes – March 5, 2008
3. Policy Committee Meeting Minutes – February 11, 14, 19, and 21, 2008
4. Summaries of FY2009-2013 CIP Projects (excluding JCSA and WJCC Schools projects)
5. CIP Rating System Sheet (JCC Planning Staff Numerical Scoring Sheet)
6. Summaries of FY2009-2013 WJCC School Board CIP Projects (under separate cover)