

Appendix VI: Public Facilities Master Plan Staff Model

(A guide to the proposed relationship between the Comprehensive Plan, the Public Facilities Master Plan (PFMP), the Capital Improvements Plan (CIP), and the County Budget)

JAMES CITY COUNTY COMPREHENSIVE PLAN

Timing: *Reviewed and typically updated once every five years*

Scope of Vision: *Twenty to fifty years*

Purpose: *Identify long-term needs and strategies to meet those needs with GOALS, STRATEGIES, and ACTIONS*

Methodology:

- During the five-year Comprehensive Plan update, each public facility entity identifies long-term (five to twenty years) needs facing that entity; these needs are translated into GOALS.
(Example of a GOAL: "Have library capacity sufficient to serve James City County's anticipated population growth.")
- STRATEGIES are developed to guide the entity in meeting the identified GOALS.
(Example of a STRATEGY: "Develop library performance standards and thresholds that outline minimum desired library capacity measures for James City County.")
- ACTIONS are specific tasks or steps undertaken to achieve a GOAL, and are guided by the STRATEGIES.
(Example of an ACTION: "Once actual library conditions demonstrate that the established performance standards and thresholds are being approached, construct a new library.")
- Some items may suggest potential PFMP or CIP projects
- **Summary:** *STRATEGIES will provide guidance to inform specific ACTIONS needed to meet the GOALS.*

**JAMES CITY COUNTY PUBLIC FACILITIES
MASTER PLAN, (PFMP)**

Timing: *Updated once every two years*

Scope of Vision: *Five to six years*

Purpose: *Plan for the construction/purchase and maintenance/replacement of buildings, facilities, vehicles, and equipment to meet the needs of James City County citizens*

Methodology:

- Public facility projects are tracked and managed through the Public Facilities Master Plan. No public facility project may be built or maintained unless it is included in the Public Facilities Master Plan (PFMP). Projects may include buildings, facilities, vehicles, and equipment. All existing public facilities of the County will be added to the PFMP at the time the PFMP is created. All projects will include specific project details, anticipated costs, and timing expectations.
- The PFMP is updated every two years, alternating with the County's Capital Improvement Program (CIP). (This means that the PFMP is revised in the second "off-year" of the CIP budget cycle, every other year.)
- Once a project has been informed by the Comprehensive Plan as being necessary (which is to say that an ACTION indicates that the new public facility is needed), an item may be introduced to the Public Facilities Master Plan as an ***Informed Project***. (Example: *Construction of a new library, following the Comprehensive Plan example previously outlined.*)
- From time to time, an unexpected turn of events will introduce a project that has not been previously anticipated by the Comprehensive Plan. These are classified as ***Emergency Projects***. (Examples: *A fire truck is heavily damaged in the line of duty. A school's roof is heavily damaged in a storm.*)
- Regardless of whether a project is an Informed Project or an Emergency Project, it shall be presented for inclusion into the PFMP by the requesting Public Facility entity. Informed Projects would be presented during the Two-Year PFMP cycle. Emergency Projects may be presented at any time. Presented projects (both Informed and Emergency) are reviewed by the County Administrator and the County Financial Manager, and then must be approved by the Board of Supervisors to be added to the PFMP.
- ***Summary: Public facility projects are tracked and managed through the Public Facilities Master Plan, (PFMP). The PFMP includes projects identified as necessary in the Comprehensive Plan (Informed Projects), unexpected projects (Emergency Projects), and all public facilities existing at the time the PFMP is created and adopted by the Board of Supervisors.***

JAMES CITY COUNTY CAPITAL IMPROVEMENT PROGRAM (CIP)

Timing: *Updated once every two years*

Scope of Vision: *Five to six years*

Purpose: *Establish funding for the purchase, construction, replacement or maintenance of County assets of \$50,000 or more, to meet the needs of James City County citizens*

Methodology:

- Capital Improvement Projects apply for funding through the Capital Improvements Program (CIP). CIP projects may include the purchase, construction, replacement, or maintenance of buildings, facilities, vehicles, or equipment. The CIP process is part of (and updates align with) the two-year budget cycle of James City County.
- The CIP process is updated every two years, alternating with the County’s Public Facilities Master Plan (PFMP) revision process. (This means that the CIP process is revisited in the second “off-year” of the PFMP cycle, every other year.)
- In the CIP process, public facilities entities apply to the Board of Supervisors for funding for their various Capital Improvement Projects, which are drawn from the PFMP, which prioritizes them. The applications are reviewed by the County Administrator and the County Financial Manager. Final approval of each application must come from the Board of Supervisors, in the form of the allocation of funding toward the application/project. When funding is granted, it is for one to two years, with the remaining three to four years serving as a “roadmap” for future funding requests.
- Typically, CIP applications are reviewed by the Policy Committee of the Planning Commission, which checks to see that each application can be tied to the Comprehensive Plan. Applications are ranked in terms of their importance in relation to each other, and as to how well they tie to established GOALS, STRATEGIES, and ACTIONS within the Comprehensive Plan.
- *Summary: The Board of Supervisors authorizes the funding of large capital projects (\$50,000 or more in cost) through the Capital Improvements Program (CIP). Public facilities entities apply for funding through the CIP process. These applications are ranked and weighted by the Policy Committee of the Planning Commission to assist in the budgetary process; the Board of Supervisors makes all final funding allocation decisions.*

