

COUNTY OF YORK
MEMORANDUM

DATE: July 28, 2023

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator



SUBJECT: Appointment of Public Affairs Manager

The Board is aware that Paula Hersh is retiring effective August 1. Upon Paula's retirement, I am appointing Jeanne Sgroi as Acting Manager of Public Affairs. The staff looks forward to working with Jeanne in her new capacity.

Stephan/3334

COUNTY OF YORK

MEMORANDUM

DATE: July 27, 2023

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator 

SUBJECT: Dockmaster's Building History Recap and Review

As you may recall, the need for a renovated and expanded Dockmaster Building has been discussed and reviewed with the Board since 2018, and the money allocated for the design and build has been included as part of the County's Capital Improvements Program (CIP). The Dockmaster Building is the guest services hub for all waterfront activity. Since its construction in the 1970s as a lifeguard base of operations, we have experienced increased activities at the Riverwalk Landing Piers, more visitation to the waterfront, paid events at the Freight Shed, and an increase in staff to manage and maintain those facilities. Thousands of residents and visitors use the Dockmaster Building as a point of contact in case of emergencies, first aid, lost and found, and any local information they may need. The building also serves as an operations and logistics headquarters for major events and supports staff across five key waterfront operational areas.

This information was relayed previously in the attached detailed memo dated February 14, 2020. In the memo, I also referenced the importance of making the building ADA-compliant. Yorktown stands out by being the first on the Peninsula with a handicap-accessible MobiMat, MobiChair, and lift-enabled trolleys, yet we don't have appropriate handicap-accessible restroom facilities. Furthermore, the existing facilities must be closed during the winter months due to the absence of climate control which is required to prevent the plumbing from incurring freeze damage.

It is important to be mindful that the Dockmaster Building is not a new project and the need has significantly increased since it was first allocated in the approved 2018-2023 CIP and all approved CIPs since then. If not for the pandemic, the building would already be completed per the construction timeline memo dated April 22, 2019.

Olsen/3525

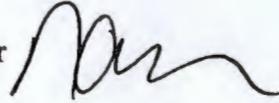
Attachments:

- Memorandum dated: April 22, 2019
- Memorandum dated: February 14, 2020
- FY2018-FY2023 Adopted CIP

COUNTY OF YORK

MEMORANDUM

DATE: April 22, 2019
TO: York County Board of Supervisors
FROM: Neil Morgan, County Administrator
SUBJECT: Construction Timelines



Background

With the Board's acceptance of the principal recommendations produced by the 2018 Space Study, and your subsequent support of the proposed FY 2020 – 2025 Capital Improvement Plan, staff is proceeding with a range of actions necessary to implement the various design, construction, and renovation projects. In addition to the plans addressed in the Space Study, the County is also working on other important projects including Fire Station #1 construction, the Yorktown Library expansion, and the Dock Master's building at Riverwalk Landing. The purpose of this memorandum is to provide you in a single document our current projected time line for all of this work.

Current Timing and Financial Plan

Given your concurrence on the CIP, the following is the timeline of construction: Fiscal year 2020 includes design funds for the Law Enforcement Building, design funds for the Dock Master's Building, and renovation funds for the Finance Building in Yorktown. Design services for the Public Safety Building and Planning and Development Services Building follow in FY2021. Resources for the Law Enforcement Building construction would be available in FY2022. The Public Safety Building renovations and the enhanced Planning and Development Services Building could be constructed by FY2023. Staff and I believe this to be a workable plan given the current economy. However, should we experience a down turn in the economy, one or more of these projects may need to be delayed.

Projects outside the CIP include: Lease space in two locations for the Registrar; lease space for Parks and Recreation, and short-term lease space for the Yorktown Library operations during construction. Resources for these leases are included in the FY2020 operating budget. Renovations include: the House on the Hill and the space in the County Administration Building vacated by the Registrar and Planning and Building Regulations (which will be moving to the enhanced Planning and Development Services Building). These projects may be accomplished with some combination of carry-over/year-end or reserve monies.

Attached to this report is a spreadsheet that attempts to capture all of the critical, interrelated dates for the above referenced projects over the next several years. Given the range of projects, as well as their scale and complexity, you should anticipate updates and changes as schedules, costs, the local economy, and limited staff resources will likely require modifications as we progress.

NAM:mlb 3309

Attachment

Leases

Registrar (I)
 Registrar (II)
 Parks and Recreation
 Library Temp incl storage

Renovation/ Addition

House on the Hill
 HR /Admin
 Finance (I)*
 Finance (II)*
 CA Basement
 FLS/ YPSS*
 Building Regulations

New Construction

Fire Station 1*
 Library*
 Dockmaster Bldg*
 Law Enforcement Bldg*
 Planning & Dev Services*

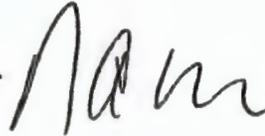
*included in the CIP

	FY 2019				2020				2021				2022				2023			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Registrar (I)				Lease	Fit up	Move														
Registrar (II)					Lease	Fit up	Move													
Parks and Recreation				Lease	Fit up	Move														
Library Temp incl storage							Lease	Move					Vacate							
House on the Hill			Fit up	Move																
HR /Admin					Design	Fit up	Move	Fit up	Move											
Finance (I)*						Design	Fit up	Move												
Finance (II)*							Design	Fit up	Move											
CA Basement							Fit up	Move												
FLS/ YPSS*														Design	Design					
Building Regulations									Design	Fit up	Move									
Fire Station 1*		Build	Build	Build	Build	Build	Move													
Library*				Design	Design		Bid	Award	Build	Build	Build	Build	Move							
Dockmaster Bldg*				Design		Build	Build	Move												
Law Enforcement Bldg*							Design	Design	Design	Design	Design	Bid	Build	Build	Build	Build	Move			
Planning & Dev Services*									Design	Design	Design	Design					Bid	Build	Build	Build

COUNTY OF YORK

MEMORANDUM

DATE: February 14, 2020
TO: York County Board of Supervisors
FROM: Neil A. Morgan, County Administrator
SUBJECT: New Dockmaster Building



The design of the new Dockmaster Building, which has been previously approved by the Board of Supervisors during the CIP process, is nearing completion; and I have included pictures of the exterior model for your visual reference. The Department of Planning and Development Services will be presenting the planned Dockmaster Building to the Historical Yorktown Design Committee on February 19, 2020.

The new Dockmaster Building will replace the existing Dockmaster Building and Public Restrooms at the intersection of Water Street and Ballard Street. The construction is scheduled to start this November after the busy waterfront seasonal activities and after the celebration of Yorktown Day. The demolition of the existing structures and the construction of the new building will take approximately six to eight months.

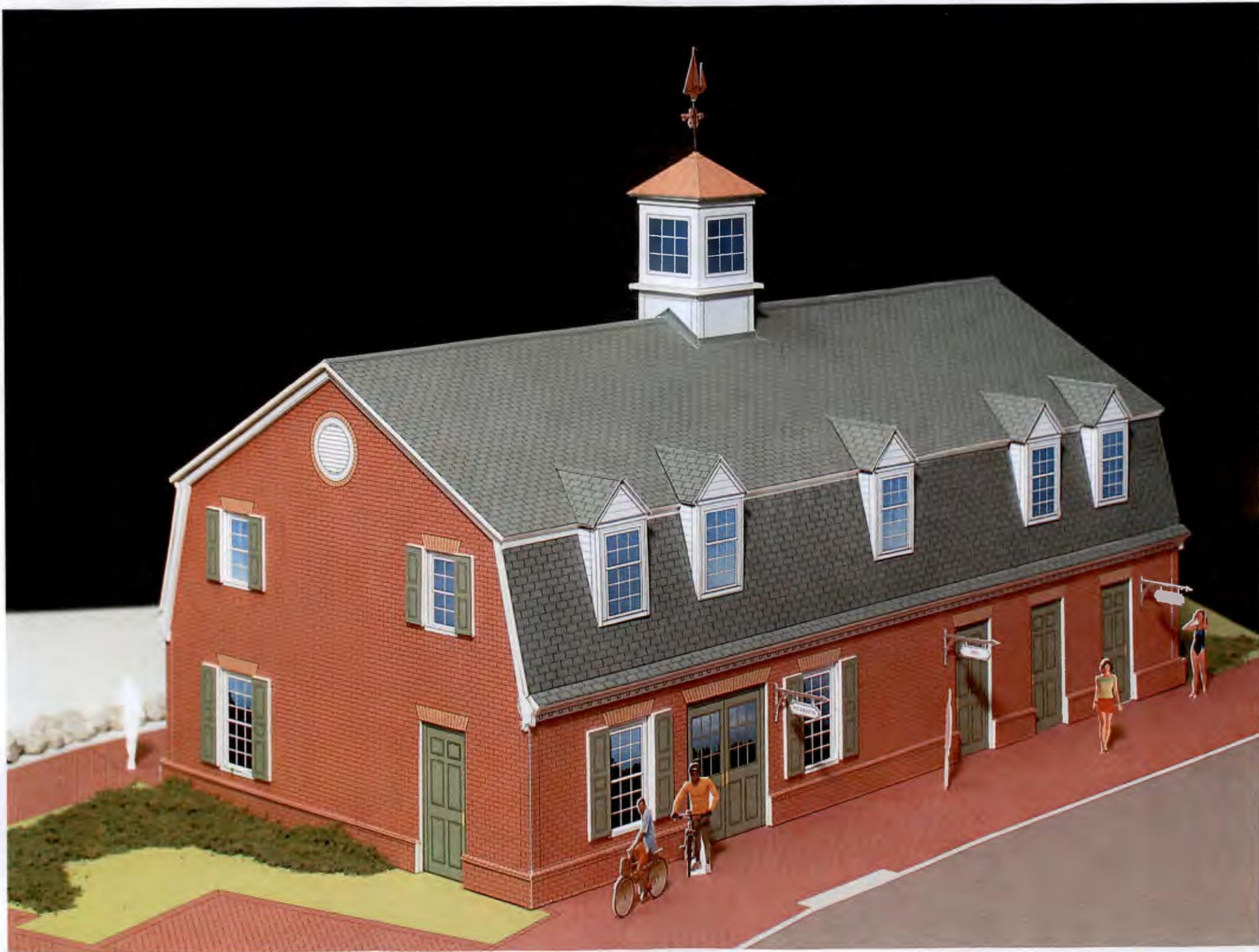
The new Dockmaster Building will support the activities of five operations in addition to providing ADA accessible public restrooms. These operations include the Riverwalk Landing Pier Operations, Parking Services, Ambassador Services, Freight Shed Logistics, and Event Logistical Support. Additionally, the Dockmaster Building serves as a lost and found location, the Mobi-Chair checkout station, first aid station, year-round event command, and serves as the sole location for visitors to gain information from a County representative at the Yorktown Waterfront. An additional benefit of the new Dockmaster Building is the ADA accessible public restrooms that will remain open all year long and will not have to be shut down from November through March to be winterized like the existing restroom facilities.

In summary, the new Dockmaster Building will architecturally be an extension of the Riverwalk Landing buildings and will provide efficient functional space for the waterfront operations and for the visiting public.

Woodward: 3241

Attachments:

- Dockmaster Building Front View
- Dockmaster Building Rear View





Capital Improvement Program Submission Fiscal Years 2018 - 2023

PROJECT NUMBER: CS-New-02	PROJECT NAME: Tourism Information, Dockmaster Office and Restroom	STATUS: Approved
CATEGORY: Comm Svcs	DEPARTMENT: Community Services	DIVISION: PRT
PROJECT TYPE: Building to house Dockmasters office, restroom and serve as Tourism Information Center		FUND: 79 - Tourism Fund
PROJECT LOCATION: Yorktown Waterfront (Water and Ballard Streets)		

Requested Total Project Cost	Appropriated To Date	Programmed Funding						
		FY2018	FY2019	FY2020	Non-Appropriated programmed CIP Funding			Future Funding
					FY2021	FY2022	FY2023	
\$ 600,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 550,000	\$ -	\$ -	\$ -
FY2018 Approved Funding		\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	
FY2017 Approved Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Description and Scope:
 Replace the current restroom and dockmaster's building that were constructed in the mid-1970's.

Purpose and Need:
 The current restroom is extremely small, not handicapped accessible and does not have any family restrooms or changing areas for guest with young children that are visiting the area or beach. The dockmaster's office is only 347 sq ft and houses multiple functions as it serves as the dockmaster's office where boaters check in and pay for docking and also is the office for the Facilities Support Assistant that is responsible for the Freight Shed and other waterfront activities. One of the unintended uses of the building that has occurred since the opening of Riverwalk Landing is that building serves as a visitor center for guest visiting the area, a first aid station for beachgoers with jellyfish stings or minor cuts and lost and found for the waterfront. Many times these staff are the only County staff on the waterfront and serve as front line tourism ambassadors to the visitors. Plans would be to design a multifunction building that could encompass all of these components and possibly become a state certified visitor center.

History and Current Status:
 These buildings were constructed in the mid 1970's and designed only for seasonal use from Memorial Day to Labor Day. The restrooms are not handicapped accessible and the "dockmaster's office" was originally the lifeguard building. These buildings were not designed for year round use or climate controlled. Renovations and improvements have been made but the design and functionality of these buildings do not meet the current needs or year-round use of these buildings. The current condition of the cinderblock inside the restroom is deteriorating and making repairs to plumbing fixtures difficult and costly. Currently, the restroom building is open from March until December and the Dockmaster office is staffed year-round by the dock staff as well as the Facilities Support Assistant that oversees the Freight Shed.

Operating Budget Impacts:
 While the proposed building will be a lot larger with current design technologies and the fact that it will be designed for year-round use should provide more energy efficiency than the present buildings.

Anticipated Performance/Outcome Measures:
 The new building would provide ample space for staff working on the waterfront but more importantly provide handicapped accessible restrooms and office space to meet the needs of our visitors. The family restroom and changing areas will also provide an area where parents can take children. The larger area would also allow the staff to store informational brochures and materials to be distributed to guests visiting the waterfront.

STRATEGIC PRIORITIES: (Check all applicable)

<input checked="" type="checkbox"/>	Effective & Outstanding Communications & Civic Engagement		Exemplary Public Safety
<input checked="" type="checkbox"/>	Excellent Customer Service	<input checked="" type="checkbox"/>	Environmental Stewardship
<input type="checkbox"/>	Quality Educational Opportunities		Economic Development



Schedule of Activities			
Project Activities	From - To		Amount
	FY2020	FY2021	
A&E	FY2020	FY2020	\$ 50,000
Land			\$ -
Building - 2,000 sq ft @\$250 a foot	FY2021	FY2021	\$ 500,000
Furnishings	FY2020	FY2020	\$ 25,000
Equipment			\$ -
Contingencies	FY2021	FY2021	\$ 25,000
Other: Please explain below			\$ -
			\$ -
			\$ -
Total Budgetary Cost Estimate:			\$ 600,000

Means of Financing	
Funding Subclass	Amount
Program Support/Revenue	\$ -
Financing/Debt Issuance	\$ -
Federal & State (i.e. grants, compensation board, etc.)	\$ -
Local Funding	\$ 600,000
Total Funding:	\$ 600,000

CONTACT PERSON: Brian Fuller, Deputy Director of Community Services
 PHONE: 890-3504

COUNTY OF YORK

MEMORANDUM

DATE: July 25, 2023

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator



SUBJECT: Emergency Medical Services Transport Cost Recovery Billing Data Breach

The County began an Emergency Medical Services (EMS) transport cost recovery initiative, i.e., “transport billing.” many years ago. Since its inception, the County has used a third-party company to bill for EMS cost recovery which is similar to most localities in the region. Recently we were informed of a data breach at the EMS billing company through MOVEit software vulnerability.

Unfortunately, in our modern technology-driven world, there is a vulnerability to these types of data breaches. We have been advised that information relating to 1,381 individuals that we serviced was impacted.

We are working closely with the EMS billing company and their remedial steps appear to be consistent with other instances of this type. Specifically, the EMS billing company will provide notice of this event to those impacted individuals affiliated with the County of York on our behalf. The company’s actions, which I have authorized, include the following steps:

- Mail notification letters to affected affiliated individuals to explain the event and our subsequent investigation.
- Provide the notified recipients access to identify theft protection and credit monitoring services at no cost.
- Provide impacted individuals access to a toll-free dedicated assistance line for questions regarding this event.
- Notify the necessary state and federal regulators, if required.

In coordination with the communication and services our vendor will provide to impacted individuals, the County in the coming days will provide information to all interested parties on our website. The situation will continue to be monitored by a staff team including Fire and Life Safety, Information Technology, Finance and Public Affairs.

Payne/3604

COUNTY OF YORK

MEMORANDUM

DATE: July 25, 2023

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator 

SUBJECT: Williamsburg Regional Library Capital Contribution Request

The Williamsburg Regional Library (WRL) Board, in addition to representatives from the City of Williamsburg and James City County, have asked York County to consider a capital contribution for a new downtown Williamsburg Library. At our August 1st Work Session, I will engage the Board of Supervisors in a discussion of this possibility.

Background:

The County began contributing to the WRL in 1986. A formal agreement was reached in 2010, and last amended in 2013. While this agreement has no expiration, it does limit the County's contributions to operational costs with no obligation for capital costs.

In 2018, the WRL Board of Trustees (BOT) engaged an architect to do an assessment of the existing Williamsburg Library facility. The building was built in 1973 and had its last major renovation in 1998.

In 2022, the BOT shared its preference with the City of Williamsburg and James City County, that they build a new 55,000 square foot joint facility on the current Williamsburg Library site.

In 2023, The WRL convened a Library Building Committee consisting of representatives from all three jurisdictions and representatives from the Friends of WRL, BOT, and staff. An independent facilitator facilitated three meetings. The committee agreed upon a two-phased building plan which will result in two newly constructed library buildings at least 35,000 square feet in size. The first phase, which would begin in FY 2024, would be to replace the existing facility at the Williamsburg location, and the second phase, to start within five years, would be an additional new library located in James City County. The Library BOT, at its April 2023 meeting, adopted a resolution supporting the recommendation of the committee and requested that the localities enter into a formal agreement to implement the Committee's recommendation.

York County currently has a single representative on the WRL Board who is our Finance Director, Theresa Owens. Assistant County Administrator, Brian Fuller, represented the County over the past year as the above-described committee worked to plan WRL's future facilities.

This idea of one or more new libraries as part of the WRL system has been under discussion for many years. My approach, as has been communicated with our local government neighbors, has been that as the "junior" partner, York County should first see what James City County and the City of Williamsburg are prepared to do before considering any capital contribution. It is now time to have that discussion.

Our regional partners understand that York County has some sensitivity regarding our capital participation. These issues include the scale of WRL's current and future operations relative to York's Library System; the requirement to pay for non-resident access, unlike other Peninsula localities; and York's relative contribution to other regional arrangements including emergency communications and regional transit (WATA). On the other hand, York County prides itself on being a reliable regional partner and we all recognize that our citizens value the quality library services available through the WRL.

Current Status:

A proposed, revised Memorandum of Agreement (MOA) has been submitted to the County requesting a non-specified capital commitment from the County to construct the Williamsburg facility and the new James City County Library.

Attached is the February 15, 2023 memo as a follow-up to the Board's January retreat detailing the history of the operating contribution to the WRL.

As discussed in that memo, if the County decides to commit to a capital contribution to the Williamsburg Regional Library System it would be an opportunity to change the County's relationship and funding with the WRL, which would likely include a revised MOA.

There are many different funding options that could involve a combination of eliminating, reducing, and/or freezing operating contributions and/or making a specific capital contribution for the libraries. These alternatives and their implications will be discussed at the August 1, 2023, work session.

Owens/3268

Attachment:

- Follow-up from January 27, 2023 Board Retreat memorandum

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COUNTY OF YORK
MEMORANDUM
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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.

Owens/3268