

COUNTY OF YORK

MEMORANDUM

DATE: February 16, 2023
TO: York County Board of Supervisors
FROM: Neil A. Morgan, County Administrator 
SUBJECT: Historic Triangle Recreational Facilities Authority (HTRFA) Update

The purpose of this memorandum is to continue to update you on the activities of the HTRFA.

At its last meeting, the HTRFA Board preliminarily approved (subject to legal review) an interim agreement with Mid-Eastern Builders (MEB) in the amount of \$2.3 million to initiate the thirty-five percent design of the core sports center complex. This action had been anticipated.

Several members of the HTRFA Board toured two large sports facilities, the St. James in Springfield, Virginia and Spooky Nook in Manheim, Pennsylvania. Assistant County Administrator, Brian Fuller, represented York County. Members of the Board were able to tour facilities and speak to staff about specific operations, which assisted in our deliberations about specific design capabilities.

Based on our internal deliberations and the benefit of these facility tours, the HTRFA has directed its consultant Victus to analyze four optional design elements: Potentially included in the core facility would be a roll-out turf system and a sports-oriented family entertainment pod. Potentially included in a conceptual master plan for future buildings would be an ice rink and aquatic component.

In anticipation of a final decision by the local governments within the next year to proceed with construction, the Board also initiated an RFP process to identify a construction management firm. The next key decision point should come within the next few months as the thirty-five percent plans are developed and reviewed.

Morgan/3322

COUNTY OF YORK

MEMORANDUM

DATE: February 13, 2023

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator 

SUBJECT: Project History and Status of Law Enforcement Building (Sheriff's Headquarters)

Good progress is being made on the construction of our new Law Enforcement Building with the main structure now over twenty percent complete. There are still important “fit-up” project authorizations that will be coming to the Board of Supervisors in the near future so that this major facility can be fully completed and opened early in 2024. Recently, I was asked about how the project has evolved since its inception and what additional expenditures can be expected. Accordingly, this memo summarizes the answer to those questions.

Brief Project History

In one of my first meetings after being appointed the County Administrator in 2015, Sheriff Diggs briefed me on the urgent need for a new facility. The issues ranged from the inadequacy of space specifically for meeting and training, future growth needs, evidence storage limitations, and specialty vehicle protection, among other things. As the staff and I studied this matter, it became apparent there was an interrelated space issue for Fire Administration and Social Services. By 2018, with the Board's concurrence, we settled on a plan to design and construct a new law enforcement building, which would be followed over time with the renovation of the Sheriff's vacated space to be utilized by FLS (including the EOC) and Social Services. That is the plan that we are implementing.

The first major question regarding the new Law Enforcement facility was its location. Various locations were considered. Ultimately, the Sheriff and the Board of Supervisors agreed with my recommendation to use the site where it is currently under construction. There were three major advantages to this site. First, it can be internally connected to the existing County Operations Center. This had major advantages for emergency operations, utilities, vehicle maintenance, and fueling. Second, the road network in the selected location is stronger than in most other locations (such as Yorktown). This allowed for maximum efficiency in operations and limited the potential for weather and traffic incidents to hamper operations. Finally, the site was already owned by the County. This fact potentially saved several million in property acquisition as well as a considerable amount of time in project development.

Once the site location was solidified, the real work of project development began, first with the selection of an architect and subsequently with construction work and plans for all of the equipment and furnishings needed to operate this building. Although most

understand this, it probably needs to be said that this is a once-in-a-generation project and one of the biggest building construction projects in the County's history.

Financial Planning History

The financial planning for the Law Enforcement Building was first reflected in the FY 2019 to 2024 CIP and has continually been adjusted through the currently proposed FY 2024 to 2029 CIP. Below is a snapshot of how the planning numbers have evolved into hard numbers as a reflection of decisions made and price increases happening worldwide.

**ADOPTED CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2019 - 2024**

Prg.No.	Pg.No.	Program Title	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Total Adopted
GENERAL FUND & COUNTY CAPITAL FUND PROJECTS									
	12	Administrative Services							
CA-8180	14	Building Replacement (Study, Building & Renovation)	\$ -	\$ 1,000,000	\$ 750,000	\$ 15,000,000	\$ -	\$ 10,000,000	\$ 28,750,000

ADOPTED CAPITAL IMPROVEMENTS PROGRAM FISCAL YEARS 2020 - 2025								
Pg No.	Program Title	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	TOTAL
GENERAL CAPITAL PROJECTS								
12	Administrative Services							
14	Law Enforcement-A&E(FY20) Construct(FY22)	\$ 1,500,000	\$ -	\$ 15,650,000	\$ -	\$ -	\$ -	\$ 17,150,000

ADOPTED PROPOSED CAPITAL IMPROVEMENTS PROGRAM FISCAL YEARS 2021 - 2026								
Pg #	Program Title	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	TOTAL
GENERAL CAPITAL PROJECTS								
8	Administrative Services							
10	Contingency for Urgent Projects	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
11	Law Enforcement-A&E(FY20) Construct(FY23)	-	-	16,750,000	-	-	-	16,750,000
11	Law Enforcement-Furnishings, Security & IT(Construct complete FY23)	-	-	-	1,500,000	-	-	1,500,000

**ADOPTED CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2022 - 2027**

Pg #	Project #	Program Title	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	TOTAL
GENERAL CAPITAL PROJECTS									
		Administrative Services							
10	CA-8180	Law Enforcement-A&E(FY20) Construct(FY23)	\$ -	\$ 18,000,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000,000
12	CA-8180	Site Work	3,000,000	-	-	-	-	-	3,000,000
12	CA-8180	Law Enforcement-Furnishings, Security & IT(Construct complete FY23)	-	-	1,500,000	-	-	-	1,500,000

CAPITAL IMPROVEMENTS PROGRAM										
Adopted CIP										
Fiscal Years 2023 - 2028, with Fiscal Year 2022 shown for reference										
Pg #	Project #	Program Title	FY2022 (Revised)	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL
GENERAL CAPITAL PROJECTS										
		Administrative Services								
14	CA-8180	Law Enforcement-A&E and Construct	\$ -	\$ 22,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000,000
14	CA-8180	Site Work	4,000,000	-	-	-	-	-	-	-
14	CA-8180	Law Enforcement-Furnishings, Security & IT	-	-	1,500,000	-	-	-	-	1,500,000

CAPITAL IMPROVEMENTS PROGRAM
 Preliminary recommended
 Fiscal Years 2024 - 2028

Pg #	Project #	Program Title	FY2024 Prelim Rec	FY2025 Prelim Rec	FY2026 Prelim Rec	FY2027 Prelim Rec	FY2028 Prelim Rec	FY2029 Prelim Rec
		GENERAL CAPITAL PROJECTS						
		Administrative Services						
13	CA-8192	Law Enforcement-Furnishings, Security & IT	4,750,000

Initially, we simply knew there would be a relatively expensive project in the out years of the CIP. Beginning with the FY 2020 CIP we proposed specific numbers first for architectural design and further out for construction. You may recall that was the time period when we became confident that funds from SB 942 would be available to make this project possible without a locally enacted tax increase. You can see the evolution in the planning with the FY 21 CIP when we first added a “fit-up” cost beyond the main construction number.

Subsequently, we divided the project into two phases allowing site work to proceed first. Although it is typical for any large CIP project to evolve substantially over the years as plans are translated into reality, it is important to point out that this large project is being implemented during a period of unprecedented construction cost price increases and supply chain disruptions, creating more changes than what one would normally expect.

The evolution continued with the currently approved FY 2023 CIP having an adjusted construction amount that tracked with the actual bid price. The remaining challenge is properly funding those purchases that are separate from the main construction project and are generally in the fit-up “bucket.” We now understand that the previous planning number of \$1.5 million was much lower than what we will really need. As a result, the recommended fit-up number in the proposed FY 24 CIP is \$4,750,000. It is my belief that we will not need all of the funds that have been set aside for fit-up at this point. If that proves to be the case, those funds would revert to our reserves and be available to cover inflationary construction increases on other projects or to leverage federal and state grants in our revenue-sharing program.

Recently the Board acted on the building’s furniture package, the first major item envisioned to be covered from the fit-up line item. The remaining items to be covered by, what is hopefully the final CIP adjustment for this project, include all of the technology and specialized law enforcement equipment needed to open the building. The attached list provides detail regarding the products that we still need to procure. The larger elements will be included in a subsequent Board agenda action. Among the more unique items are several pieces of equipment known by the brand name “Space Saver”. These products include weapons and ammunition storage devices as well as a large automated filing system necessary to store large quantities of criminal investigation files. Other significant purchases will include all of the building’s computer communication equipment, audio-visual equipment, fire alarms, and security cameras. A subset of these items is projected to involve supply chain problems so we will move forward requesting Board action in the near future.

There will be a limited number of additional expenditures associated with the project related to construction and moving. Change orders are always a possibility during construction. Any such expenditure should be well within the margin of the reserves the Board has previously set aside.

All of the borrowing for this project has been completed. The Board has directed me to use cash resources for all remaining project needs. We have in my judgment wisely used federal COVID assistance cash and more recently, surplus dollars from FY 2022 to create a financial plan for this project with no additional borrowing.

Conclusion

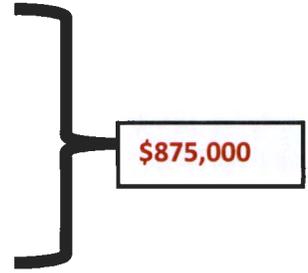
I am very proud of all of the work the County staff team has put into making the Law Enforcement Building a reality. With the Board's support, we have kept this project moving forward during a very challenging financial time. This project will serve the citizens of York County for decades to come, helping ensure our community's status as a safe and desirable place to live.

Attachments

Copy to: Sheriff Ron Montgomery, York-Poquoson Sheriff
Mark L. Bellamy, Jr., Deputy County Administrator
Timothy D. Wyatt, Director of Information Technology
D. Terry Hall, Director of Emergency Communications
Theresa S. Owens, Director of Finance

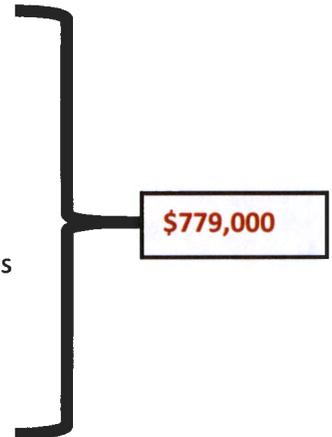
County IT:

- Audio / Visual
 - 8 Conference, incident command, and class rooms
- PC & Network Equipment
 - Wireless and Wi-Fi networks
 - Computers and accessories



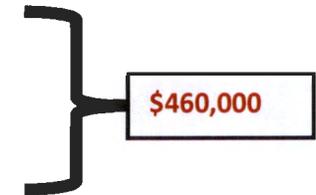
Emergency Communications:

- Closed Circuit Television, Infrastructure, Integration into networks
- Infrastructure / Additional Capacity to servers, Bandwidth
- In building CCTV Video Displays
- Radio Equipment, and all 800 MHz Equipment
- Bidirectional amplifier – used for Land Mobile Radio public safety systems
- Fire Alarm Systems
- Building Security /Access Controls
- Bidirectional Amplifier systems
- CAD Hardware / Software



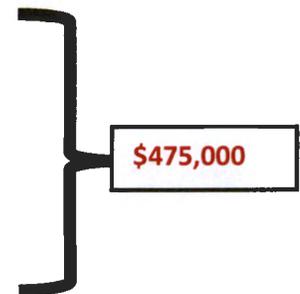
YPSO Evidence Collection and Storage:

- Physical evidence storage
 - Firearms, jewelry, cash, illegal narcotics
- Gun Storage
- Evidence processing
 - Latent fingerprints, photographs, trace evidence



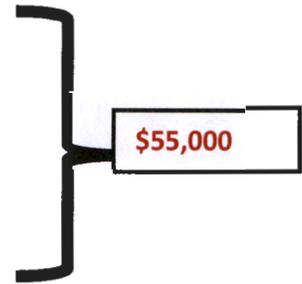
YPSO Training and Deputy Support:

- Virtra Reality Room
- Gym Equipment
- Technology Advancements



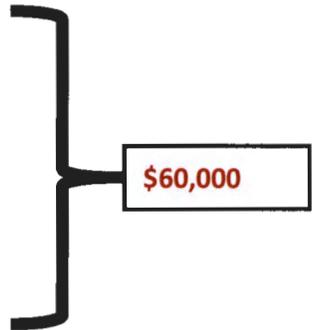
Other:

- Office Supplies
- Kitchen Supplies
- Appliances
- Moving company
- Relocation of Evidence Storage Equipment, containers etc.



\$55,000

Tools and Evidence Recovery Equipment



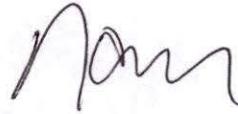
\$60,000

TOTAL: 2,704,000

COUNTY OF YORK

MEMORANDUM

DATE: February 16, 2023
TO: York County Board of Supervisors
FROM: Neil A. Morgan, County Administrator
SUBJECT: Water Street Area Concept Plan Meeting



As the Board is aware, staff identified an opportunity last year to integrate ongoing and planned private investments in the area of Water Street across from Yorktown Beach. This will consist of upgrading outdoor spaces at two existing eateries, the Yorktown Pub and Larry's Lemonade, and the recent renovations at the Yorktown Beach Hotel. The upgrades could potentially improve pedestrian access, parking, landscaping, and trash removal while minimizing the associated impacts on other property owners.

The County contracted with the consulting group, Hill Studio, to create a Water Street Area Master Plan. The consulting group began to first solicit public input at the Yorktown Christmas Market on December 3-4, 2022. Hill Studio will be holding a second virtual meeting via the Zoom Platform on Wednesday, February 22, 2023, at 6:00 p.m. They will be presenting the concept plans at the meeting and welcome public input on ideas related to landscaping, parking, public access, and trash removal. The Zoom information is attached below for participation:

<https://us06web.zoom.us/j/84947618500?pwd=ZEdRTERxd2N3dkF5cGs1dE16RkZ5QT09>

Meeting ID: 849 4761 8500

Passcode: 441333

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

If the public is unable to attend the meeting on February 22, they are encouraged to submit their ideas/input via email to planning@yorkcounty.gov. The concept plans will be posted on the Planning and Development website after the meeting. The Board will receive a full update from the consultant at your meeting this spring.

COUNTY OF YORK

MEMORANDUM

DATE: February 15, 2023

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator



SUBJECT: Williamsburg Regional Library Information

This memorandum is follow-up from our discussion regarding the County's relationship with the Williamsburg Regional Library at your January 27, 2023 retreat.

Records indicate that the County has made an operating contribution to the Williamsburg Regional Library (WRL) system since 1986. A formal Memorandum of Agreement has defined the relationship since 2010. A formula defines the County's annual contribution based on circulation among County residents. The annual contribution is capped at eighty percent of proportional usage because York County residents are limited to eighty percent of card check-out privileges. All of the other public libraries on the Virginia Peninsula (Poquoson, York, Hampton, and Newport News) provide free reciprocal services for residents of neighboring jurisdictions.

The WRL has two locations, one in the City of Williamsburg on Scotland Street and one in James City County on Croaker Road. Currently, at the WRL, there are 7,141 York County cardholders with a circulation of about 10,000 monthly in both physical circulation and digital circulation. The total number of cardholders for all localities is approximately 56,100 with a monthly circulation of about 82,000 for all branches. The WRL system employs sixty full-time staff, thirty-seven part-time staff, and fifteen on-call staff. The employees, with the exception of the Library Director, fall under James City County's pay plan. The total adopted budget for FY2023 for WRL is \$7,826,044.

The Yorktown and Tabb Libraries have approximately 48,000 cardholders with a monthly circulation of about 38,000. The County employs twenty-three full-time staff, twenty part-time staff, and twenty work as required staff. The total FY2023 adopted budget, net of the WRL contribution, is \$3,029,332.

The following is the annual contribution to WRL since FY2010 when the first formal agreement was put into place:

Fiscal Year	Amount	Percent Change
FY2010	\$425,000	
FY2011	\$450,500	6.00%
FY2012	\$477,530	6.00%
FY2013	\$506,182	6.00%
FY2014	\$536,553	6.00%
FY2015	\$536,553	0.00%
FY2016	\$581,520	8.38%
FY2017	\$581,245	(.05%)
FY2018	\$575,741	(.95%)
FY2019	\$609,350	5.84%
FY2020	\$644,301	5.74%
FY2021	\$644,301	0.00%
FY2022	\$676,847	5.05%
FY2023	\$690,815	2.06%
FY2024 Proposed	\$807,665	16.91%

The budget has averaged approximately 6% each year. The proposed FY2024 contribution has jumped significantly for a number of reasons. The first reason is due to an increase in use by York County residents. Our use went up 8.4% more than in the previous year's calculation. In addition, instead of requesting additional funding from the localities for midyear raises in FY2022, WRL funded the raises with reserves. That is an ongoing expense that must be now funded annually. Lastly, normal raises and inflation impacted the FY2024 proposed contribution.

Future Considerations

In staff's judgment, the annual contribution to the WRL remains the most cost-effective way to provide library service to North County residents. However, at the current rate of expenditure growth, the County might be able to justify its own North County library within a decade.

James City County and Williamsburg continue to discuss the construction of a new downtown library and there may be an opportunity to change York's relationship with the WRL in that context. I have suggested shifting our operating contribution into a capital contribution in conjunction with WRL opening their libraries to all Peninsula residents.