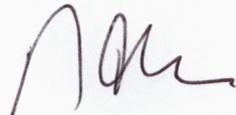


# COUNTY OF YORK

## MEMORANDUM

**DATE:** September 20, 2019

**TO:** York County Board of Supervisors

**FROM:** Neil A. Morgan, County Administrator 

**SUBJECT:** Board Policies Review

Through the adoption of Resolution R94-200 on October 20, 1994, the Board of Supervisors approved the York County Board Policies Manual. Board Policy BP94-01, as set forth in the Manual, establishes an annual review cycle for the Board Policies and any proposed revisions.

In accordance with the referenced policy, the staff and I have completed another review of the Board Policies (Table of Contents attached) and have identified the recommended amendments or additions summarized in this memorandum and shown on the attachments. Please note that these attachments do not include various policies where the only necessary change is in the name of a department or division (e.g., changing references from General Services to Public Works) and which have been made administratively in accordance with the authority granted to the County Administrator by the following provision in BP94-01:

The County Administrator, in consultation with the County Attorney, shall have the authority to update and correct any references to Code of Virginia sections as may be contained the Board Policies in the event of recodification or other legislative action by the General Assembly. In addition, the County Administrator shall have the authority to revise name references to divisions, departments, or offices listed in these policies, whether federal, state, or local, when the name has been changed. Such revisions as authorized above shall be considered to be part of the routine administration of the Board Policies and shall not require ratification by the Board of Supervisors.

These types of revisions were made in the following policies: BP94-03, BP94-08, BP00-17, BP07-22, and BP12-24. In addition, revisions were made to Administrative Directive AD95-24, a copy of which is attached, reflecting the requested policy changes to BP94-09, Public Streetlight Installation and Service.

### **Existing Policy Revisions**

Changes are proposed in the following policies. Substantive changes (i.e., other than minor word-smithing or to reflect name changes) are highlighted below:

**BP94-03 Chisman Creek and Wolf Trap Parks Usage Policy**

- Section 9.i. Proposes adding “Skateboards” to the list of prohibited activities at Chisman Creek and Wolf Trap Parks.

**BP94-08 Recreational Fees and Charges**

- Section 10. Proposes changing the late fee forgiveness from two to one warning for parents, guardians, or other responsible parties for not picking up a child from the Summer Fun Program on time, as the County has extended the hours of the program day providing those responsible for child pickup with more time at the end of the day.

**BP94-09 Streetlight Installation and Service**

Dominion Energy has notified the County that they are proceeding with a statewide policy to replace the older sodium vapor lights with LED light fixtures. Therefore, the Administrative Directive (AD95-24) referenced in this policy will be updated to include LED light fixtures.

- A change is recommended to clarify that the policy applies only to public streetlights by proposing the addition of the word “public” before the word “streetlight” in the title and throughout the Board Policy.
- Section 2.b. (1) Proposes changes to update the streetlight locations list to include the addition of “cul-de-sac terminations” and to clarify the spacing requirements for streetlight locations.
- Section 3.a. Proposes eliminating the formal requirement that a “written letter” be submitted to request a streetlight by replacing the wording to require a “new request” which allows for format flexibility for the requests.

**BP94-11 Vehicle Usage**

- Section 1.a. (2) Proposes a change to allow the County Administrator to authorize employees, who reside outside of the County and beyond a 25 mile radius from their department office or work location, to be granted the use of a County vehicle, on a case-by-case basis, for persons assigned a vehicle for immediate emergency response or other County Department on-call responsibilities.

**BP00-17 Group Use of New Quarter Park**

- Section 3. Clarifies that park reservation requests for the operating season of March through November can be submitted beginning the first Monday of February for the same calendar year and authorizes the Parks and Recreation Manager to approve reservations a year in advance for annual special events.
- Section 4.h. Proposes that all participants who wish to engage in water activities first check in at the Park office.

**BP05-21 Outstanding Youth Awards Educational Scholarship Program**

- Background: Section 2. Recognizes that beginning in FY2019, the Board of Supervisors approved an increase to the scholarship amount from \$500 to \$1,000 for each scholarship award.
- Procedures: Section 1.c. Updates the example provided relative to the outstanding youth award eligibility, i.e., the high school graduation year of an award recipient and the associated deadline for scholarship eligibility which remains December 31<sup>st</sup> of the second year after graduation.

**BP07-22 Requesting County Support for Events**

- Attachment A.1. Identifies the new sponsor of the Yorktown 4<sup>th</sup> of July Parade as the Veterans of Foreign Wars 824.
- Attachment A.8. Proposes that the Victory Family YMCA – 10K, 5K, and the Family Fun Run be added to the list of County supported events.

**Administrative Directives**

The staff also uses this annual process to review the Administrative Directives that are established and approved by the County Administrator. Once this process is complete, a copy of all amended and/or new Administrative Directives will be forwarded to the Board for your information, and the online versions of the Administrative Directives will be updated.

**Recommendation**

I recommend adoption of the proposed revisions as presented. Staff stands ready to make any adjustments in these recommended changes, as well as any other revisions that the Board desires. Unless there are questions or concerns about these proposals, I will consult with Chairman Shepperd to schedule an action item for a future agenda so that the policy changes can be approved by Resolution.

Should you have questions or need additional information, please let me know.

McGettigan/3737

**Attachments:**

- Table of Contents – Board Policies
- BP94-03 - Chisman Creek & Wolf Trap Parks Usage Policy
- BP94-08 - Recreational Fees and Charges
- BP94-09 - *Public* Streetlight Installation and Service
- BP94-11 - Vehicle Usage

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- BP00-17 - Group Use of New Quarter Park
- BP05-21 - Outstanding Youth Awards Educational Scholarship Program
- BP07-22 - Requesting County Support for Events
- BP12-24 - Advertising at the McReynolds Athletic Complex
- AD95-24 - York County Streetlight Program

# BOARD POLICIES

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(by Policy Number)

<b><u>POLICY NUMBER</u></b>	<b><u>TITLE</u></b>
<a href="#">BP94-01</a>	Authority of County Administrator With Regard to Operational Policies and Procedures
<a href="#">BP94-02</a>	Acceptance of Conveyances of Real Estate
<a href="#">BP94-03</a>	Chisman Creek and Wolf Trap Parks Usage Policy
<a href="#">BP94-04</a>	Conduct of County Affairs in the Absence of the County Administrator
<a href="#">BP94-05</a>	Dirt Street Improvement Program
<a href="#">BP94-06</a>	Freedom of Information Act
<a href="#">BP94-07</a>	Mosquito Control
<a href="#">BP94-08</a>	Recreational Fees and Charges
<a href="#">BP94-09</a>	<b>Public</b> Streetlight Installation and Service
<a href="#">BP94-10</a>	Vehicle Fleet Management
<a href="#">BP94-11</a>	Vehicle Usage
<a href="#">BP94-12</a>	Prohibition of Smoking in County Buildings and Offices
<a href="#">BP94-13</a>	Workplace and Employee Safety and Health
<a href="#">BP94-14</a>	Use of County Buildings
<a href="#">BP96-15</a>	<b>Citizen News</b> Advertising (Rescinded November 20, 2018)
<a href="#">BP99-16</a>	Economic Development Incentive Funds
<a href="#">BP00-17</a>	Group Use of New Quarter Park
<a href="#">BP00-18</a>	York Hall Use Policy
<a href="#">BP01-19</a>	Street Name Identification Signs
BP01-20	Subsidy Program for James City County-Williamsburg Community Center or James River Community Center Membership Fees (Rescinded October 16, 2007)
<a href="#">BP05-21</a>	Outstanding Youth Awards Educational Scholarship Program
<a href="#">BP07-22</a>	Requesting County Support for Events
<a href="#">BP08-23</a>	Records Management Program
<a href="#">BP12-24</a>	McReynolds Athletic Complex Advertising
<a href="#">BP12-25</a>	Freight Shed Use Policy
<a href="#">BP14-26</a>	Financial Management Policies
<a href="#">BP14-27</a>	Community Services Grants Advisory Committee
<a href="#">BP16-28</a>	Riverwalk Landing Pier Operations

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Community Services Grants Advisory Committee	<a href="#">BP14-27</a>
Conduct of County Affairs in the Absence of the County Administrator	<a href="#">BP94-04</a>
Dirt Street Improvement Program	<a href="#">BP94-05</a>
Economic Development Incentive Funds	<a href="#">BP99-16</a>
Financial Management Policies	<a href="#">BP14-26</a>
Freedom of Information Act	<a href="#">BP94-06</a>
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<b>Public</b> Streetlight Installation and Service	<a href="#">BP94-09</a>
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Recreational Fees and Charges	<a href="#">BP94-08</a>
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Riverwalk Landing Pier Operations	<a href="#">BP16-28</a>
Street Name Identification Signs	<a href="#">BP01-19</a>
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Subsidy Program for James City County-Williamsburg Community Center or James River Community Center Membership Fees (Rescinded October 16, 2007)	BP01-20
Use of County Buildings	<a href="#">BP94-14</a>
Vehicle Fleet Management	<a href="#">BP94-10</a>
Vehicle Usage	<a href="#">BP94-11</a>
Workplace and Employee Safety and Health	<a href="#">BP94-13</a>
York Hall Use Policy	<a href="#">BP00-18</a>

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<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Authority of the County Administrator With Regard to Operational Policies and Procedures</b>
<b>POLICY NUMBER</b>	<b>BP94-01</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R94-200 (October 20, 1994), August 16, 2005 (R05-145)</b>

Purpose: To establish the authority of the County Administrator with regard to operational policies and procedures.

Procedure:

1. The County Administrator is responsible for the daily administration of the Board's policies and general County operations. The County Administrator may designate other County officials to assist in the administration of these policies.
2. The County Administrator shall have the authority to issue or cause to be issued appropriate policies and procedures dealing with matters not required to be issued or promulgated by the Board of Supervisors.
3. In keeping with the spirit and intent of Board approved policies, the County Administrator shall interpret, supplement, amend, or revise and be the final administrative authority with regard to such policies, along with any other policies and procedures, written or unwritten, whenever the situation requires such amendment, supplementation, interpretation, or revision. The County Administrator shall provide to the Board of Supervisors annually on or about July 1, a complete copy of the policies of the Board along with a summary of administrative changes or interpretations made during the preceding year. Currently approved policies and procedures, as they are revised or interpreted from time to time by the County Administrator, shall remain valid until such time as the Board of Supervisors formally approves a revised version.
4. Board policies do not preclude the County Administrator or Department Directors from issuing operating procedures or rules designed to govern and manage County operations provided such operating procedures or rules do not conflict with either policies of the Board of Supervisors or the County Administrator.
5. The County Administrator, in consultation with the County Attorney, shall have the authority to update and correct any references to Code of Virginia sections as may be contained in the Board Policies in the event of re-codification or other legislative action by the General Assembly. In addition, the County Administrator shall have the authority to revise name references to divisions, departments, offices, facilities, or buildings listed in these policies, whether federal, state or local, when the name has been changed. Such revisions as authorized above shall be considered to be part of the routine administration of the Board Policies and shall not require ratification by the Board of Supervisors.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Acceptance of Conveyances of Real Estate</b>
<b>POLICY NUMBER</b>	<b>BP94-02</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>August 16, 2005 (R05-145)</b>
<b>HISTORICAL REFERENCE</b>	<b>R89-28 (January 19, 1989); R94-200 (October 20, 1994)</b>

Purpose: Section 15.2-1803 of the Code of Virginia requires that the County officially accept every conveyance of real estate or interests therein. The purpose of this policy is to authorize the County Administrator to make such acceptance.

Procedure:

The County Administrator, or the duly authorized Acting County Administrator, is authorized to act on behalf of York County in accepting any and all deeds purporting to convey any interest in real estate, whether conveyed to the County or to the Board of Supervisors or to any sanitary district in the County, in pursuance of which the County Administrator or the Acting County Administrator is further authorized to evidence such acceptance by signing a statement of acceptance appearing on the face of any and all such deeds.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Chisman Creek and Wolf Trap Parks Usage Policy</b>
<b>POLICY NUMBER</b>	<b>BP94-03</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994 (R94-200)</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R94-200 (October 20, 1994); R95-214(R) (October 18, 1995); R96-186 (August 7, 1996); R97-165 (July 16, 1997); September 5, 2000 (R00-137); August 18, 2005 (R05-145); October 17, 2006 (R06-133); October 21, 2008 (R08-125); October 12, 2010 (R10-148), September 18, 2012 (R12-118); March 3, 2015; October 5, 2015; December 6, 2016;</b>

Purpose: To establish policies, procedures and fees for the use of Chisman Creek and Wolf Trap Parks.

Background: Chisman Creek and Wolf Trap Parks, which are located on properties owned by Dominion Virginia Power, are reclaimed and remediated EPA Superfund sites previously used as fly ash disposal sites. The properties are leased to York County for use as recreational facilities. Due to the environmental issues associated with the properties and in consideration of the terms and conditions of the land lease with Dominion Virginia Power, a usage policy is necessary to ensure proper control of activities conducted at these parks.

Procedures:

1. Chisman Creek and Wolf Trap Parks are to primarily be used for County and School sponsored activities. However, other groups may be allowed to use these parks if the planned activities are deemed by the County not to be detrimental to the facilities.

Requests for facility use will be prioritized as follows:

- a. County sponsored activities
- b. School sponsored activities
- c. Community group/association activities
- d. Other activities

In addition, at times when the parks are not reserved for County, schools or group use, the fields and facilities may be used on a first-come, first-served basis during normal park hours. In order to manage the use of these parks and monitor the condition of the turf, any use of the park by a group of more than 10 individuals will require a permit.

2. Park hours shall be as follows:

April 1 to August 31 – Daily, 8:00 a.m. to 8:00 p.m.

September 1 to March 31 – Daily, 8:00 a.m. to 5:00 p.m.

Both parks are subject to closure due to inclement weather for safety reasons and to protect the turf. During inclement weather the park gates will remain locked.

3. Authorizations for use by non-County/School groups are dependent upon such groups satisfying the provisions of the Public Areas Ordinance (Chapter 17, York County Code) and upon the use being one that is consistent with the nature of and not otherwise detrimental to the facilities.
4. Applications for use by non-County/School groups are to be made in writing by completing a County of York Facility Use Permit Request form.
5. Requests for use should be submitted at least 14 working days in advance of the date that the facilities are to be used.

6. Requests for use during times other than the normal park hours listed above may be approved; however, a fee of \$25 per hour will be charged with a two hour minimum. Requests for use of the facilities during normal hours but for a tournament, event, or activity that will require extraordinary cleaning or increased site supervision may be approved; however, a fee of \$125 residents; \$200 non-residents per day per field will be charged. If field preparation (e.g., field dragging and lining) is requested, there will be an additional charge of \$30 per field per occurrence.
7. Groups that receive approval to use the ball field lights at Chisman Creek Park shall pay the County \$30 residents; \$50 non-residents per hour per field to help defray the operating costs of the lights:
8. For the purposes of this Policy, resident and non-resident distinctions shall be as follows:
  - o for individual program registration or for individual facility reservations a County resident is defined as anyone permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-residents;
  - o for group or organization facility reservations eligibility for County resident fees requires that the group or organization be based in the County (e.g., charter, mailing address, etc.) and that at least 80% of the organization's members or players are permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-resident groups/organizations;
9. In general, all rules and regulations established in the Public Areas Ordinance (Chapter 17, York County Code) shall apply to these facilities. In addition, the following activities shall be prohibited:
  - a. Alcoholic beverages
  - b. All-terrain vehicles, mini-bikes, go-carts
  - c. Bicycles on grass areas
  - d. Digging
  - e. Fires or grilling
  - f. Glass containers
  - g. Golfing
  - h. Model airplanes or rockets
  - i. Skateboards

In accordance with Section 17-20 of the County Code, the flying or control of airborne equipment such as radio- or wire-controlled model airplanes on or from Chisman Creek or Wolf Trap Parks shall require issuance of a permit by the Parks and Recreation Superintendent. No such operations shall be allowed when that park is in use by others nor shall any County-issued permit be deemed to authorize over-flight of areas beyond the park boundaries.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Conduct of County Affairs in the Absence of the County Administrator</b>
<b>POLICY NUMBER</b>	<b>BP94-04</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994 (R94-200)</b>
<b>REVISION DATE</b>	<b>September 25, 2013</b>
<b>HISTORICAL REFERENCE</b>	<b>R94-200 (October 20, 1994); July 16, 1997 (R97-165); August 16, 2005 (R05-145)</b>

Purpose: To designate the procedures and responsibilities for the conduct of County affairs in the temporary absence of the County Administrator.

Procedure:

1. When absent and such designation is required, the County Administrator shall designate by memorandum an appropriate staff person authorized to act on behalf of the County Administrator. It is expected in the normal course of business for Department Directors to function in accordance with their assigned responsibilities and to coordinate actions with the Department Directors of other departments, as appropriate. The following procedures apply:
  - a. In the absence of the County Administrator, the Acting County Administrator is authorized to perform any of those duties of the County Administrator as described in Section 15.2-1541 and other appropriate sections of the Code of Virginia (1950, as amended) and in the policies and ordinances of York County under such constraints or conditions as may be established by the County Administrator.
  - b. Decision items, which are routinely presented to the County Administrator, are presented to the Acting County Administrator. Department Directors shall continue to exercise proper judgment in the performance of actions affecting their respective departments. Those actions requiring coordination with other departments will be so coordinated and the Acting County Administrator shall be kept informed. The Department Director initiating an action is responsible for effecting the necessary coordination. The Acting County Administrator exercises judgment as to the need for immediate notification of the County Administrator, the Chairman of the Board of Supervisors, or other officials. The Acting County Administrator shall consult with the County Attorney and Department Directors as necessary.
  - c. In legislative matters, the Deputy Clerk acts for the County Administrator and clears all actions for consideration by the Board of Supervisors. The final decision on agenda items rests with the Acting County Administrator. Actions involving public notice are made through the Public Information Officer upon direction of the Acting County Administrator and after coordination with the Deputy Clerk.
  - d. In emergency situations, defined as those involving the commitment of County personnel, equipment, or other resources to a natural or man-made disaster, and for those instances in which the emergency services plan is implemented, the Acting County Administrator consults with the Fire Chief. In those situations wherein communications are not possible between the Acting County Administrator and the Fire Chief, the Fire Chief implements the emergency services plan and reports as appropriate. The Fire Chief is authorized to implement those portions of the emergency operations plan which are under the control of the County. Such authority requires discreet judgment and, since such judgments are made under emergency conditions, they are made as necessary and reported in full detail to the County Administrator following the emergency. If time and situation permit, either the County Administrator, the Acting County Administrator, or Chairman of the Board of Supervisors are notified prior to commitment of such resources. As the emergency situation and the immediate response to it develop, the Fire Chief will form an emergency coordinating committee composed of the Directors or staff of other affected departments and agencies for advisory purposes. The Fire Chief acts as the contact person for actions and inquiries involving the public, with the assistance of the Public Information Officer, and as approved by the Acting County Administrator.

2. Procedure for Signature Plates. In those instances in which the County Administrator is to be absent for a significant period, an appropriate prior announcement will be made. The Deputy County Administrator's signature plate will be delivered to the Treasurer to serve for check-signing purposes.
3. The County Administrator may designate one or more individuals to act in specific matters.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Dirt Street Improvement Program</b>
<b>POLICY NUMBER</b>	<b>BP94-05</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R94-173 (August 4, 1994); R94-200 (October 20, 1994); R00-137 (September 5, 2000); September 4, 2001 (R01-162); March 3, 2015; December 19, 2017 (R17- 169)</b>

Purpose: To establish procedures for improving private unimproved roads (commonly referred to as "dirt streets") so that these roads may be included in the State Secondary Road System maintained by the Virginia Department of Transportation (VDOT).

Procedure:

The Board has established and may amend from time to time a priority list (see Attachment A) which will be used by the County Administrator for initiating action necessary to improve private unimproved roads to standards whereby they may be accepted into the Virginia Department of Transportation (VDOT) Secondary Road System. In the event a private road that is not included on the priority list is brought to the County's attention it shall be evaluated by the Department of Public Works and presented to the Board of Supervisors during the annual Board Policy review process, along with a recommendation as to what priority it should be given.

The effectiveness of the Dirt Street Improvement Program is dependent on the willingness of the owners of property along the subject street/road to donate, at no cost to the County, such portions of their property as are necessary to provide the right-of-way width required by VDOT for street acceptance as well as any necessary utility and construction easements.

As streets and roads rise to the top of the Priority List, the following steps will be followed for this program:

1. Phase I - Confirmation of Interest:

- a. County staff will notify all adjacent property owners in writing that the subject road is high on the priority list established by the Board of Supervisors and is being considered for improvements. Property owners will be asked if they are interested in having the road improved to the extent necessary for acceptance into the Virginia Department of Transportation (VDOT) Secondary Road System. Property owners also will be notified that the success of the project effort depends on their willingness to donate such portions of their property as are necessary to provide a VDOT-standard right-of-way and also to donate any permanent or temporary easements as may be necessary for utilities or construction. Property owners will be asked to communicate their interest in the project and willingness to donate right-of-way/easements in writing within thirty (30) days. The County Administrator or designee may grant an extension to the thirty-day response requirement if there are extenuating circumstances.
- b. A street will be advanced to the next phase – Phase II, Survey and Acquisition – when:
  1. 100% of the property owners along the proposed project respond affirmatively concerning their willingness to donate necessary right-of-way and/or easements;
  2. At least 75% of the property owners have responded affirmatively and the Board of Supervisors, after receipt of a written status report from the County Administrator, has determined that it should be advanced;
- c. If fewer than 75% of the property owners indicate an interest in participating in the program by donating necessary right-of-way or easements, the road will be moved to an inactive list and the Board will be notified through written memorandum. If the road is placed on an inactive list, affected property owners will be notified in writing of its inactive status and that it can be considered for re-activation only if:

1. The 75% affirmative participation threshold is exceeded and the Board of Supervisors, after receipt of a written status report from the County Administrator, determines that it should be re-instated as a project and advanced;
  2. The property owner(s) along the project route petition the Board of Supervisors and request that the project be reinstated as a project and advanced to Phase II of the program even with less than a 75% participation rate, and the Board so approves.
- d. Advancing the project to Phase II means that field surveys funded by the County will be performed to determine the likely extent of necessary right-of-way and easement donations associated with each property along the project route. It does not indicate or imply that the County intends to waive the donation requirement.
2. Phase II - Surveying and Acquisition of Rights-of-Way and Easements:
- a. During this phase, the County, at the County's expense, will perform a survey to determine the extent of rights-of-way and easements that will be required to proceed with the project. After the survey is complete, plats and deeds for acquisition of needed rights-of-way and easements will be prepared.
  - b. The County will deliver to the appropriate property owners all documents required for the acquisition of needed rights-of-way and easements. Property owners will be advised that they have 90 days to execute and return the documents to donate the necessary rights-of-way and easements in order for the project to stay in an active status. Property owners also will be notified that it is their responsibility to secure releases or subordinations from their mortgage company(s) or lien holder(s), if applicable, in order to give the County clear title to the rights-of-ways and easements. The County Administrator or his designee may grant an extension to the ninety-day response requirement if there are extenuating circumstances.
  - c. A street will be advanced to the next phase – Phase III – Construction – when:
    1. 100% of the affected property owners sign all the documents to donate the needed rights-of-way and easements within 90 days,
    2. At least 75% of the property owners have signed and returned the documents within 90 days and the Board of Supervisors, after receipt of a written status report from the County Administrator, has determined that it should be advanced;
    3. The project has moved to Phase II as the result of direction provided by the Board (e.g., after a less-than-75% response or a property owner petition) and the Board-required number of rights-of-way/easement donation documents has been executed and returned in accordance with whatever deadline was established by the Board and the Board has determined that it should be advanced to Phase III..
  - d. If none of the above-noted submission thresholds have been met the road shall be added to the inactive list.
  - e. Once all, or the Board-approved percentage, of the required documents needed to donate easements and rights-of-way are received from the property owners, the County will execute the documents and record them in the Circuit Court Clerk's Office. The project will then be advanced to Phase III.
2. Phase III - Preparation of Construction Plans:
- a. Subject to the availability of adequate funding, the County will undertake the preparation of such construction drawings and other documentation as may be required by VDOT.
  - b. The completed plans will be submitted to VDOT for review and approval and for determination of any necessary additional right-of-way or easements (permanent or temporary) not previously identified. Information concerning any such additional right-of-way or easement needs will be communicated to the affected property owners to ascertain and confirm their continued willingness to donate their property for the project.
  - c. Subsequent to confirmation of the property owners' willingness to donate any additional rights-of-way or easements, and to VDOT's approval of the plans, the County staff will request VDOT to provide a complete and reliable construction cost estimate for the project. Concurrently, the County will prepare any additional right-of-way or easement plats and documents for execution and recordation. Once any additional documents have

been executed and recorded and the project cost estimate has been received from VDOT, the project will proceed to Phase IV.

- d. If 100% of the necessary rights-of-way and easements have not been donated by this point in time, the staff will make one last contact with each of the non-responsive property owners in an effort to ensure that they understand and appreciate the benefits of having the road accepted into the VDOT Secondary System. If this contact results in resolution of all outstanding donations, the project will be advanced to Phase IV. If there continue to be missing segments of rights-of-way or easements, the Board of Supervisors will be apprised of the situation and will be asked to determine whether the project will be added to the inactive list or other options will be pursued in order to advance it to Phase IV.

3. Phase IV - Authorization of Construction:

Upon advancement of a project to Phase IV, the County staff will prepare all documents necessary for the Board of Supervisors to consider and take action to officially guarantee the availability of the right-of-way and easements to VDOT, to appropriate the funds for payment to VDOT to cover the construction costs, and to authorize the County Administrator to take such other actions as are necessary to advance the project to completion.

4. Phase V - Completion of Improvements:

VDOT schedules the road for improvements and, upon completion, accepts the road into the State Secondary Road System.

Attachment A  
Dirt Street Improvements Priority List  
August 2018

Ranking	Street Name	Feet Road/ Improved Properties	Length of Roadway	Improved Properties
1	Vine Drive	41	1030	5**
2	Cabot Drive	44	220	5
3	Old House Point Circle	58	230	4
4	Dandy View Lane	75	450	6
5	Coburn Court	79	630	8
6	Sycamore Lane	89	355	4
7	Rocky Road	94	375	4
8	Fox Lane	100	600	6
9	Cheadle Point Road	100	600	6
10	Whites Lane	100	600	6
11	Kirby Lane	103	515	5
12	Dandy Haven Lane	108	540	5
13	Barcanmore Lane	118	470	6
14	Olde Pond Lane	118	470	8
15	Dillard Lane	120	360	3
16	De Alba Lane	129	900	7
17	Dryden Lane	130	780	6
18	Anchor Lane	138	1100	8
19	Wynne Road	138	830	6
20	Sandbox Lane	138	550	4
21	Sandpiper Cove	145	725	5
22	Hunters Lane	148	590	4
23	Edith Lane	153	460	3
24	Club Way	155	620	4
25	Jefferson Lane	165	930	6
26	Hunter Lane	163	490	3
27	Route 171 Frontage Road	175	700	4
28	Montgomery Lane	183	730	4
29	Bunting Point Road	183	550	3
30	Smoots Lane	191	1905	10
31	Carters Neck Road	193	1350	7
32	Unpaved off Heaven's Way	193	770	4
33	Calthrop Point	205	1230	6
34	Ann's Court	235	705	3
35	Fisherman's Cove	270	1080	4
36	Greg Lane	300	900	3
37	Old Taylor Road	301	3010	10
38	Spivey Lane	320	1600	4
39	Melinda Lane	400	1600	4
40	Laurel Acres	443	1770	4
41	Country Lane	635	3175	5

\*\*Vine Drive ranked based on an estimated 20 residential equivalents with Windy Point Recreation Association Pool

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Freedom of Information Act</b>
<b>POLICY NUMBER</b>	<b>BP94-06</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R90-98; R94-200; R99-171; R01-162 (9/4/01); R05-25 (February 15, 2005); R05-145 (August 16, 2005); Memo from County Administrator, 8/3/06; October 12, 2010; March 3, 2015; December 6, 2016; March 21, 2017</b>

Purpose: To assure access to records in the custody of public officials; to provide guidelines on availability of records; and to establish authority for carrying out the provisions of the Freedom of Information Act, Section 2-1.340, Chapter 21, Code of Virginia.

Procedure:

1. It is the policy of the County to facilitate public access to the official records of the County and to make such records available and to respond to requests for access pursuant to the Freedom of Information Act (FOIA) in a timely fashion. Public records include any writing or recording – regardless of whether it is a paper record, an electronic file, an audio or video recording or any other format – that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of business. All public records are presumed to be open and may be withheld only if a specific, statutory exemption applies. Official records shall be open to inspection and/or copying during regular office hours of the County office/department having custody of them, unless they are records that are excluded from the Act's coverage. Payment for any costs associated with the copying of such documents (both staff time and copy machine costs) shall be the responsibility of the requestor.
2. Records are open to inspection and copying by citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations that broadcast in or into the Commonwealth.
3. Requests for official County records pursuant to the Virginia Freedom of Information Act must designate the record(s) with reasonable specificity. However, a specific reference to the Freedom of Information Act by the requestor is not necessary to invoke the time limits for response by the County. A request need not be in writing, although the person receiving the request may require that the request be reduced to writing for the purpose of documenting or clarifying the scope of the request.

The FOIA Officer shall be informed of requests for viewing or the production of documents received by departments including specifically any which are identified by the requestor as a "FOIA" request as well as others which are beyond or more complex than the routine requests typically made of the department or office, those which are sensitive in nature, or those of uncertain legitimacy. The FOIA Officer shall then monitor the Department's process of responding to the request in accordance with FOIA requirements or, in the case of those determined to be more complex, shall assume the responsibility for coordinating and monitoring the process of responding to the request in accordance with FOIA requirements, requesting the County Attorney's legal advice and counsel whenever necessary.

4. The initial response to the request for records shall be provided within five (5) work days after receipt of the request and shall be one of the following:
  - Advising the requestor in writing or by email that the records are available and can be viewed in the County Offices or will be provided in one or more of various formats (paper copy, electronic copy, etc.) in which they exist or can be reproduced;
  - Advising the requestor in writing or by email that the records are being withheld as permitted by the Act or other statute, including citations of the section(s) of the Code that exempt the records from disclosure and identifying with reasonable particularity the volume and subject matter of the withheld records;

- Advising the requestor in writing or by email that only part of the requested records can be viewed or made available and specifically noting that the remainder are being withheld to include the specific citations of the Code section(s) that exempt the records from disclosure and identifying with reasonable particularity the subject matter of the withheld portions. When a portion of a requested record is withheld, only that portion of the record that is properly exempt from disclosure may be withheld, and the remainder shall be released;
- Advising the requestor in writing or by email that the records cannot be found or do not exist. If the person receiving the request knows that another public body has the requested records, the response shall include contact information for the other public body;
- Informing the requestor in writing or by email that it is not practically possible to identify or collect the requested records within five (5) work days, and explaining why. If this response is made within five (5) work days, the County has an additional seven (7) work days to make one of the preceding four responses. "Day One" is the first work day after the request is received.

Requestors may choose to receive electronic records in any format used by the County in the regular course of business. The County is not obligated to compile information or to create reports that are not already in existence, but may agree to do so under such terms and conditions as may be negotiated with the person making the request. Charges for providing the information, however, shall not exceed those set out in this policy. Excising exempt or irrelevant fields of information from a database or the conversion of a record or data from one available format to another, such as by scanning documents for emailing or copying to a CD, does not constitute the creation of a new record or report.

## 5. Charges

a. Requestors shall be responsible for the costs of:

- computer machine search time;
- staff time for research and review of the records to remove FOIA-exempt materials; and,
- any copying or document production costs set forth herein.

As a courtesy to those who have made complex or voluminous requests, as well as to ascertain the need for advance payment when the cost of responding will exceed \$200, the FOIA Officer will compile an estimate of the anticipated total cost and provide that estimated amount to the requestor.

Requests to provide information and records in computerized formats will be reviewed on a case-by-case basis and charges will be calculated based on material costs and staff time costs, including the staff time involved in the receipt, review, coordination, cost estimating, and response to the request.

Staff time charges will be calculated based on a rate of \$25 per hour (which represents the median hourly rate of pay of County employees, excluding fringe benefits or County overhead costs), or the actual hourly rate of the employee performing the response/review, whichever is the lesser amount. The County shall make every effort to have the work performed by the lowest-level employee reasonably capable of performing the search and copying.

If the charges to search for and reproduce the documents are expected to exceed \$200, the County will require payment of the estimated costs in advance by the requestor. If such advance payment is required, the time allowed for response stops running until the requestor responds with the payment. If actual costs are less than the amount of the paid estimate, the requester shall be refunded the excess, and if actual costs exceed the estimate, the requestor shall be required to pay such additional amount, and the requester shall be so advised at the time the amount of the estimate is communicated. Charges may be paid in cash or by check made payable to the Treasurer, County of York. A receipt (receipts may be obtained through the appropriate department or the Treasurer's Office) will be provided to the requestor.

b. Current charges for the costs incurred in searching and copying official County records have been calculated based on the costs of labor, office machines and materials and are as follows:

Office Copy Reproduction: Five (5) pages, or fewer, and up to fifteen (15) minutes of staff time for accessing, and/or copying the material - No Charge;

More than 5 pages - \$0.02 per page

More than fifteen (15) minutes staff time – Actual cost based on the staff-time cost calculations set forth in subsection 5.a. above.

DVD of any recorded program or meeting: \$15.00 per DVD (available for Board of Supervisors regular meetings and work sessions and Planning Commission regular meetings; availability typically expires 30 days after the meeting or upon approval of the meeting minutes, whichever occurs last)

Printed Publications/Books/Documents/Maps Reproduced

Documents and publications are available in a variety of formats, with many being posted on and available for downloading from the County’s web site at [www.yorkcounty.gov](http://www.yorkcounty.gov). Included among these are the:

- York County Code
- Comprehensive Plan
- Annual Budget
- Comprehensive Annual Financial Report (CAFR)
- Utilities Strategic Capital Plan – Water, Wastewater, Stormwater
- Sewer Regulations Manual

These and other documents can be copied to a CD, the cost of which is \$10.00. Paper copies of entire documents, or portions thereof, are available at the “Office Copy Reproduction” cost noted above. Documents that have been commercially printed and bound will be available as long as quantities exist, with the cost being the actual per-document cost associated with the original printing order.

Map/Map Products/Plats/Plans

Size	Color Computer Generated	Color Aerial Photos or Solid-Fill Computer Generated
8-1/2" x 11" or 11" x 17"	Customers are eligible at no charge for TWO maps within a 24 hour period. Additional maps will require a \$1.00 fee per map.	
18"x24", 18"x36" 24"x36", 36"x36"	10.00	15.00
36"x36"(+) - 36"x72"	\$12.00	20.00
<b>All maps must be picked up at 120 Alexander Hamilton Blvd, Information Technology Department – GIS office. Postage for mailing maps is \$10.00 for a folded map, \$15.00 if sent in a mailing tube.</b>		

- c. Custom-produced color map originals  
 Certain custom map products are available by special request to the Division of Computer Support Services. These map products could take the form of a single tax parcel overlaid with topographic and spot elevations or any combination of available data or require analysis or annotation editing. The base price of \$30.00 includes one map sheet (up to 44" x 76") and one hour of processing time. Additional color copies will reflect costs based on the table above and additional processing time will cost \$20.00 per hour or any part thereof. A minimum of one week will be needed to produce these maps.

d. For geographic information system requests, data availability and charges shall be as follows:

(1) Data is organized by individual GIS data layers, and data layer sets. The data layer sets are organized collections of individual layers into subject-matter groupings. Pricing of individual layers and layer sets is based on the York County tile structure, which is comprised of 5,000 feet by 5,000 feet squares. County-wide data layers are available for several layers (see subsection (3) below).

(2) Data layer sets

Each York County tile, or equivalent area (data request need not conform to the exact tile boundary), constitutes one geographic charge unit. Data type is organized by information group. All data is organized into six separate information groups. A single group is one information charge unit. The information groups include:

- Topographic: Contours, spot elevations, annotations and County boundary.
- Tax Parcel: All geographic information pertaining to parcel boundaries, easements, zoning and all annotations.
- Planimetric:
  - edge of pavement
  - parking lots & pads
  - building footprint
  - shorelines
  - County boundary
  - road centerline
  - driveways
  - swimming pools
  - sidewalks
  - railroads
  - docks
  - land cover
- Environmental Management:
  - Flood zones
  - RPA/RMA
  - NWI Wetlands
  - Soils
  - Land cover
  - Drinking water protection
  - Hurricane Surge Zones
- Governmental:
  - Election Districts/Voting precincts
  - County Sites
  - Census Tracts
  - County Planning Layer (current land use or Land Use 2025)
  - Zip Code
  - Zoning
- Infrastructure:
  - Control Monumentation
  - Radio Towers
  - Railroad
  - Fire Hydrants
  - Sewer Lines
  - Road Centerline

Data cost

The charge for each York tile-sized area for an individual layer is \$20.00. The layer set charge per York tile-sized area is \$40.00. This charge covers the cost of setup on the computers and conversion of the data to specified formats.

(3) County-wide Category

County-wide information groups and their associated costs include:

- Streets with street name annotations and County boundary (\$100.00)
- Census block, census tract, zip code and County boundary (\$100.00)
- Voting Districts/precincts (\$100.00)
- Parcels (\$300.00)
- Zoning (\$300.00)
- Individual Planimetric layers (\$100.00 each)
- Land Use: current, 2015, 2025 or 2035 (\$100.00 each)
- Chesapeake Bay Preservation Areas – RPA/RMA (\$100.00)

(4) Format and media for all digital geographic information

All digital geographic information will use York County's state plane geographic reference and will be available in ESRI Shapefile or geodatabase, or AutoCADD DXF format. Data delivery options include email (subject to file size limits), posting to the County's FTP site for download, and CDROM. If CDROM is requested, an additional charge of \$10.00 will be added to cover the cost of the CD and the additional processing time involved.

(5) Data Queries of GIS and Real Estate Information

Custom queries of the data held in GIS and Real Estate format will be performed at the following rates:

\$50.00 minimum charge, or \$.05 cents per record, whichever is greater.

- e. For documents or other requests not specifically listed in this section, the charge shall be based on the actual cost to the County of searching for and providing the document, including but not limited to any associated labor or administrative costs, with staff-time costs calculated as set forth in subsection 5.a. above.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Mosquito Control</b>
<b>POLICY NUMBER</b>	<b>BP94-07</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>August 16, 2005 (R05-145)</b>
<b>HISTORICAL REFERENCE</b>	<b>R92-67 (March 19, 1992); R94-200 (October 20, 1994)</b>

Purpose: To provide citizen requested mosquito control for special events such as weddings, picnics, etc.

Procedure:

1. Requests must be made to Mosquito Control at least one week in advance of the desired treatment.
2. Mosquito Control will obtain the requestor's name, address, telephone number, and date of special event. The requestor will then be advised of the spray fee, date/time of treatment, and disposition of payment.
3. A letter will be sent to confirm the request and fees with a copy to the Division of Fiscal Accounting Services.
4. Treatment will be provided if weather and safety conditions permit.
5. The charge for such service shall be \$40.00. Fees will be collected prior to or at the time of service delivery.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Recreational Fees and Charges</b>
<b>POLICY NUMBER</b>	<b>BP94-08</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994 (R94-200)</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R92-152 (October 1, 1992); R94-177 (August 4, 1994); R94-200 (October 20, 1994); R96-186 (August 7, 1996); R97-165 (July 16, 1997); R98-183 (October 7, 1998); R00-137 (September 5, 2000); R02-170 (September 17, 2002), R03-156 (October 7, 2003); R05-25 (February 15, 2005); October 17, 2006 (R06-133); October 16, 2007 (R07-131); October 21, 2008 (R08-125); October 12, 2010 (R10-148); September 20, 2011 (R11-12); March 3, 2015; December 6, 2016</b>

Purpose: To establish and administer fees and charges for Parks and Recreation programs, facility usage, and services.

Procedure:

1. The fees and charges established herein are based on the proposals and revenue projections approved by the Board as part of the annual budget process.
2. Fees for the fall/spring youth soccer leagues, the youth basketball league, and the "Summer Fun Playground Program" and "Special Recreation Camp" programs will be waived for any child who resides in York County and whose family income falls within the Supplemental Nutrition Assistance Program (SNAP-Federal Food Stamp) eligibility limits applicable to the County. Proof of such eligibility is required at the time of registration. Fees shall not be waived for any self-supporting/contractual programs such as sports camps, instructional/leisure classes, senior citizen trips, or the like.
3. In addition, recreation program and facility fees will be waived under the following circumstances:
  - a. when services are provided pursuant to agreements between public agencies that stipulate that fees are to be waived for said services;
  - b. when fee waivers for employees have been designated a benefit of County employment; or
  - c. other circumstances approved by the County Administrator.
4. For facilities that require a key to be issued a \$75 refundable deposit is required to obtain an access key. This deposit is assessed to encourage responsibility for the key and the facility while in the patron's possession and return of the key when use of the facility is completed. If a key is not returned within 7 days or is lost, the user will forfeit the deposit and also be assessed a \$250 re-keying charge.
5. The user of any facility will be charged to cover the cost of excessive cleanup and/or damage repair necessitated by their use.
6. The following guidelines apply when fees are established for the programs listed below.
  - a. Senior citizen trips and activities, concession items, roller skating parties and special events/programs: Fees shall be set at the amount necessary to cover at least all direct costs.
  - b. Instructional programs, tennis lessons, and teen trips: Fees shall be set at the amount necessary to cover at least all direct costs for these programs and non-County residents shall be charged an additional \$10 for programs that are less than \$50 and \$25 for programs greater than \$50.
  - c. Contractual classes: Fees shall be set at the amount necessary to cover all direct costs, plus either an additional percentage of class revenue, not to exceed 20%, or an additional

amount per participant, not to exceed \$20, for general program administration costs. Non-County residents shall be charged an additional \$25.

d. Sports camps: Fees shall be set at an amount necessary to cover all direct costs, plus \$20 per participant for general program administration costs. Non-County residents shall be charged an additional \$25.

7. Consistent with the annual budget adopted by the Board of Supervisors, the following fees and charges are hereby established. For the purposes of this Policy, resident, non-resident, and employee distinctions shall be as follows:

- o for individual program registration or for individual facility reservations a County resident is defined as anyone permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-residents;
- o for group or organization facility reservations eligibility for County resident fees requires that the group or organization be based in the County (e.g., charter, mailing address, etc.) and that at least 80% of the organization's members or players are permanently living within the geographical boundaries of York County, Virginia. York County Parks, Recreation and Tourism reserves the right to request proof of residency. All others will be considered non-resident groups/organizations.
- o For individual program registration or facility reservations a County employee is defined as a full-time employee. The employee may register for a program or rent a facility for themselves or immediate family (spouse, child, step-child) and receive the resident rate. Retirees, School Division, or work-as-required employees are not eligible for the resident fee if they reside outside of the County.

a. Adult Softball	Fall League - \$ 450 per team Spring/Summer League - \$ 550 per team
b. Youth Team Sports	\$55 for the first child; \$50 for each additional child - \$90 non-residents
c. Special Recreation Camp	\$225 County resident; \$400 non-residents
Summer Fun Program	\$225 County resident; \$400 non-residents
d. Tennis Leagues	\$5 per match for daytime league \$8 per match for evening league
e. Tennis Court Rental at Back Creek Park	\$5/hr per court before 5:00 p.m. \$8/hr per court after 5:00 p.m.
f. Tennis Tournaments	\$25 per Adult Singles Entry \$40 per Adult Doubles Team Entry \$15 per Junior Singles Entry \$25 per Junior Doubles Team Entry
g. Roller Skating	\$5 per participant per regular session; extended or special sessions charged at rate of \$2 per hour per participant; \$3 additional fee to rent roller blades
h. Elementary / Middle School Gymnasium Rental	\$30 for residents per hour; Two (2) hour minimum; \$50 per hour non-residents; Two (2) hour minimum
i Athletic Field Lights Use – School sites and parks	\$30 per hour per field; non-residents \$50 per hour – York County Little League and the Peninsula Youth Football and Cheerleading Organization are exempt from this fee.
j. Safety Town	\$35 resident; \$50 non-residents
k. Park Athletic Fields	\$125 per day per field for Tournament, Camps and/or Games; non-residents \$200 per day \$30 per occurrence for field preparation

	\$30 per hour for athletic field lights; \$50 per hour non-residents
I. Riverwalk Landing and Yorktown Waterfront	\$50 for residents; \$100 for non-residents fee for Wedding and Special Event permits \$100 for residents; for non-residents \$200 per day to reserve the performance stage

8. All requests for refunds must be submitted in writing. A \$5.00 processing charge will apply to all refunds. Refunds will not be given for adult team sports programs after the first game or youth sports programs after the second game has been played. For programs that have registration limits requests should be submitted two weeks prior to the start of the program. Should special circumstances exist, the Parks and Recreation Superintendent may grant exceptions to the refund policy.
9. A \$2.00 convenience fee shall apply per transaction for registrations completed on-line.
10. For the Summer Fun Program a late pick-up fee of \$3 per minute will be assessed when a child's responsible party has not arrived for pick-up by the designated completion time for the program. Parents, guardians or other parties responsible for the subject child will be afforded two (2) warnings concerning late arrival before assessment of the additional fee.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Streetlight Installation and Service</b>
<b>POLICY NUMBER</b>	<b>BP94-09</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R82-226(R); R94-68; R94-200; R99-171 (September 22, 1999); September 4, 2001 (R01-162); October 21, 2008 (R08-125)</b>

Purpose: To regulate the installation, maintenance, and operation of streetlights qualifying for the York County Streetlight Program.

Procedure:

1. Administration of the Streetlight Program: The County Administrator or designee is responsible for the administration of the Streetlight Program for York County.
2. Streetlight Standards: To qualify for inclusion in the York County Streetlight Program, streetlights shall be approved by the County Administrator or designee as a streetlight(s) benefiting the health, safety, and welfare of the general public as opposed to a benefit accruing to one or only a small number of individuals and/or private properties. The following standards shall apply to streetlight installations:
  - a. Unless otherwise approved by the County Administrator, all streetlights shall be installed and maintained by Dominion Energy. Where alternate streetlight designs are approved by the County Administrator, the developer or a property owners' association shall be totally responsible for all aspects of the design, installation, maintenance and operation of said streetlights. Only those streetlights meeting Dominion Energy standards for maintenance and operation, as outlined in the Dominion Energy Municipal Services Agreement for maintenance and operation, will be considered for inclusion in the York County Streetlight Program.
  - b. Streetlights meeting the minimum requirements of the York County Subdivision and Zoning Ordinance(s) will be included in the York County Streetlight Program. Other streetlights will be considered for inclusion if they are located on public property or within the limits of an approved public right-of-way and meet **all** of the following criteria:
    - (1) The streetlights are located:
      - At street intersections; **or**
      - Along sidewalks which run parallel to streets or at locations where sidewalks intersect a street right-of-way; **or**
      - Along collector or arterial streets where driveways are spaced so closely as to present safety concerns; **or**
      - Along streets where horizontal or vertical curvature limits sight distance and causes a safety deficiency; **or**
      - At identified High Accident Locations where lighting deficiencies are determined to contribute to the accident rate.
    - (2) The streetlights primarily illuminate public rights-of-way as opposed to individual private properties.
    - (3) The streetlights are generally spaced no closer between street intersections than as follows:

<u>Street Classification</u>	<u>Distance (±10%) Between Streetlights</u>
Arterial	150 feet
Collector	300 feet

3. Installation of New Streetlights:

- a. Requesting parties shall submit a written letter to the County describing the location of the proposed streetlight(s) or depicting locations on development plans submitted for review. New streetlight requests for locations within existing subdivisions in which there is a mandatory property owners' association shall be submitted in writing to the County by the president or board of directors of the association. New streetlight requests for existing subdivisions in which there is no mandatory property owners' association shall be submitted in writing to the County and shall include dated signatures indicating concurrence of at least 66% of the owners of property located on each side of the street within a 250 foot radius of the proposed streetlight installation.
- b. The County Administrator shall evaluate the request to determine if the proposed streetlight(s) qualify for inclusion in the County's Streetlight Program. If the streetlight(s) do not qualify, written notification denying the request shall be sent to the requesting party. If the streetlight does qualify for inclusion in the Streetlight Program, the County shall determine the approximate cost of installation and the projected five-year operating costs. (Refer to AD95-24 York County Streetlight Program for details regarding the specific procedures for processing streetlight requests). The County will inform the requesting party in writing of the total cost of installation and the five-year projected operating costs. The requesting party must provide funds to the County in the form of a certified or cashier's check or money order (no cash) made payable to the County of York for the cost of installation and the projected five-year operating costs for the streetlight(s) provided, however, that the operating costs for streetlights installed in existing developments may, if desired by the requesting party, be paid in one-year increments. Upon receipt of the check or money order from the requesting party covering the installation costs and the projected five-year operating costs, the County will authorize Dominion Energy to install the proposed streetlight(s).

4. Nothing in this policy shall be deemed to preclude the installation of streetlights, or the upgrading of existing streetlights at the discretion of the Board of Supervisors.

5. Maintenance of Streetlights:

- a. After the initial required prepayment of the five-year projected operating costs is fully expended, the County will pay Dominion Energy the operating and maintenance costs of all streetlights included in the York County Streetlight Program. In addition, the County will pay all costs associated with upgrading existing streetlight(s) if upgrades are deemed necessary by the County Administrator.
- b. In those cases where payment has been received by the County under previous policies for projected operating costs for streetlights, no further payment for said streetlights shall be required and no refunds shall be made for any amounts previously paid.

<b>BOARD POLICIES</b>	
<b>SUBJECT</b>	<b>Vehicle Fleet Management</b>
<b>POLICY NUMBER</b>	<b>BP94-10</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R89-301 (December 28, 1989); R94-200 (October 20, 1994); R95-214(R) (October 18, 1995); R00-137 (September 5, 2000); R05-145 (August 16, 2005); October 17, 2006 (R06-133); October 16, 2007 (R07-131); August 1, 2008; October 21, 2008 (R08-125); September 25, 2013</b>

Purpose: To outline vehicular fleet management policies which shall apply to the purchase, assignment, maintenance, replacement, and disposal of vehicles for all County Departments, Constitutional Offices, and other user agencies. The provisions of this policy shall apply to all users of County vehicles unless otherwise provided by the Board of Supervisors.

Procedure:

1. Allocation and Assignment of County Vehicles.
  - a. Allocation of County vehicles to Departments/Agencies: The number of vehicles allocated to Departments/Agencies shall be limited to the quantities shown on the "Vehicle Allocation List" (Attachment) as approved by the County Administrator from time to time. The Director of Public Works is authorized to approve a temporary vehicle allocation for a period not to exceed 90 days.
  - b. Vehicle Assignments: The Fleet Manager shall assign and reassign from time-to-time County-owned vehicles to various Departments/Agencies (provided the assignments do not exceed the limitations established through the Vehicle Allocation List).
2. Acquisition and Disposal of County Vehicles.
  - a. Purchase of County Vehicles: All vehicles shall be purchased in accordance with current County purchasing policies and procedures.

If the County Administrator authorizes additional vehicles and amends the Vehicle Allocation List, the respective Department/Agency shall be charged the initial cost for purchasing said vehicles. Replacement costs for all vehicles shall be funded through the Transportation Fund unless a vehicle has been designated by the County Administrator as a "Direct Charge" vehicle. Replacement of "Direct Charge" vehicles shall be funded through the respective Department or Agency budget. The Fleet Manager shall coordinate with the Department Heads, Constitutional Officers, and Offices that do not report to Department Heads on replacement and new vehicles and shall provide recommendations for replacement and new vehicles formally as part of the annual budget process. All vehicle acquisitions must be approved by the County Administrator regardless of funding source and reflected on the Vehicle Allocation List before such vehicles may be insured, titled, or maintained by the County. Vehicles will not be added to the fleet merely because they are available through some special program. The need for the vehicle must first be demonstrated. The initial cost of vehicles and related service bodies, caps, tool boxes, cranes, hydraulic lifts or pumps, radios, and special emergency equipment such as light bars and sirens will be treated as "Direct Charge" items to be funded by the Department. The Fleet Manager will calculate the vehicle cost plus the cost of add-ons to create a total cost and provide a schedule to be billed to the Departments for replacement as one unit. Any upgrades or increase differences of existing equipment on the completed vehicle will be the responsibility of the department to fund.

The Director of Public Works or his designee is authorized to sign paperwork to take title of vehicles and to obtain licenses for vehicles. The Department of Public Works shall be

responsible for providing and forwarding titles and other information for insurance purposes to the Department of Finance. The Department of Finance shall keep a current inventory of vehicles and retain original titles for said vehicles. The Department of Finance shall forward titles to the Fleet Manager if a vehicle is to be disposed of in accordance with the County's Purchasing Policy.

3. Specifications for County Vehicles: Requests (including specifications) for the purchase of additional or replacement vehicles shall be coordinated with the Fleet Manager and Director of Public Works prior to being processed. Requisitions for the purchase of new or replacement vehicles shall be prepared by the Department of Public Works and submitted to the Purchasing Division for execution and administration of the procurement process. Requests for new or replacement vehicles shall comply with the following general criteria:
  - a. Compact and mid-sized vehicles shall be specified whenever they can accomplish the mission for which they will be utilized. Full-sized vehicles are to be purchased only when justification shows that compact and mid-sized vehicles are not best suited for the intended mission.
  - b. Automatic transmissions shall be specified for automobiles and light trucks. Manual transmissions may be specified only when an automatic transmission is not suitable for a particular application.
  - c. Requests for four-wheel drive vehicles must be approved by the County Administrator and will not be approved unless a compelling need can be demonstrated.
  - d. Specifications for fire and rescue apparatus, special vehicles or special equipment to be installed on vehicles (such as utility beds, dump bodies, cranes, etc.) shall be prepared by the user department and approved by the Fleet Manager. Specifications, purchase, installation and maintenance of radios and special emergency communication equipment packages will be coordinated through the Director of Emergency Communications.
  - e. The Department of Public Works shall consider the purchase of Zero Emissions Vehicles (ZEV), vehicles that have scored higher than 40 on the American Council for an Energy Efficient Economy annual vehicle rating guide, and hybrid and/or alternative fuel vehicles whenever they can meet the needs of County departments or agencies. Purchases shall be consistent with the budgetary constraints of the fleet replacement program, and vehicles shall demonstrate a low cost of ownership over their expected period of use. A comparative cost analysis shall be submitted with each requisition for the vehicles mentioned above.
  - f. The Department of Public Works shall also consider implementing the use of alternative fuels when they are financially advantageous to the County, readily available, and technologically sound with wide-spread application amongst auto, truck, and equipment manufacturers.
4. Disposal of County Vehicles: At such time as a vehicle has been deemed by the Fleet Manager to have outlived its economical or useful life, or has become obsolete and an alternative vehicle has been made available, it shall be disposed of at a public auction, or through other methods permissible under County policy. Disposals shall be made in accordance with the County's Purchasing Policy related to surplus property. Once the Purchasing Agent has been notified in writing, the Director of Public Works is authorized to assign titles necessary to transfer titles for County vehicles/equipment when they are scheduled for disposal through sale or trade.
5. Vehicle User Fees: Departments, Agencies, and Constitutional Officers using County vehicles will be billed for the cost of vehicle operation as established by the Department of Public Works in coordination with the Department of Finance in amounts sufficient to cover the costs of maintenance, insurance, replacement, and operation. The Fleet Manager shall be responsible for establishing user fees. The Fleet Manager shall provide user fee estimates and planning data to Departments and Agencies for budget development. The Director of Finance shall coordinate departmental assessments and the accounting for user fees.
6. Identification/Marking of County Vehicles: County vehicles shall be uniformly identified/marked by the Department of Public Works as follows:
  - a. A County Seal or other decal approved by the County Administrator shall be placed on the front doors of each vehicle by Vehicle Maintenance.
  - b. A vehicle unit identification number shall be placed on each vehicle by Vehicle Maintenance. Numbers will usually be affixed to the rear bumper on the passenger's side.

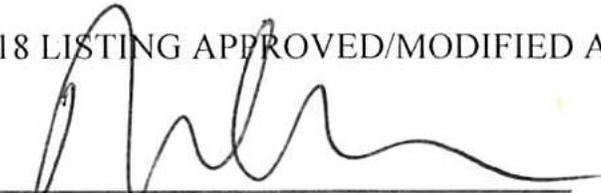
- c. Vehicles that have been designated by the County Administrator as "unmarked cars" are exempt from provisions of this section. A list of "unmarked cars" shall be provided to the County Administrator at the beginning of the fiscal year for approval and updated as changes occur.
  - d. Bumper stickers, signs, or markings other than for identification purposes as previously noted, shall not be approved for display on vehicles titled to York County.
7. Maintenance and Repair of County Vehicles: County vehicles shall be taken to the County Garage for maintenance and repairs unless other arrangements have been approved by the Director of Public Works. If maintenance and repair work is beyond the capability of the County Garage or if the work cannot be performed in a timely manner, then the Director of Public Works is authorized to contract said work in accordance with established purchasing policies and procedures.
- The Fleet Manager shall develop and administer a programmed maintenance plan for all County vehicles which establishes levels of programmed maintenance, establishes frequency and schedules for programmed maintenance, establishes maintenance/repair criteria, and establishes cost accounting and reporting procedures.
8. Dispute Claim: Any Department or Agency that disputes a decision of the Fleet Manager or vehicle maintenance staff shall immediately set up a conference between the Director of Public Works, Fleet Manager, and the disputing party to resolve the matter.
9. Insurance: The Department of Finance shall be responsible for maintaining adequate insurance coverage for all County vehicles.

Attachment: Vehicle Allocation List

**Fleet Management Policy  
(BP94-10 Attachment A)  
FY18 Vehicle Allocation List**

	June 30, 2018 Transportation Fund		Direct Charge		Vehicle Assignment		Reference	
	Beginning FY19	FY18	Beginning FY19	FY18	Beginning Totals			
					FY19	FY18		
<b>Constitutional Officers</b>								
Sheriff	91	91	6	6	97	97	Control# 18-1 NS	
<b>Agencies</b>								
Social Services	8	8	0	0	8	8		
<b>Departments</b>								
Community Services	9	9	5	5	14	14		
County Administration	4	4	0	0	4	4		
Public Works	79	78	33	32	112	110	Control #'s 18-4, 18-6	+2
Financial & Management Services	5	5	3	3	8	8		
Fire & Life Safety	21	19	32	34	53	53	Control #'s 18-2 18-3,	
Sheriff Maint Float	4	4	0	0	4	4		
Fire & Life Safety Float	1	1	1	0	2	1	Control # 18-2	+1
County Pool	10	10	4	4	14	14		
Library	1	1	0	0	1	1		
Building Regulation	8	8	0	0	8	8		
Development Services	4	3	0	0	4	3	Control # 18-6	+1
<b>Totals</b>	<b>245</b>	<b>241</b>	<b>84</b>	<b>84</b>	<b>329</b>	<b>325</b>	<b>329</b>	

FY18 LISTING APPROVED/MODIFIED AS NOTED:



Neil Morgan, County Administrator

Date: 8/15/18

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Vehicle Usage</b>
<b>POLICY NUMBER</b>	<b>BP94-11</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R89-301; R94-200; R97-165; R99-171; R02-170; October 1, 2005: October 17, 2006 (R06-133); October 16, 2007 (R07-131); October 21, 2008 (R08-125); September 25, 2013; December 19, 2017</b>

Purpose: To provide general guidelines for the operation of County vehicles. This policy shall apply to all users of County vehicles unless otherwise provided by the Board of Supervisors.

Exceptions may occur, and these will be handled on a case-by-case basis by the Department Director, Constitutional Officer, or Agency Head directly through the County Administrator's office.

Procedure:

1. Authorized and Unauthorized Use. The following examples are for general guidance only and should not be considered as an attempt to cover all circumstances or conditions of use:

a. Authorized Use:

- (1) County vehicles are authorized "For Official Use Only." Such vehicles are to be utilized to perform the functions and conduct the operations and programs of the Department or Agency which is using the vehicle. When such official use includes the transport of non-employees, such transport is permissible with the approval of their department head. County vehicles may be utilized both within and outside of the County for official use. Anyone may be reimbursed for the use of their private vehicle when such vehicle is used in the conduct of County business; such reimbursement shall be made in compliance with the general policies of the County.
- (2) County vehicles may be taken home overnight by personnel on call to provide emergency services or official business. All authorizations in excess of one-week shall be in writing and approved by the County Administrator.

Authorization to use a County vehicle for transportation to and from an employee's residence for a period in excess of one week will be considered upon receipt of a written request signed by the employee's Department Director/Agency Head. A written request must include the name and title of each employee for whom authorization is requested; the frequency that the vehicle will be used for transportation to and from work; location of employee's home; and a narrative providing justification for the request. Requests for employees residing outside of the County of York will be considered. However, authorization will not be granted to an employee residing beyond a 25-mile radius of Yorktown. This distance limitation shall also apply to authorizations granted for periods of less than one week.

Additionally, personnel authorized a Take Home County vehicle may use such vehicle for transportation to meals or for personal purposes, including the transporting of non-employees, only when traveling in a direct route to or from work or place of meeting. Transportation of an immediate family member(s) to include spouse or child is permitted with written authorization from the County Administrator and shall be granted on a case by case basis.

- (3) County vehicles shall be operated only by properly licensed County employees. Properly licensed volunteer workers may operate County vehicles while acting within the scope of their duties with the prior approval of the County Administrator. Such authorization shall be requested by the appropriate Department Director, Agency Head, or Constitutional Officer through the Human Resources Manager with by-name approval on file prior to allowing a volunteer driver to operate a County vehicle. Volunteer members of the Department of Fire and Life Safety are exempt from this reporting and authorization requirement provided they meet the driving standards prescribed for County employees and also have received

the requisite training as prescribed by the Department of Fire and Life Safety and/or State law. The Fire Chief is authorized to allow the occasional use of County emergency services vehicles by fully qualified emergency services personnel employed by other governmental agencies during training, when conducting work in cooperation with another jurisdiction/agency, or for other operational necessities. County vehicles may be operated on a temporary basis by properly licensed employees of other jurisdictions or agencies during servicing or repair of the jurisdiction/agency vehicles when such servicing arrangements are covered by a formal contract or memorandum of agreement between such jurisdiction/agency and the County.

b. Unauthorized Use:

- (1) County employees may not operate a County-owned or County-insured vehicle without having a valid, properly classified operator's or commercial driver's license as set out in paragraph 8.
- (2) County vehicles may not be utilized for personal purposes or for transportation to meals, except when employees in the conduct of County business are away from their normal place of work at meal time, they may use a County vehicle to go to a restaurant in their immediate vicinity.
- (3) County vehicles may not be utilized to transport "hitchhikers." However, it is permissible to render assistance in case of accidents or other emergencies and to transport non-employees in such cases.
- (4) County vehicles shall not be used without the use of seat belts (if the vehicle is provided with seat belts).
- (5) It is absolutely prohibited for County-owned or County-insured vehicles to be utilized if the operator is impaired by, or under the influence of, alcohol, intoxicants, or drugs. The possession or consumption of alcohol, intoxicants, or illegal drugs while using County vehicles for transportation is also prohibited.
- (6) County vehicles may not be used to pull or push any other vehicle (public or private) without prior consent of the Department of Public Works.
- (7) County vehicles are not to be driven in violation of the motor vehicle laws of Virginia. All citations are to be reported immediately to a supervisor.
- (8) County vehicles shall be operated in a fuel-efficient and energy conscious manner. Vehicles shall not be parked with the engine idling except when necessary for emergency services or the operation of auxiliary equipment.

2. Law Enforcement Personnel: The provisions of Section 1 of this Policy as it pertains to County-owned vehicles provided to the Sheriff's Office are modified as follows:

- a. The Sheriff may authorize a County-provided car to be kept at an officer's residence when off-duty provided the residence is located in York County. A list of vehicles so authorized shall be provided the County Administrator at the beginning of the fiscal year and as changes occur. Sheriff's Office vehicles which are authorized to be kept at a residence may be used for off-duty personal errands only if necessary and if no personal vehicle is available for use. Cars may be used to transport stranded motorists, other law enforcement personnel, and prisoners. While off duty no other passengers, including family members, shall be transported except in (1) an emergency, (2) when on official County business, or (3) when in direct route to or from work.
- b. Sheriff's Office vehicles which are authorized by the Sheriff to be kept at a residence may only be operated off-duty if the officer is (1) armed with a properly assigned, qualified firearm, (2) carrying Sheriff's Office identification credentials, and (3) operating the vehicle only within the jurisdictional boundaries of York County or in transit between the lower end of the County and the Bruton District.
- c. The Sheriff has established a written "hot pursuit" policy, which has been reviewed and approved by the County Attorney, addressing safety considerations and special conditions under which County vehicles may be operated in emergency situations. Any amendments to this policy shall also be reviewed and approved by the County Attorney.

3. Care and Maintenance of Vehicles.

- a. Operator Responsibilities. Operators of County-supplied vehicles shall be responsible for checking and maintaining correct engine oil level; proper level of coolant in the radiator; ensuring proper operation of headlights, taillights and turn signals; tire pressure (including spare) and tire condition; proper braking action; and general appearance of the vehicle (interior and exterior). If a noted deficiency is not within an operator's ability to correct, the vehicle will be taken in for service promptly. Vehicles submitted to the County Garage for routine maintenance shall have excessive caked dirt removed in order to facilitate such service. Vehicles which are being turned in for disposal, exchanged or transferred through the County Garage shall be cleaned beforehand. Litter and personal effects shall be removed. Operators of vehicles which routinely travel off maintained highways shall clean the exterior of the vehicle of mud or caked-on dirt at least weekly. The Department of Public Works shall make cleaning facilities at the County Garage available for all vehicle operators to use during normal working hours.
  - b. Routine Maintenance. Each County vehicle shall be taken to the County Garage for preventive maintenance on a schedule promulgated by the Department of Public Works. It shall be the responsibility of the appropriate Department Director/Agency Head to ensure that all assigned vehicles are taken to the County Garage for the preventive maintenance scheduled by the Department of Public Works. Routine maintenance priorities will be established by the Department of Public Works.
  - c. Vehicle Alterations. Employees shall not alter or add any equipment to a County vehicle (including AM/FM/CD radios, GPS devices, air conditioners, bumper stickers, racks, tool boxes, etc.) without written prior approval of the Department of Public Works. Damages resulting from unauthorized modifications may be assessed against the person(s) making such modification. Required modifications and alterations including, but not limited to, DOT lighting, directional lighting, auxiliary lighting, yellow strobes and beacons, in car cameras, radar units, GPS, vehicle graphics and public safety accessories may be completed by the County Garage or contracted to appropriate vendors as Approved and authorized by the Fleet Manager. Generally accepted modifications/alterations for designated law enforcement and public safety vehicles include emergency packages (lights, sirens) and two-way radios. Such modifications/alterations shall be coordinated with and approved by the Fleet Manager prior to installation to ensure that modifications will not adversely affect electrical or charging systems nor the overall safe operation of the vehicle.
  - d. Travel Beyond 100 Miles. If a County vehicle is to be used for travel beyond a distance of 100 miles from Yorktown, the employee is to notify the County Garage of intended travel and destination two (2) weeks prior to the trip. An appointment shall be made for the intended vehicle to be inspected by the County Garage to ensure the vehicle is in good operable condition and/or any preventative maintenance is completed prior to the trip
4. Emergency Repairs.
- a. Regular Workday. When a vehicle becomes inoperable in the local area, the driver, after seeing that the vehicle is removed from the roadway, is to contact the County Garage for assistance. Normally, a maintenance mechanic will be dispatched to assess the problem, make repairs, or coordinate towing to the County Garage. When a vehicle becomes inoperable out of the local area, the driver may arrange, as necessary, for local towing service to the nearest competent repair facility. Prior to making any commitment for repairs, the driver shall obtain an estimate for such repairs and contact the County Garage for guidance.
  - b. Nonwork-Hours/Work-Day. In the event that a breakdown occurs within a 25-mile radius of Yorktown and outside of normal working hours, the driver shall contact the York County 911 dispatcher (890-3621). The dispatcher shall obtain the phone number where the driver can be reached and then contact the on-call mechanic to coordinate repairs. If a breakdown occurs beyond the 25-mile radius, the driver is authorized to contact the nearest service facility, which has towing capability, and have the vehicle towed to the County Garage or to a service facility, whichever is more practical. The driver shall then determine the nature of the problem or cost for repairs. If the vehicle can be repaired for \$250 or less, and it is not feasible to delay repairs until the County Garage can be contacted during normal working hours for guidance, the driver is authorized to have repairs accomplished. If repair estimates are in excess of \$250, the vehicle should be secured at the service facility until repairs can be coordinated with the County Garage. Alternative transportation (i.e., rental cars, taxi) should be utilized until repairs are made or another County vehicle is provided.

5. Vehicle Security. Security of a County vehicle is the operator's responsibility. Unattended County vehicles will be locked at all times. Operators may be responsible for loss of County property from an unsecured County vehicle.
6. Smoking. Smoking, including the use of electronic smoking devices, is not permitted in County vehicles.
7. Driving Practices. Operators should practice "defensive driving" and anticipate and observe the actions of other drivers and control their own vehicle in such a manner so as to avoid an accident involvement. An operator of a County vehicle and all passengers therein shall properly use seat belts. Employees are advised that failure to wear seat belts may jeopardize an employee's eligibility for relief normally provided under Worker's Compensation and disability claims for injuries resulting from an accident.
8. Accidents:
  - a. Accident Involving County Vehicle. In the event an accident should occur involving a County-owned or County-insured vehicle, the following procedures should be followed:
    - (1) Call for an ambulance for anyone seriously injured. (Dial 911 in most areas.) When calling from a cellular/pcs phone the caller should remain on the line and provide their exact location.
    - (2) Notify the police/fire department of the accident as circumstances dictate. The driver is required to immediately give notice of the accident by the quickest means of communication to a State trooper, sheriff, or other police official if the accident resulted in injury to or death of any person.
    - (3) Get the names, phone numbers, and addresses of all persons in the other vehicle(s), the driver's license data of other operators, the license number of other vehicle(s), and the name of the insurance carrier for other vehicle(s) involved.
    - (4) Complete the data on the accident report form located in the glove compartment of the vehicle (also available on the intranet) and submit this form to the Department of Finance within 24 hours. A copy of this form shall also be sent to the Department of Public Works. Failure to report accidents may result in disciplinary action.
    - (5) DO NOT ADMIT RESPONSIBILITY and make no statement regarding the accident except to authorized insurance claims representatives of the County's insurance carrier and the police.
    - (6) DO NOT DISCLOSE INSURANCE policy details to anyone. However, you may inform the other driver of the name of the County's insurance carrier and policy number.
    - (7) If there are no injuries involved in the accident, the driver may still be required to file a report with the Division of Motor Vehicles as to the extent of the property damage involved. The driver is responsible for contacting the Division of Motor Vehicles within 5 days of the accident to determine if a report will be required.
  - b. Rendering Assistance. Upon reaching the scene of an accident, the operator of a County vehicle is authorized to render such assistance as he/she can by caring for the injured first, calling or sending for the fire, rescue, or police and taking measures to prevent other vehicles from becoming involved in the accident. When stopping at the scene of an accident, the driver should ensure that the vehicle is parked in a safe location so as not to interfere with traffic.
  - c. Accident Reporting. A County Vehicle Accident Report form is required and shall be completed by the operator or assigned driver of a County-insured vehicle involved in an accident when:
    - an injury occurs, regardless of property damage;
    - an accident or collision involves a vehicle or property not owned by the County regardless of fault or damage sustained by either party;
    - another County-owned vehicle or item of property is involved and the probable cost of total repairs (vehicle and or property) will exceed \$100 as determined by the County's Fleet Manager;

- mysterious or unexplained damage to a County vehicle is clearly visible and the probable cost of total repairs will exceed \$100 as determined by the County's Fleet Manager.

The accident report shall be reviewed by the Division Chief or other supervisor who shall forward copies of the report to the Department of Finance and the Fleet Manager prior to the close of the next County work day after the accident. The vehicle accident reporting process is further described in Attachment D.

- d. Case Review. A copy of the Vehicle Accident Report shall be provided to the County Administrator and the Chair of the Safety Committee by the Department of Finance within three working days. The Fleet Manager shall conduct an investigation of the facts and circumstances of accidents involving County-owned vehicles which have resulted in a reported injury or when property damage in excess of \$3,000 is involved. The Fleet Manager is authorized to gather evidence, relevant documents and solicit written statements from County employees. Within ten (10) working days from receipt of the accident report, the Fleet Manager shall forward to the Chair of the Safety Committee the results of his inquiry (Part I Accident Inquiry form, Attachment C). If additional reports concerning the accident are expected from outside agencies, i.e., State Police, non-County employees involved in the accident, etc., then the report shall be provided within ten (10) working days from receipt of all such anticipated information. If delays are anticipated, the Fleet Manager shall notify the Chair of the Safety Committee as soon as possible. The Safety Committee shall review Part I of the Accident Inquiry form as soon as practicable and render an opinion as to whether the crash was preventable or non-preventable. The Safety Committee may also recommend changes to safety policies or procedures to the County Administrator (Part II of the Accident Inquiry form). The Human Resources Director shall communicate the results of the review to the employee's Department Director who will, after consultation with the Human Resources Director, determine the appropriate corrective action. Corrective action may be administrative in nature, such as additional driver training or may include disciplinary measures. The County Administrator shall review the report, determine the appropriate disposition of the case, and conclude the Inquiry process (Part III of the Accident Inquiry form). Accident reporting and inquiry procedures are outlined on Attachment D.
- e. Failure to Report Vehicular Accident Damage. Using the Accident Inquiry form, the Fleet Manager shall notify the Safety Committee if a vehicle Accident Report has not been submitted when required or upon discovery of previously unreported damage to a County vehicle.

9. Driver Qualifications and Training:

- a. Licensing. Department Directors/Agency Heads are responsible for ensuring that their employees are properly licensed and trained to operate County vehicles. A valid Virginia driver's license is required to operate County vehicles. The basic license requirements for passenger vehicles apply, with the following additional requirements for heavy vehicles operated on the highway:

Those persons required to operate or maintain a vehicle weighing 26,001 pounds or more, gross vehicle weight rating (GVWR); or designed to carry 16 or more passengers, including the driver; or used to transport hazardous materials required to be placarded by federal law, must have a Virginia Commercial Motor Driver's License (CDL). Such license is required for volunteer drivers, heavy vehicle mechanics, and public school bus operators. Commercial license requirements do not apply to operators of emergency vehicles, such as fire fighters. However, operators of emergency vehicles must meet special State and Federal skill requirements for driving certification.

10. Driving Records.

- a. A valid Virginia driver's license for the appropriate class of vehicle or equipment which will be operated is required if such vehicle or equipment operation is specifically required in the job description. Prospective employees and volunteers who will be required to operate a County vehicle during the course of their employment shall secure a copy of a current (less than 30 days old) DMV driving record at the employee's or volunteer's own expense and shall provide it to the hiring supervisor who will forward it to the Human Resources Manager in conjunction with the request for an employment offer to be made.
- b. A Virginia driver's license for current and prospective employees and volunteers may not have DMV restriction codes which limit the driving privilege to the extent that requirements of the jobs applied for or occupied cannot be met. If the individual will be required to operate a bus capable of carrying more than 15 passengers, then the license must

have the coded endorsement of "S."

- c. The Human Resources Director shall maintain a program to obtain the DMV records for operators of County vehicles. The DMV record shall be maintained in confidential, individual personnel files and updated annually. DMV driving records for County employees may be obtained from the Division of Motor Vehicles by the Human Resources Department at no expense to the County or individual concerned. The Human Resources Director shall notify the appropriate Department Director/Agency Head and County Administrator when an employee's or volunteer's record does not meet the minimum standards described in Sections 9(b) or 10.

11. Driving Standards.

- a. All current and prospective York County employees or volunteers who are required to operate a County-owned vehicle according to their job description shall be required to submit to a Division of Motor Vehicles (DMV) record check. All other employees and volunteers who may occasionally drive a County vehicle must also submit to a DMV records check prior to vehicle operation. For current employees and volunteers this check will occur, at a minimum, on an annual basis. Drivers must meet minimum standards as determined by the County. In addition to the annual DMV records check, all current employees and volunteers must inform their supervisor, by the next scheduled workday, of any licenses suspensions, or revocations, or charges being placed for any of the offenses listed in subparagraph (iii) below, and the final disposition of the case. Failure to do so may be grounds for immediate dismissal. Drivers must meet minimum standards as determined by the County. York County's standards are as follows:
  - (i) No more than two (2) moving violations within the previous twelve (12) months.
  - (ii) No more than three (3) moving violations within the previous twenty-four (24) months.
  - (iii) No record of convictions associated with driving under the influence (DUI), eluding police, leaving the scene of an accident, or manslaughter (voluntary or involuntary) within the previous sixty (60) months.
  - (iv) No record of current revocations or suspensions or previous revocations or suspensions associated with moving violations within the last sixty (60) months.
  - (v) Reckless driving offenses will be reviewed on a case-by-case basis.
- b. If an employee or volunteer fails to meet driving standards and is in a position where operating a vehicle is essential to the County, appropriate action will be taken depending on the severity and number of the conviction(s). At the recommendation of the Department Director/Agency Head, appropriate action may range from putting the employee or volunteer on a "watch status," with DMV checks conducted on a more frequent basis, to termination of employment or termination of voluntary assignment with the County.

This procedure does not prohibit Department Directors from issuing reasonable standard operating procedures with more stringent requirements.

- c. County vehicle driving privileges shall be suspended for a period of one (1) year for any current employee charged with and convicted of an offense listed in subparagraph a.(iii), above. In the case of employees occupying a position for which driving a County vehicle is a required duty, an effort may be made to transfer and/or demote the employee to a non-driving position provided a vacancy exists and the employee is qualified for that position. However, if no vacancy exists, the employee shall be separated from County employment. If the employee is transferred and/or demoted to a non-driving position, he/she must maintain a clear motor vehicle record for a full year before the County vehicle driving suspension is lifted. Additionally, any new violation(s) will result in a readjustment of the one (1) year suspension period. At the end of the suspension period, provided the employee has no new violations, County vehicle driving privileges shall be restored.

12. Driver Training. Operators of County vehicles shall be required to participate in the County's Defensive Driving Program administered by the Department of Finance.

- a. A Defensive Driver Education Program shall be established by the County Administrator. Department Directors, Agency Heads, and Constitutional Officers whose employees operate County-provided vehicles shall support the program by ensuring that employees participate in Defensive Driving classes when scheduled and as otherwise required.

- b. New employees will be scheduled by the Department of Finance for a Defensive Driving class as soon as possible.
- c. Certain Fire and Life Safety employees may be required to complete alternative programs.

13. Miscellaneous

- a. Monitoring Vehicle Use. Department Directors/Agency Heads shall carefully monitor and take necessary action to preclude operations that are contrary to the policies and procedures herein.
- b. Grievance. Any Department or Agency aggrieved by a decision of the Director of Public Works shall immediately set up a conference between the County Administrator, Director of Public Works, and the aggrieved party to resolve the matter.
- c. Citizen/Complaints. Complaints regarding the use or operation of County vehicles shall be directed to Department of Public Works. The Department of Public Works shall complete a Complaint Form (Attachment B) for each complaint and forward a copy of said Complaint Form to the appropriate Department Director/Agency Head and the County Administrator. Upon receipt, the appropriate Department Director/Agency Head shall investigate the complaint and report to the County Administrator the results of the investigation and any corrective action taken regarding the complaint.
- d. Approved Departmental Rules. Any departmental rules, regulations, or procedures approved by the County Administrator governing the use or operation of County-owned or County-insured vehicles, which are not in conflict with this policy, shall be considered a part of this policy and shall be enforced as such.
- e. Action to be Taken. Violations of this policy will be reviewed by the County Administrator's Office, and may result in loss of County driving privilege or loss of Department's vehicle allocation.
- f. Supervisory Responsibilities. Department Directors, Agency Heads, and Constitutional Officers shall ensure that before their employees are permitted to operate a County vehicle, drivers are properly trained in its use; in procedures to be followed should they be involved in an accident with a County vehicle; in the procedures for refueling vehicles with the automated vehicle identification/data collection system; in basic maintenance responsibilities of the operator (checking tires, oil level, lights, etc.); and in preventive maintenance services performed by the County garage. In addition, each authorized driver, whether a full-time County employee or volunteer worker, will be fully briefed on County and departmental personnel policies pertaining to operator negligence and damage to County property.
- g. Reimbursement for Use of Personal Vehicles. From time-to-time it may be necessary for employees to use personal vehicles for official County business. Personal vehicles should only be used with the approval of the employee's supervisor. Any miles driven will be reimbursed in accordance with the provisions set forth in Administrative Directive AD11-63.

Attachment A - Vehicle Accident Report Form  
Attachment B - Complaint Form  
Attachment C - Accident Inquiry Form  
Attachment D - Accident Reporting and Inquiry Process

Vehicle No. \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date \_\_\_\_\_

**COUNTY OF YORK  
VEHICLE ACCIDENT REPORT**

(To be submitted to the Risk Manager in Fiscal Accounting Services and the Fleet Manager within 24 hours)

Accident Date:	Day of Week:	Time:	Investigated at Scene by Police? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Vehicle?	Was there a death? <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County of Accident
Route No. Or street name at scene			or	miles <input type="checkbox"/> n <input type="checkbox"/> e		
at intersection with			feet <input type="checkbox"/> s <input type="checkbox"/> w	of Route No. or Street Name		

**VEHICLE INFORMATION**

YOUR VEHICLE				OTHER VEHICLE OR PEDESTRIAN INVOLVED			
Driver's Name (Last, First, Middle)				Driver's Name (Last, First, Middle)			
Address ( No. & Street)		Phone Number		Address ( No. & Street)		Phone Number	
City	State	Zip Code		City	State	Zip Code	
Date of Birth	Sex	Driver's License No.	State	Date of Birth	Sex	Driver's License No.	State
Vehicle's Owner's Name (Last, First, Middle)				Vehicle's Owner's Name (Last, First, Middle)			
Address ( No. & Street)		Phone Number		Address ( No. & Street)		Phone Number	
City	State	Zip Code		City	State	Zip Code	
Date of Birth	Sex	Driver's License No.	State	Date of Birth	Sex	Driver's License No.	State
Vehicle No.	Make & Type of Vehicle		Year	Vehicle No.	Make & Type of Vehicle		Year
License Plate Number	State	Cost to Repair		License Plate Number	State	Cost to Repair	

Describe Property (if auto, year, make, model, plate no.)	Other Veh. Or Property Insured <input type="checkbox"/> Yes <input type="checkbox"/> No	Company or Agency Name & Policy No.
Signature of Driver	Date Filed	If Signed by Person Other Than Driver, Give Reason

Describe What Happened: (Give full description of conditions leading to accident:	

ROAD AND WEATHER CONDITIONS:					
WEATHER Clear <input type="radio"/> Rain <input type="radio"/>		ROAD Dry <input type="radio"/> Wet <input type="radio"/>		ROAD CHARACTER	
		Straight and Level <input type="radio"/>		Straight with Grade <input type="radio"/>	
		Curve and Level <input type="radio"/>		Straight at Crest of Hill <input type="radio"/>	
				Curve with Grade <input type="radio"/>	
				Curve at Crest of Hill <input type="radio"/>	

Injured:						
Name and Address	Phone No.	Ped.	Ins. Veh.	Other Veh.	Age	Extent of Injury

Witnesses or Passengers:			
Name and Address	Phone No.	Ins. Veh.	Other (specify)

Damage to Property other than Vehicles:	Estimated Amount of Damages

Complete a Diagram showing direction and positions of automobiles involved, designating clearly point of contact.

COMPLAINT RECEIVED

REGARDING USE/OPERATION OF YORK COUNTY VEHICLE

**I. TO BE COMPLETED BY DEPARTMENT OF PUBLIC WORKS:**

1. Name and phone number of citizen making complaint: \_\_\_\_\_  
\_\_\_\_ On file in the Department of Public Works                      \_\_\_\_ Call was anonymous
2. Date of Occurrence: \_\_\_\_\_
3. Vehicle Number: \_\_\_\_\_ License Plate Number: \_\_\_\_\_
4. Vehicle Description: \_\_\_\_\_
5. Department/Division Vehicle Assigned to: \_\_\_\_\_
6. Description of Driver (if given): \_\_\_\_\_
7. Location of Occurrence: \_\_\_\_\_  
\_\_\_\_\_
8. Nature of Occurrence: \_\_\_\_\_  
\_\_\_\_\_

**II. TO BE FILLED OUT BY DEPARTMENT HEAD AND RETURNED TO COUNTY ADMINISTRATOR:**

1. Name of Employee: \_\_\_\_\_
2. Position: \_\_\_\_\_
3. Summary of Findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Action Taken (if any) by Department Director: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Signature of Department Director: \_\_\_\_\_**

Accident Report Control Number (Insurance Claim Number): *(Provided by Finance)* Date: \_\_\_\_\_

PART I [Fleet Manager Inquiry]

1. Summary of Facts:

*(To include names of participants; date/time of occurrence; weather and road conditions; location and sketch of accident site as required; type and condition of vehicles involved; ownership of vehicles; results of accident, i.e., injury, fatality, damage. May be carried forward on a continuation page.)*

2. Narrative Description of Accident Event:

*(Summary of events developed in logical and chronological order based on interviews, and written statements. May be carried forward on a continuation page.)*

3. Summary of Documentation Submitted in Evidence: *(List and attach)*

- County Vehicle Accident Report
- Police Report (if filed)
- Written Statement of Parties Involved (if given)
- Written Statement of Witnesses (if given)
- Damage Estimates
- Other as Appropriate *(Administrative Directives, Board Policies, extract of applicable legal code, mechanical evaluation, medical/legal reports, DMV record, history of accidents while in County employment, etc.)*

Attachments:  
 Accident Site Sketch (as required)  
 Documentation *(Part I paragraph 3, if any)*

\_\_\_\_\_  
 Fleet Manager

PART II [Loss Control Management Committee]

1. Conclusions:

*(Evaluation of facts and statements presented. Consideration of contributing factors. Violations of law or policy if any.)*

2. Recommendations:

*(Adjustment of policies or practices.)*

\_\_\_\_\_  
 Chair, Safety Committee

PART III [County Administrator]

1. Findings:

*(County Administrator's evaluation and opinion of data and recommendations from Part I and II)*

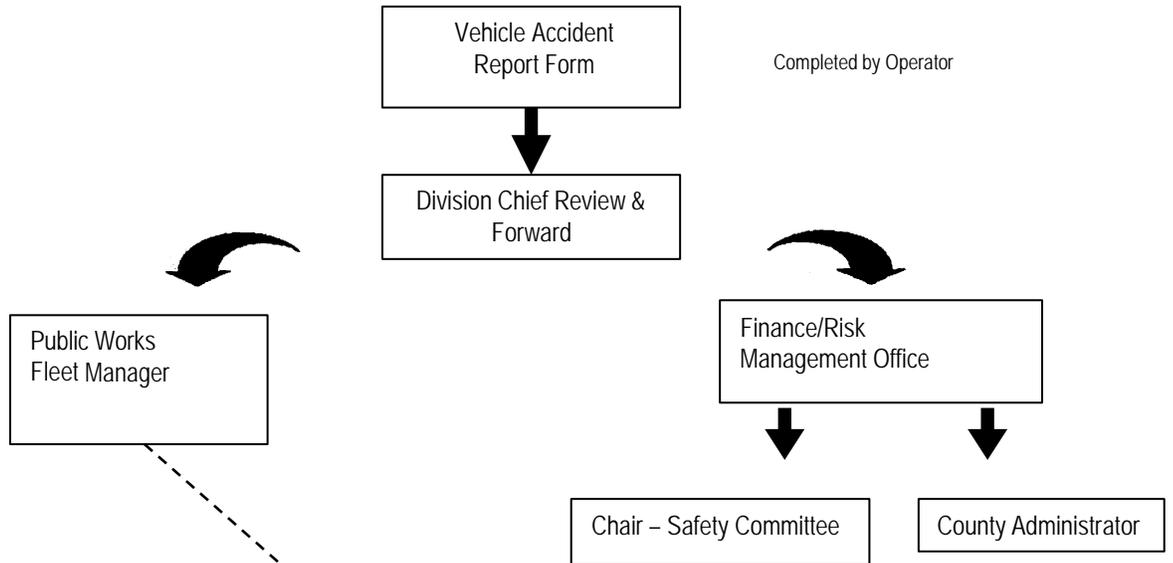
2. Action to be Taken:

*(County Administrator's statement of action to be taken)*

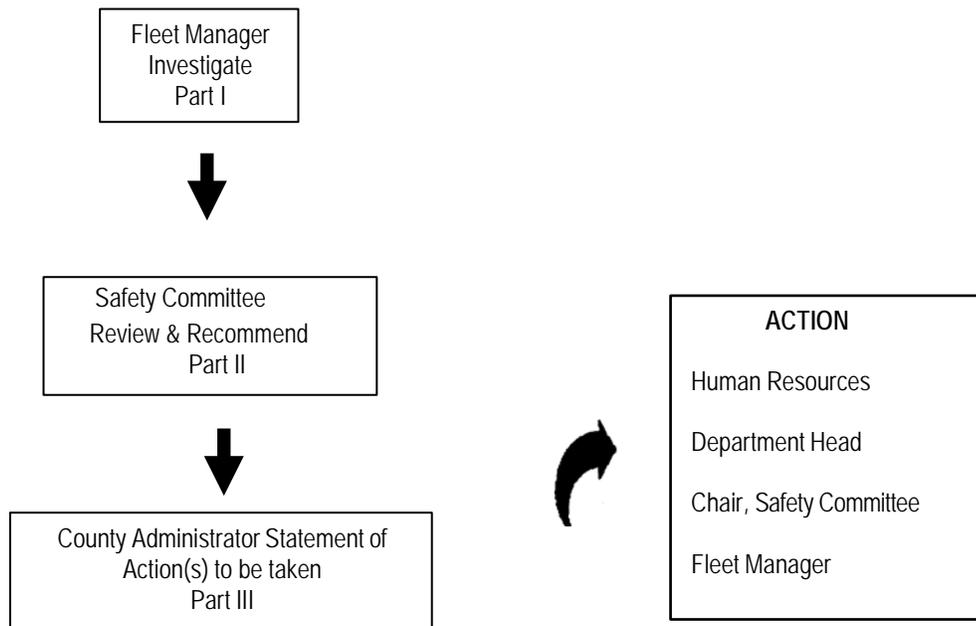
\_\_\_\_\_  
 County Administrator

Form Distribution:  
 Human Resources Director  
 Department Head  
 Chair, Safety Committee  
 Fleet Manager

## VEHICLE ACCIDENT REPORTING PROCESS



## VEHICLE ACCIDENT INQUIRY PROCESS



**NOTE:** Follow Safety Committee Administrative Directive if there is an injury to a County employee involved in the vehicle accident.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Prohibition of Smoking in County Buildings and Offices</b>
<b>POLICY NUMBER</b>	<b>BP94-12</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>December 19, 2017 (R17- 169)</b>
<b>HISTORICAL REFERENCE</b>	<b>R89-98; R94-200; R99-171; September 22, 1999</b>

Purpose: To establish and provide a policy on smoking in County buildings and offices.

Numerous studies have concluded that smoking adversely affects the health of those persons "passively" exposed to tobacco smoke. In view of these findings and in the interest of protecting the health and well-being of York County employees, the following policy is to protect the non-smoking workers and visitors right to be free of involuntary exposure to secondhand tobacco smoke in County buildings and offices.

The policy also recognizes the needs of those who smoke and permits the designation of smoking areas. These areas are proposed to allow those who smoke to continue to do so conveniently and without affecting productivity. Hence, the policy attempts to recognize the rights, needs, and concerns of all employees.

The policy is designated to improve the overall quality of County buildings and offices and to assure the health and safety of County employees and the visiting public. The County believes the following policy is responsive to the concerns raised.

Policy:

1. Regulations for controlling smoking in County buildings and offices under the jurisdiction of the County Administrator are set forth below. Smoking is defined as the holding, carrying, lighting, inhaling or exhaling of a lighted cigar, cigarette, pipe, or any other lit tobacco product or electronic cigarette device.
  - a. Smoking is prohibited in all County office building and interior work places.
  - b. The County Administrator or designee shall establish designated smoking areas that are within convenient walking distance of County office buildings and facilities but which take into account the opportunity for non-smokers to enter and exit buildings free from the influence of secondhand smoke. The County Administrator or designee shall be responsible for monitoring and controlling these areas and for ensuring that the designated smoking areas are identified by proper signs. Suitable uniform signs reading "Designated Smoking Area" will be furnished and installed by the County. The County will provide adequate ashtrays or receptacles in the designated smoking areas and near the entrance and exits of County buildings.
  - c. Suitable uniform signs reading "No Smoking in this Building" shall be placed on or near entrance doors of buildings subject to these regulations. These signs shall be furnished and installed by the County. Signs need not be displayed in every room of each building.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Workplace and Employee Safety and Health</b>
<b>POLICY NUMBER</b>	<b>BP94-13</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>October 16, 2007 (R07-131)</b>
<b>HISTORICAL REFERENCE</b>	<b>R94-200 (October 20, 1994)</b>

Purpose: The County of York is committed to providing a safe workplace and working environment for its employees as well as safe conditions and environment for those facilities and buildings open to and visited by the public. This policy is intended to commemorate the Board's commitment to safety and to establish general guidelines and responsibility for the development and implementation of a comprehensive workplace and employee safety program

Procedure:

1. The County Administrator shall be responsible for the development, implementation, administration, and monitoring of a comprehensive workplace and employee safety program covering County facilities and operations. The County Administrator shall ensure that the Board of Supervisors' commitment to and expectations for a safe workplace are met through the establishment of a series of Administrative Directives that address safety and health regulations and practices.
2. The County Administrator shall ensure that the Administrative Safety Directives address and comply with all applicable federal, state and local requirements and regulations including, but not limited to: OSHA regulations, ANSI standards, EPA regulations, Department of Health regulations, Virginia Worker's Compensation Act and motor vehicle operation laws.
3. All County employees shall be responsible for following safe workplace practices and general safety rules. The County Administrator shall ensure that safety rules and regulations are effectively communicated to employees and that appropriate safety training and equipment is provided for employees.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Use of County Buildings</b>
<b>POLICY NUMBER</b>	<b>BP94-14</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R94-200; R97-165; R99-171; R02-170; R05-25, May 18, 2009; December 19, 2017 (R17-169)</b>

Purpose: The County owns a variety of building facilities which are from time to time made available to York County governmental agencies and outside organizations or individuals. This general policy governs the terms and conditions for use of these facilities.

Procedure:

1. Statements of Policy and Objectives:

The primary purpose of County facilities is to assist the County's operating agencies in accomplishing governmental purposes. However, it is the policy of the Board of Supervisors to permit the reasonable use of those facilities by outside organizations or individuals when selected facilities are not in use or otherwise needed for governmental purposes. It is the intent of this policy to provide a broad framework applicable to all County facilities. Additional regulations and guidelines applicable to facility usage may be issued by the County Administrator or designee where appropriate and necessary because of usage, physical design and other circumstances that are unique to each facility.

2. Costs:

Normally no charges will be assessed for facility use during designated office hours. However, a fee will be charged if a facility is made available outside established office hours to cover the costs associated with supervising and cleaning the facility. A fee of \$60 for up to three hours of use will be charged outside organizations or individuals if a facility is made available for weekend use to cover the costs associated with supervising and cleaning the facility. An additional \$15 per hour will be charged if weekend use is requested beyond three hours. In addition, facility users will be charged to cover the cost of excessive cleanup and/or damage repair necessitated by their use. Fees for weekend use can be waived if a facility is already scheduled to be open to the general public and additional County staff is not needed for the proposed activity. No refunds will be made for cancellations unless notice is given at least seven days prior to the reserved date.

3. Reservation Procedures:

All requests for use of a County facility must be made in writing on an application form provided by the County, or through such online reservation procedures as may be available for particular buildings. Priority will be given to activities of the Board of Supervisors and to activities sponsored by County Departments or Agencies. All other reservations will be made on a first come, first served basis and may be revoked by the County Administrator on a 24-hour notice if the facility is needed for governmental services. In the event emergency situations arise (e.g. hurricanes, building systems or structural issues, etc.), authorization for use of the facility may be canceled/revoked by the County Administrator with less than 24 hours' notice and if that occurs the User may request a refund of any reservation or building use fees paid for the cancelled activity. Applications for use of a County facility shall be reviewed and may be approved by the Department Director or Agency Head having responsibility for the facility if:

- a. the proposed activity or use will not unreasonably interfere with or detract from the efficient delivery of services by the County;
- b. the requested use is not during hours when the facility is needed for County Department or Agency use;
- c. the proposed activity or use of the public building will not unreasonably interfere with or detract from the general public's use or enjoyment of the public building or with other scheduled activities;
- d. the event is of such a nature or duration that it can be reasonably accommodated in the particular public building applied for;

- e. the proposed activity and use is not reasonably anticipated to incite or result in violence, crime, or disorderly conduct which is beyond reasonable control;
- f. the proposed activity to be conducted by the applicant will not entail unusual, extraordinary, or burdensome expense, or police operation by the County;
- g. the facilities desired have not been reserved for other use at the day and hour requested in the application;
- h. the applicant, or the person on whose behalf the application is made, does not have a history of violating permit conditions or a history of failing to pay in full for any damages caused to County property, and has no other outstanding unpaid debts to the County;
- i. the proposed use is consistent with the provisions of the County Code and State and federal laws;
- j. the facility has been designated by the County Administrator as a facility that is available for the use;
- k. the requested use will be during hours when the facility is open for public use; and
- l. a responsible adult accepts responsibility for supervising the planned activity.
- m. the application contains no material falsehoods or misrepresentations.
- n. the applicant is legally competent to be sued.
- o. the proposed activity would not present an unreasonable danger to the health or safety of the applicant or other users of the building, to County employees, or to the public.

The grant of permission for the use of a facility may contain such conditions as are reasonably consistent with the protection and use of public buildings for purposes for which they are maintained. It may also contain reasonable limitations on the time and area within which the activity is permitted. If an application is denied, the reasons therefore shall be stated to the applicant in writing.

4. Responsibility for Property:

The County of York assumes no responsibility for property brought on the premises or for lost or stolen items. The County also assumes no responsibility for injuries or illness sustained and/or contracted on the premises.

5. Use of Building Facilities by Outside Organizations:

- a. No fund-raising activities shall be conducted in County buildings for non-County governmental related purposes.
- b. Except as noted in Section 9. below, uses that are extensions of a business operation (e.g., sales meetings, business seminars, etc.) shall be prohibited and no use shall involve any type of for-profit commercial activity.
- c. All publicity (e.g., posters, brochures, throw-aways, radio, or television announcements) must carry the name of the organization sponsoring the meeting. The County may not be identified as sponsor or co-sponsor without prior written approval of a County Department Director/Agency Head.
- d. Neither the name nor the address of a County facility may be used as the official address or headquarters of an organization.
- e. The fact that a group is permitted to meet at a County facility does not in any way constitute an endorsement of the group's policies or beliefs by the County.
- f. Use of a facility more than once a month to accommodate routine organizational meetings is not permitted. Requests for regular monthly use (e.g., a user wanting to meet once each calendar month on a regular recurring basis) shall be made on a month-to-month basis. (Dr. Martin Luther King, Jr., Building, Senior Center of York, and York Hall are exempt from this provision.)

6. Policy Governing Conduct:

- a. Users of County building facilities are responsible for the proper conduct of members or guests.
  - b. Neither alcoholic beverages nor illegal drugs, nor any person under the influence of alcohol or illegal drugs, shall be allowed on the premises, provided however, that with the specific authorization and sanction by the Board of Supervisors, receptions involving the serving of alcoholic beverages may be held in County buildings by the County or by a County government-related organization. No drugs or controlled substances shall be brought onto or used on the York Hall property except in accordance with a medical prescription or otherwise as allowed by law. Persons under the influence of illegal drugs shall not be allowed on the premises.
  - c. Betting or gambling in any form is prohibited.
  - d. Riotous, boisterous, threatening, or obscene conduct, or the use of abusive, threatening, profane, or obscene language, shall not be permitted.
  - e. Smoking is not permitted in County building facilities.
  - f. County building facilities shall not be used for any purpose described and identified as an obscene exhibition or performance by Chapter 15.5 of the York County Code. Displays of art shall not include material which is obscene as defined by Section 15.5-2 of the York County Code. Users of the facility are responsible for ensuring that the content or subject matter of meetings, performances, displays, and exhibits are consistent with the terms of said Chapter.
  - g. No pets or animals (with the exception of service dogs) are allowed in County buildings.
  - h. Collection of donations or admissions shall be permitted for those activities that involve displays, exhibits, or performances, provided that the intention to do so is indicated on the Facilities Reservation form and that such User is supported by the York County Arts Commission or by other grants or funding from York County. Sales of exhibited items, such as artwork, by the User shall be permitted provided the User is Government or Government-Related or is supported by the York County Arts Commission or by other grants or funding from York County.
  - i. No signs, emblems, symbols, or similar items may be erected on County building grounds or affixed to the interior or exterior of buildings by any User without specific authorization from the County Administrator or his designee.
  - j. All publicity (e.g., posters, brochures, hand-outs, radio or television announcements, etc.) must carry the name of the organization sponsoring the meeting. The County may not be identified as a sponsor or co-sponsor without the prior written approval of the County Administrator.
  - k. Permission to use County buildings is limited to the room or rooms, or space described in the Facilities Reservation form, which all Users shall be required to execute. No permission is granted to any group or individual to enter any other room, except rest rooms, stairwells, and entry ways which must be traversed to gain access to the authorized meeting room. No activity shall infringe on the ability of staff or other organizations to access the facility. All Users of the facilities must limit participation to the posted maximum "allowable" persons in the room per fire regulations.
  - l. Additional rules, regulations, and/or limitations that are applicable to specific building facilities will be issued during the reservation process.
7. Equal Access: This policy shall apply to all prospective Users applying to use County buildings. No group or individual shall be excluded from equal access to County buildings because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by the individual or group, or by any group's members.
  8. Denial of Access: The use of County buildings may be denied to any individual or group which has, at any time prior to any requested use, been responsible for, or caused, any damage to County property through or because of acts of vandalism, violence, or rowdiness, or which has failed to clean up facilities, whether such damage was caused by any members of such group, or by any invitees to any approved meeting. Subsequent approval for use of the facility may, in the County's discretion, be conditioned upon a higher insurance level than is set forth above, or additional security and custodial charges. However, no individual or group shall be denied access under this section to the use of County buildings or facilities because of damages not caused directly by the group or individual group members, or invited guests.

9. Special Provisions for Library Meeting Rooms: The above provisions notwithstanding, the Meeting Room facilities of the York County Libraries may be reserved and used by businesses or professionals for the conduct of business or informational meetings or seminars provided that such events are open to the general public and for which there is no admission charge and provided there is no real or implied obligation for attendees to obtain goods or professional or other services from the presenters. Hours of availability and reservation procedures and policies for such business/professional use shall be the same as applicable to any other Library Meeting Room users, provided, however, that business and professional users shall be required to pay the following fees and charges:

- a. *Reservation Deposit:* \$25 (creditable toward room rental fees). Reservations shall not become effective until the Reservation Deposit is paid.
- b. *Room Rental Fee:* \$50 base fee, plus \$15 per hour for every hour or portion thereof beyond two (2) hours.
- c. *Extraordinary Clean-up Fee:* \$50, or the actual cost if greater; Extraordinary clean-up shall be deemed to be any clean-up that requires additional staff or specialized contractors or resources above and beyond that which is typical as a follow-up to a scheduled event. Examples of such efforts include, but are not limited to: removing stains from carpeting; repairing damage to the facilities; picking up and/or removing amounts of trash above and beyond that which can be accommodated in the normally available receptacles.

Full payment of the required fees for the entire time slot reserved shall be paid no later than fourteen (14) days in advance of the event date. No refunds will be made for cancellations unless written notice (letter or email) is given at least seven (7) days prior to the reserved date. Furthermore, no refunds will be made for fees associated with any unused portion of the reserved time.

10. Special Provisions for Dr. Martin Luther King, Jr., Community Building: The Division of Parks and Recreation is responsible for the scheduling and oversight of this building and has established policies for its use and reservations. These policies and the above provisions notwithstanding, the Dr. Martin Luther King, Jr., Community Building at Charles Brown Park users shall be required to pay the following fees and charges:

- a. *Reservation, Key and Damage Deposit:* \$100 (creditable toward building rental fees). Reservations shall not become effective until the Reservation Deposit is paid.
- b. *Building Rental Fee:* \$100 building rental fee per day; for York County residents and York County Organizations; \$200 building rental fee per day for non-residents or non-York County Organizations
- c. *Extraordinary Clean-up Fee:* \$100, or the actual cost if greater. Extraordinary clean-up shall be deemed to be any clean-up that requires additional staff or specialized contractors or resources above and beyond that which is typical as a follow-up to a scheduled event. Examples of such efforts include, but are not limited to: removing stains from carpeting; repairing damage to the facilities; picking up and/or removing amounts of trash above and beyond that which can be accommodated in the normally available receptacles.

Full payment of the build rental fee is required to be paid no later than fourteen (14) days in advance of the event date. If payment is not made fourteen (14) days prior to the reservation it may be cancelled. No refunds will be made for cancellations unless written notice (letter or email) is given at least seven (7) days prior to the reserved date. Furthermore, no refunds will be made for fees associated with any unused portion of the reserved time.

For the purposes of administering the Dr. Martin Luther King, Jr., Community Building fees, resident and non-resident status shall be determined based on the following criteria:

- o a County resident is defined as anyone permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-residents;
- o eligibility for County resident fees for a group or organization requires that the group or organization be based in the County (e.g., charter, mailing address, etc.) and that at least 80% of the organization's members are permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-resident groups/organizations;

11. Designation of Board's Agent: The County Administrator is hereby designated as the Board's agent to carry out the requirements of this policy.

**FACILITIES AVAILABLE FOR  
YORK GOVERNMENTAL AND OUTSIDE ORGANIZATIONS**

<b>FACILITY</b>	<b>LOCATION</b>	<b>APPROVAL AUTHORITY</b>	<b>OCCUPANCY LIMIT</b>	<b>HOURS OF AVAILABILITY (at no charge)</b>
Public Safety Meeting Room (available only for York County governmental meetings and functions)	Public Safety Building	Department of Fire and Life Safety	120 with chairs only 55 with tables and chairs	9:00 a.m. to 10:00 p.m. Monday – Friday
Griffin-Yeates Conference Auditorium	Griffin-Yeates Center	Department of Community Services	60 with chairs only 30 with tables and chairs	5:00 p.m. to 10:00 p.m. Monday – Friday
York Library Branch Community Room	Public Library	Public Library	115 with chairs only 50 with tables and chairs	During Established Library Hours
Tabb Library Branch	Public Library	Public Library	110—chairs only 50 with tables and chairs	During Established Library Hours
Meeting Room, (East Room) 1 <sup>st</sup> Floor	York Hall	County Administration	90 General Seating	See York Hall Use Policy –BP00-18
Board Room, 2 <sup>nd</sup> Floor	York Hall	County Administration	120 Fixed Seating	See York Hall Use Policy – BP00-18
Dr. Martin Luther King, Jr., Community Center	Charles E. Brown Park	Division of Parks and Recreation	145 with chairs only 65 with tables and chairs	8:00 a.m. to 10:00 p.m. 7 days per week, and other times when arranged with Parks and Recreation.

**NOTE:** Except for the Dr. Martin Luther King, Jr., Community Building facilities are not available during established County holidays

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Citizen News Advertising</b>
<b>POLICY NUMBER</b>	<b>BP96-15</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>June 19, 1996</b>
<b>REVISION DATE</b>	<b>March 3, 2005</b>
<b>HISTORICAL REFERENCE</b>	<b>R00-137 (September 5, 2000); R01-162 (September 4, 2001)</b>

**(RESCINDED, NOVEMBER 20, 2018, BY RESOLUTION R18-108)**

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Economic Development Incentive Funds</b>
<b>POLICY NUMBER</b>	<b>BP99-16</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>January 20, 1999</b>
<b>REVISION DATE</b>	<b>September 25, 2013</b>
<b>HISTORICAL REFERENCE</b>	<b>December 19, 2000</b>

Purpose: To provide the County Administrator guidelines for funding economic development incentives.

Background:

1. Board of Supervisors' Economic Development Fund: In FY97, the Board of Supervisors established an Economic Development Fund of \$500,000. The budgets approved in FY98 and FY99 also included \$500,000 for the Fund. In addition, \$135,000 of the FY96 excess of revenues over expenditures was added to the Fund. These funds are designated for large economic development projects and incentives.
2. Economic Development Authority's Capital Fund: The Capital Fund was established in 1988 as a result of profitable land sale that netted the EDA over \$800,000. The Capital Fund was designated for small infrastructure extensions, engineering/consultant studies, and small incentives. The Capital Fund also helped sustain the EDA's Marketing Budget through interest income earnings.
3. With the creation of the Office of Economic Development in FY01, the Board and the EDA determined it would be appropriate to set the target amount for the Board of Supervisor's Economic Development Fund at \$1,500,000 and to provide for the balance in the EDA Capital Fund to be established at a level deemed appropriate by the Board of Supervisors as part of the annual Budget adoption process. The intended use of the EDA Capital Fund will continue to be to support small infrastructure extensions, engineering and consulting studies, and small incentives.

Procedures:

1. The County Administrator, within budget constraints, shall strive to maintain \$1,500,000 in the Board's Economic Development Fund.
2. The County Administrator shall direct an amount equal to the first tax dollars or increase in tax dollars received from an economic development project that received an incentive back into the Economic Development Fund.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Group Use of New Quarter Park</b>
<b>POLICY NUMBER</b>	<b>BP00-17</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>September 5, 2000</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>February 15, 2005 (R05-25); October 16, 2007 (R07-131); September 18, 2012 (R12-118); October 5, 2015; December 6, 2016(R16-130); December 19, 2017 (R17-169)</b>

Purpose: This policy governs the operation of New Quarter Park.

Procedure:

1. Statement of Policy and Objectives:

New Quarter Park will be open and staffed for general public use as follows:

April through October – Daily - 8 a.m. to dusk

November through March – Friday – 10 a.m. to dusk; Saturday and Sunday – 8 a.m. to dusk

Requests for special event use of the park will be considered on a case-by-case basis.

2. Costs:

Shelter Reservation Fees:

Four group shelters are available for reservations at the following rates:

Large Shelter: \$100 for a full day resident; \$150 non-resident

Medium-size Shelters: \$50 for a full day resident; \$75 non-resident

Other Facilities Fees:

Camp-fire Circle: \$25 resident; \$50 non-resident

Disc Golf Fees: \$3 per round or \$25 for an annual pass resident  
\$5 per round or \$50 for an annual pass non-resident

For special events and/or groups of 300 or more, additional costs may be incurred by the sponsoring agency should the Parks and Recreation Superintendent deem it necessary for the sponsor to provide portable restroom facilities, additional trash dumpsters, supplemental staff and other miscellaneous services due to the type of event and/or size of the group. The Parks and Recreation Superintendent will determine what additional requirements/fees will apply on a case-by-case basis.

All requests for refunds must be submitted in writing. Requests must be made 30 days prior to the reservation date. If the County closes the park for inclement weather or any other reason, a refund will be issued unless the event can be rescheduled to a date acceptable to the County and the group.

3. Reservation Procedures:

All requests for shelter/facility reservations and special events at New Quarter Park must be made in writing on a County of York Facility Request Form. Reservation requests for the entire operating season (March through November) can be made beginning the first Monday of February for that same calendar year. Persons making application for a reservation shall be at least 21 years old.

York County retains the right to cancel or reschedule reservations when deemed necessary. If this situation occurs, as much notice as possible will be given to those that have reservations.

In the event that significant changes occur with a special event that has been approved for use of the park,

immediate notice must be given to the York County Parks and Recreation Division. Examples of significant changes include, but are not necessarily limited to the following: the times of park usage; larger or smaller attendance estimates than what is presented on the Facility Request Form; the nature of the event; or type of equipment that is needed or being used for the event.

4. Park Regulations:

In general, all rules and regulations established in Chapter 17 of the Code of the County of York (also referred to as the Public Areas Ordinance) apply. In addition, the following regulations shall apply:

- a. Camping is prohibited.
- b. Dogs must be on a leash at all times. Owners must properly dispose of feces from their dogs.
- c. All fires must be contained in the campfire circle and/or cooking grills near the picnic shelters. Fires must not be left unattended and shall be completely extinguished before leaving the park. Water must be brought to all fire sites for safety purposes. Buckets are available from the park staff for such purposes.
- d. The use of gasoline to ignite any fire is prohibited.
- e. Firewood collected from the park for use for an event at the park is restricted to gathering dead material on the ground. Cutting trees or tree limbs is prohibited.
- f. Swimming is prohibited.
- g. Individuals must possess a valid Virginia fishing license in order to fish.
- h. Individuals initiating boating, canoeing and/or kayaking activities from the park shall wear lifejackets.
- i. The possession and/or consumption of alcoholic beverages and controlled substances are prohibited.
- j. Parking vehicles along the sides of the road is prohibited.
- k. Golfing, horseback riding, flying radio or wire-controlled airplanes, drones, and the use of metal detectors are prohibited.
- l. Patrons are responsible for properly disposing of litter and trash resulting from their use of the park facilities.

Additional rules and regulations may be issued by the Parks and Recreation Superintendent as deemed necessary. Failure of any group to abide with the conditions of use for the park may result in denial of approval for future requests.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>York Hall Use Policy</b>
<b>POLICY NUMBER</b>	<b>BP00-18</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>November 21, 2000</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R01-234(R), (12/18/01), February 15, 2005 (R05-25), November 16, 2009, July 11, 2014; March 3, 2015</b>

Purpose: It is the intent of the Board of Supervisors to allow government-related users and citizen groups and organizations to use certain public meeting areas and public spaces in York Hall and on its grounds to the extent that such use is consistent with County uses of the building, with any permanent or semi-permanent space allocations the Board has made, and with requirements for operation, maintenance, and supervision of the facilities. The purpose of this policy is to establish the guidelines and procedures for such uses.

Procedure:

1. Applicability:

This Policy shall govern the use of the public meeting areas and public spaces of York Hall by County Boards, Commissions and Committees, by County government-related users, and by such other groups as defined herein. The policy will also be used as guidance by the Board of Supervisors, or such agent as the Board may designate, in the review and approval of applications by groups and organizations for the assignment of available space on a one-time, periodic, or long-term basis. The areas available for use under this policy include the:

- Board Meeting Room
- East Room
- "Gallery" (first floor open area and kitchen)
- "Gift shop/Office"
- Basement
- Foyer

York Hall shall not be available to individuals for private functions or to business or commercial users (e.g., for wedding or retirement functions, conferences, etc.).

2. Definitions:

- a. "County" shall mean the government of York County, Virginia, its officers, elected officials, agents and employees, and committees, boards and commissions created by or appointed by the County Board of Supervisors to carry out a public purpose, when acting within their capacity as such and within the scope of their official duties while engaged in the County's business. The term shall include specifically:
- i. Users which are a constituent part of the County, including County agencies or departments, or committees formed by the County, by any of its officers, agents, or employees for the purpose of carrying out the County's work.
  - ii. Users which are sponsored by the County, meaning those which are supported financially or otherwise by the County at the direction of the Board of Supervisors or the County Administrator and which are authorized to carry out a County policy or goal and which are invited by the County to use any County facility or building for purposes related to the conduct of County government.
  - iii. Users which are appointed by the County, meaning any Board, Commission, Authority, Agency, or other entity any of whose members are required by law, contract or agreement to be named, appointed, or confirmed by the County.
  - iv. Users invited by the County to meet on County property for purposes associated with the governance of York County, Virginia.
  - v. County Boards, Commissions, or Committees using the facilities for public hearings, meetings, and for the execution of government programs.

- b. "County Government-Related" shall mean such users as the Board of Supervisors identifies in this policy, or through determinations of the County Administrator, to be integrally related to the governance of the County and the implementation of projects established or endorsed by the Board of Supervisors.
- c. "Group" shall mean any not-for-profit association, formally or informally constituted organization, civic club, corporation, or partnership that is not associated with or a part of the York County Government.
- d. "User" shall mean any County, County Government-Related, or Group entity using, or making application to use, York Hall pursuant to this policy.
- e. "One-time" use shall mean a meeting or event that is scheduled/conducted for a single block of time on a single day.
- f. "Periodic" use shall mean a meeting or event that is scheduled/conducted for a specific block of time on multiple days, whether those days are consecutive or not.
- g. "Long-term" use shall mean the assignment or reservation of space for the use of a particular group or function for a period in excess of 30 consecutive days.

3. Priorities for Authorizations/Duration and Hours of Permissible Uses:

Requests may be made for One-time or Periodic use of the Board Meeting Room, the East Room, the Foyer, or the Gallery. Requests may be made for One-time, Periodic, or Long-term use of space in the Gift Shop/Office or the Basement. In addition, the Board of Supervisors may consider and approve requests for Long-Term use of the Gallery provided that the User would continue to accommodate the scheduling of appropriate One-Time or Periodic use of the space by the County and such other Users as are agreed upon by the Long-Term User and the Board. Long-term use authorizations may take the form of assignment of a specific room or rooms to a User for an extended period of time, whether definite or indefinite. Such authorizations and assignments shall be set out in specific agreements between the User and the Board.

- a. Priority for Use Assignments: Priority for the use of any portion of York Hall will be as follows (listed in order of priority):
  - 1. Board of Supervisors
  - 2. School Board
  - 3. Planning Commission
  - 4. Board of Zoning Appeals
  - 5. Economic Development Authority
  - 6. Wetlands Board
  - 7. Other County Boards and Commissions
  - 8. County Committees appointed by the Board of Supervisors
  - 9. Constitutional Officers
  - 10. Other functions scheduled by the Board of Supervisors and meetings, training sessions, seminars, etc., scheduled by the County Administrator or the County Administrator's staff.
  - 11. Other functions scheduled by the School Board and meetings, training sessions, seminars, etc., scheduled by the School Superintendent or the Superintendent's staff.
  - 12. Yorktown Foundation
  - 13. Non-governmental Groups

4. Eligibility Guidelines for Non-Governmental Users: In determining the eligibility of Groups desiring to use the facilities in York Hall, and in evaluating the content of subject matter to be discussed or displayed in conjunction with such use, the Board, or its designated agent (if any), shall be guided by the following:

- a. Groups must be based in York County (i.e., chartered/registered with a York County mailing address for the group and/or its principal officer); or, if informally constituted, the majority of the members/attendees must be York County residents; or, the group must be one that is supported by the York County Arts Commission.
- b. The Group shall not be engaged in advocating social or political change by violence or by other illegal means. This restriction does not prohibit the discussion of controversial subjects in public forum.

- c. In the case of Groups wishing to use York Hall for an event that will be open to the general public (i.e., attendees other than members of the group, their specially invited guests, or prospective members), the purpose and/or content of the event shall be of a cultural, historical, or educational nature. Examples would include: recitals, art shows/exhibits, lectures, children and youth programming, historical re-enactments, historic/interpretive exhibits/demonstrations, etc.
- d. Eligibility for Periodic and Long-term use shall be confined to those Groups that are supported financially by the York County Arts Commission or through other grants or funding by the County.

It is expressly understood that permission to use York Hall does not in any way constitute an endorsement by the County or its officials of any organization or group; the beliefs of any organization or group; the expression of any opinion regarding the nomination, retention, election, or defeat of any candidate; or the expression of any opinion regarding the passage or defeat of any issue or referendum.

5. Duration and Hours of Permissible Uses:

- a. No use of York Hall will be permitted which inhibits the regular, uninterrupted use of the facility by the County Government or a Government-Related User by reason of conflicting need for the building or facility, generated noise, or any other reason.
- b. Revocation of Use: Permission granted for use of York Hall by any Group covered by this policy may be revoked by the County Administrator at any time prior to 24 hours before the scheduled start of the requested use if the facility is needed for County or County Government-Related use. In the event emergency situations arise (e.g., hurricanes, etc.), authorization may be canceled/revoked by the County Administrator with less than 24-hours' notice.
- c. Hours of Availability: *Regular/Normal* hours of availability shall be 8:00 am to 5:00 p.m., Monday through Friday. *Extended/Premium* hours of availability shall be 5:00 p.m. to 11:00 p.m., Monday through Friday, 8:00 am to 11:00 p.m. on Saturday, and 12:00 noon to 7:00 p.m. on Sunday. Except in the case of the special provisions for Thursdays set out in Section 12, all Users of the building, whether they are classified as One-time, Periodic, or Long-term, shall be subject to these hours of availability/operation unless special arrangements have been made with the County Administrator's Office for extended hours.
- d. Holidays: The County Administrator may authorize the use of the facility on holidays subject to the availability of necessary support/supervisory and security personnel.

6. Policies Governing Use and Conduct

The following rules of use and conduct shall be observed by all Users of York Hall. The User is responsible for ensuring that these guidelines are observed at all times by participants or guests.

- a. Riotous, boisterous, threatening, or indecent conduct, or the use of abusive, threatening, profane, or indecent language shall not be permitted.
- b. York Hall shall not be used for any purpose described and identified as an obscene exhibition or performance by Chapter 15.5 of the York County Code. Displays of art shall not include material which is obscene as defined by Section 15.5-2 of the York County Code. Users of the facility are responsible for ensuring that the content or subject matter of meetings, performances, displays, and exhibits are consistent with the terms of this Chapter.
- c. No drugs or controlled substances shall be brought onto or used on the York Hall property except in accordance with a medical prescription or otherwise as allowed by law. Persons under the influence of illegal drugs shall not be allowed on the premises.
- ~~d.~~ Smoking is prohibited in York Hall.
- e. Betting or gambling in any form is prohibited.
- f. No pets or animals (with the exception of service dogs) are allowed in the building.
- g. Uses that are extensions of a business operation (e.g., sales meetings, business seminars, etc.) shall be prohibited.

- h. Collection of donations or admissions shall be permitted for those activities that involve displays, exhibits, or performances, provided that the intention to do so is indicated on the Facilities Reservation form and that such User is supported by the York County Arts Commission or by other grants or funding from York County. Sales of exhibited items, such as artwork, by the User shall be permitted provided the User is Government or Government-Related or is supported by the York County Arts Commission or by other grants or funding from York County.
- i. No use shall involve any type of for-profit commercial activity. However, nothing herein shall prevent the County from entering into an agreement with a Group or other entity to operate a gift shop in York Hall on such terms as the County deems appropriate.
- j. No signs, emblems, symbols, or similar items may be erected on the York Hall grounds or affixed to the interior or exterior building by any person without specific authorization from the County Administrator or his designee. Periodic and Long-term Users may request special permission from the County Administrator to erect/install appropriate signage associated with their particular use. The County Administrator shall ensure that such signage is consistent with the character of the facility and the nature of use.
- k. All publicity (e.g., posters, brochures, throw-aways, radio or television announcements, etc.) must carry the name of the organization sponsoring the meeting. The County may not be identified as a sponsor or co-sponsor without the prior written approval of the County Administrator.
- l. Permission to use York Hall is limited to the room or rooms, or space described in the Facilities Reservation form, which all Users shall be required to execute. No permission is granted to any group or individual to enter any other room, except rest rooms, stairwells, and entry ways which must be traversed to gain access to the authorized meeting room. No activity shall infringe on the ability of staff or other organizations to access the facility. All Users of the facilities must limit participation to the posted maximum "allowable" persons in the room per fire regulations.

7. Food and Beverage Policies:

- a. Upon the specific approval by the County Administrator, the serving of alcoholic beverages may be allowed in conjunction with receptions and similar events sponsored by an authorized User.
- b. In order for a User to serve alcoholic beverages, a beverage license from the Virginia ABC Commission is required. Use of a caterer with an ABC license is recommended. The ABC license must be posted in York Hall before the start of the event.
- c. The sponsoring User accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease, and shall also be cause for future denial of permission for the sponsoring User to serve alcoholic beverages at its functions in York Hall.
- d. No alcohol may be consumed in any other area except the designated area of the event. No alcohol may be carried outside the building.
- e. Use of a caterer is recommended for food and alcoholic beverage service. Caterers must be appropriately licensed to do business in York County, unless excepted from licensing requirements, and must have all applicable Health Department and ABC Commission permits. If use of the kitchen facilities is desired, the request for this space must be submitted along with the original room request. The County will not provide serving utensils, paper goods, silverware, beverage containers, or servers. Failure to leave the kitchen area in a clean and sanitary condition following use can result in denial of facility use in the future.

8. Set Up:

- a. The authorized User is responsible for supplying information on the Facilities Reservation form concerning the desired set up of the meeting place including the number and placement of chairs and tables. Unless otherwise arranged between the User and the County, all set-up and take-down will be the responsibility of the County. In no case shall the User be allowed to arrange or re-arrange the furniture in the Board Meeting Room or the East Room. The User is responsible for supplying such items as easels, bulletin boards, and other equipment needed for their meeting. Equipment such as screens, bulletin boards,

and white-boards owned by the County and located in the approved meeting room may be used by the group.

- b. Use of any electrical and audio/visual equipment by the user shall be subject to County approval.
- c. Periodic and Long-Term Users shall be responsible for coordinating all set-up and logistical arrangements with the County. This shall include, for example: the arrangement of display and exhibit cases, stands, props, etc.; the arrangement and placement of any furnishings/furniture, the storage of materials, props, etc.; and other related issues.

9. Special Provisions for the Board Meeting Room and the East Room:

Because of the nature of the audio-visual equipment located in and adjacent to the Board Meeting Room and the East Room, and the need to maintain the appearance of the meeting rooms for televised public meetings of the Board of Supervisors and other deliberative public boards, permission to use the Board Meeting Room or the East Room shall not include permission to use any of the audio-visual equipment located in or serving such rooms unless specifically authorized by the County Video Services Manager. Permission to use any such audio-visual equipment may, in the discretion of the Video Services Manager, be conditioned upon a demonstration by the User, to the Manager's satisfaction, that the User is knowledgeable in the use of the equipment or, alternatively, upon the ability of the Video Services Division to provide staff support for the scheduled use. These provisions shall apply to all Users, whether County, County Government-Related, or Groups.

10. Clean Up:

- a. Groups shall be responsible for all clean up following the conclusion of the use of the facility. All trash must be removed from the premises at the Group's expense, except that up to four bags of non-toxic trash may be placed in a receptacle to be designated by the County. All material placed by any User on any bulletin board shall be removed, and any writing placed on any white-board or similar equipment shall be erased. Custodial service, using County custodial staff, may be required for Group Users at the discretion of the County based on the number of persons attending the meeting and the length and purpose of the meeting. Costs for this service if required, will be borne by the Group.
- b. The cost of any clean up by County staff required as a result of the Group's failure to do so shall be charged to the Group at the pay rate (regular or overtime) of County staff used.

11. Fees: Except on Thursdays, fees will be assessed for use of the facilities by Groups in an amount necessary to cover the costs associated with supervising, cleaning, and securing the facility. Groups, as defined herein, may request the use of available York Hall facilities on Thursdays between the hours of 9:00 am and 10:00 pm and shall not be required to pay any of the fees set forth in the following table. County Government and County Government-Related users also shall be exempt from the following fee schedule. Fees shall be as follows:

<b>Fee Structure for One-Time Use by Groups</b>	<b>Amount</b>
Use during Regular/Normal Hours– (includes standard set-up, staffing, clean-up)	\$30 base fee, plus \$10/hour for every hour beyond two (2)
Use during Extended/Premium Hours– (includes stand- ard set-up, staffing, clean-up)	\$50 base fee, plus \$15/hour for every hour beyond two (2)
Extraordinary Set-up (e.g., items not normally housed in York Hall)	\$40, plus any rental charges, if applica- ble
Extraordinary Clean-up	\$50
Kitchen Use	\$25
Reservation Deposit	\$25

Fees for Groups scheduling York Hall on a Periodic basis shall be calculated based on the actual time expended by County staff in providing set-up, supervision, and clean-up services. Fees, if any, for Groups authorized for Long-Term use shall be established and approved by the Board of Supervisors on a case-by-case basis.

12. Cancellation: Any permission granted under this policy to use York Hall shall be deemed automatically withdrawn in the event the County government is closed because of inclement weather or other emergency during the scheduled time of the meeting. Cancellation information will be provided telephonically to the point of contact.
13. Security: Authorized Group Users shall provide at their own expense any security which is desired or which the County requires in addition to the normal security provided by the County for its own purposes.
14. Liability:
  - a. Unless specifically waived by the County Administrator, any Group using York Hall pursuant to this Policy shall be required to execute a release of liability in a form approved by the County Attorney, releasing the County, its officers, and employees from any liability for negligence for any damages caused to the Group, or its property, during the time of the use.
  - b. Moreover, unless specifically waived by the County Administrator, any Group using York Hall shall be required to execute an agreement in a form accepted and approved by the County Attorney to guarantee and hold harmless the County and its officers and employees from any liability to third parties for injury caused by the Group, or any persons invited to attend the meeting or session in York Hall or on its grounds.
  - c. The Group shall be liable to the County or to any third party for any and all damage to County property or injuries to County employees, officers, or agents caused by the Group, or by any of the Group's officers, agents, or employees, or by any person attending or seeking to attend the Group's meeting, whether or not such damage is the result of negligence, intentional acts, or accident.
15. Applications to Use York Hall:
  - a. All applications to use York Hall under this Policy shall be made to the County Administrator, P.O. Box 532, Yorktown, VA 23690. Applications shall be made on the County Facilities Reservation form available from the Office of the County Administrator. The application shall include, but not be limited to, the following information: the name and address of the applicant, and of its officers; the date and time requested for the use; the expected length of the use; the nature and purpose of the use; and the number of people expected to attend the proposed activity.
  - b. Applications for use of York Hall may be submitted as far as 90 days in advance of the proposed date of use, provided, however, that in the case of performances and other types of special events sponsored by Groups supported by the York County Arts Commission or through other grants or funding from the County, reservation requests may be submitted as far as 12 months in advance. Requests by County Government and County Government-Related Users may be made up to 12 months in advance and in a single application for reservation approval for "regular" meetings.
  - c. Requests for reservations concerning "regular" meetings and other functions for County Government and County Government-Related shall be evaluated in accordance with the priority system established in Section 3 of this Policy.
  - d. Requests by Groups for use of York Hall should be submitted and shall be reviewed on a monthly cycle so that a building use calendar can be produced and posted one month in advance (i.e.,- the calendar for July will be prepared by the end of May). In setting priorities for scheduling/reservations, the County Administrator or his designee shall observe the priority system established in Section 3 of this Policy and beyond those priorities shall give preference to requests from Groups supported by the Arts Commission or through other grants or funding from the County and to other requests of a cultural arts nature.
  - e. Requests for using York Hall shall be reviewed by such offices and officials as the County Administrator may designate. Said offices/officials shall then forward a recommendation as to approval/disapproval to the County Administrator along with any comments concerning the need for extraordinary supervision, set-up, or clean-up anticipated with the proposed use. Approval shall be granted by the County Administrator or his designated representative.
16. Equal Access: This policy shall apply to all prospective Users applying to use York Hall. No group or individual shall be excluded from equal access to York Hall because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed

by the individual or group, or by any group's members.

17. Denial of Access: The use of York Hall may be denied to any individual or group which has, at any time prior to any requested use, been responsible for, or caused, any damage to County property through or because of acts of vandalism, violence, or rowdiness, or which has failed to clean up facilities, whether such damage was caused by any members of such group, or by any invitees to any approved meeting. Subsequent approval for use of the facility may, in the County's discretion, be conditioned upon a higher insurance level than is set forth above, or additional security and custodial charges. However, no individual or group shall be denied access under this section to the use of County buildings or facilities because of damages not caused directly by the group or individual group members, or invited guests.
18. Designation of Board's Agent: The County Administrator is hereby designated as the Board's agent to carry out the requirements of this policy.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Street Name Identification Signs</b>
<b>POLICY NUMBER</b>	<b>BP01-19</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>September 4, 2001 (R01-162)</b>
<b>REVISION DATE</b>	
<b>HISTORICAL REFERENCE</b>	

Purpose: To establish policies for fabrication, installation and maintenance of street name identification signs in York County. This policy does not apply to signs installed by the Virginia Department of Transportation (VDOT.)

Procedure:

1. Administration of the Street Sign Program:  
The County Administrator or his designee is responsible for the administration of the Street Name Sign Program for York County to ensure the proper identification of streets and roads for public safety and convenience.

2. Standards for Street Name Identification Signs:  
All street name identification signs located within York County shall meet the following standards:

a. Permanent street name identification signs shall have reflective backgrounds and the number of letters shall not exceed 14 characters (including the RD., DR., or other prefix or suffix). Signs shall conform with the following size standards based on the existing or anticipated posted speed limit of the roadway to which the sign faces:

Speed Limit	Sign Size	Lettering Height	
		Upper case	Lower case
< 35 mph	9" x 30" min. to 48" max.	5"	2½"
36-50 mph	12" x 30" min. to 60" max.	6"	3"

b. All street name identification signs shall meet Virginia Department of Transportation (VDOT) standards. Public street signs shall have green background with white lettering. Private street signs shall have white background and green lettering. Public street signs shall have the route number located in the lower right corner of the sign. Private street signs shall have the word "PRIVATE" in the lower right corner of the sign.

c. Street name identification signs shall be placed within the VDOT right-of-way on steel galvanized 2"x2" posts unless otherwise approved by the County Administrator.

3. Responsibility for Fabrication, Installation and Maintenance of Signs:  
The County shall be responsible for fabrication, installation and maintenance of all street name identification signs in the County except:

a. Street name identification signs that are fabricated, installed and maintained by VDOT. (The County Administrator is authorized but not obligated to fabricate, install and maintain street identification signs for VDOT.)

b. Signs that are approved by the County Administrator for a development having a mandatory Property Owners Association. (The County Administrator is authorized but not obligated to fabricate, install or maintain said signs.)

4. Authority to Approve Alternate Designs:

The County Administrator or his designee may waive the normally applicable street name sign identification standards for good cause shown under any of the following circumstances:

a. On streets within the historic village of Yorktown, when the alternate design is part of a comprehensive street sign program intended to create a special aesthetic character.

b. On streets within an individual development when the responsible party (the developer or a Property Owners Association) wants to achieve a unique design and configuration for aes-

thetic or architectural reasons. In order to be eligible for this opportunity, the development must have a mandatory Property Owners Association in which all lot owners are members and the following additional conditions must be met:

- (1) The County Administrator or his designee shall determine that the proposed sign specifications exceed the standard specifications for a County street name sign and the responsible party must illustrate how the upgrade will enhance the aesthetic or architectural character of the development;
- (2) The proposed street signs must meet all applicable VDOT standards and be approved in writing by VDOT; and
- (3) The developer or the Property Owners Association must provide a written guarantee in a form acceptable to the County Attorney that the Property Owners Association will maintain the street identification signs in perpetuity. Such guarantee shall provide for the repair or replacement of any such sign within 30 days of being notified by the County do so, and shall require the Property Owners Association to pay for standard County signs to be fabricated and installed by the County if repair or replacement is not made within such 30 day period.
- (4) The Property Owners Association may submit a written request to the County Administrator requesting that the County replace all the unique signs within the development with standard County street identification signs. The County Administrator may approve such request provided that the Property Owners Association agrees to pay the full cost (based on the street identification sign cost schedule in effect at the time of the request) of changing such unique signs to the standard County street identification sign.

5. Fees for Fabrication, Installation and Maintenance of Street Identification Signs:

The following guidelines shall be used by the County Administrator or his designee for assessing fees for fabrication, installation and maintenance of street identification services:

- a. For New Streets in Standard Subdivisions:  
Developers shall be charged a fee of \$250 for each street name identification sign for a standard subdivision. A street identification sign shall be defined as a single or double faced street name sign that identifies one or two streets using the same pole. After the initial fee is paid and the sign is installed, all subsequent maintenance and replacement costs, as necessary, shall be borne by the County.
- b. For Unique Signs Approved for Developments with a Mandatory Property Owners Association:  
Where the County Administrator authorizes the use of a unique sign design, as provided above, the developer or the Property Owners Association shall be responsible for the full cost of fabrication, installation and maintenance of the unique signs and there shall be no fee imposed by the County. However, the County Administrator is authorized, but is not obligated, to provide services to fabricate, install or maintain said signs (or parts of said signs) provided a fee determined by the County Administrator is charged to cover labor, materials and estimated administrative costs.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Subsidy Program for James City County-Williamsburg Community Center or James River Community Center Membership Fees</b>
<b>POLICY NUMBER</b>	<b>BP01-20</b>
<b>ORIGINAL EFFECTIVE DATE</b>	
<b>REVISION DATE</b>	
<b>HISTORICAL REFERENCE</b>	

**RESCINDED OCTOBER 16, 2007**

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Outstanding Youth Awards Educational Scholarship Program</b>
<b>POLICY NUMBER</b>	<b>BP05-21</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>February 15, 2005 (R05-25)</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>FY 2004 Operating Budget; October 5, 2015</b>

Purpose: To outline the terms and conditions for disbursement of the four annual \$1000 educational scholarships conferred through the Outstanding Youth Awards Program.

Background:

1. In January, 1990, the York County Youth Commission petitioned the Board of Supervisors to financially support some Outstanding Youth Awards that were selected later that school year. During the fall of 1990 the Youth Commission again asked the Board to support the awards for the 1990-1991 school year. This was approved and seems to have been institutionalized ever since.

The Outstanding Youth Awards (OYA) Program as we know it today is co-sponsored each year by the Board of Supervisors and the Youth Commission. The purpose of this program is to recognize and celebrate the accomplishments of outstanding York County teenagers. To be eligible, all nominees must: a) be residents of York County; b) be students in grades 9, 10, 11, or 12; and, c) have proven themselves outstanding in one of the following areas: Compassion, Courage, Community Service, and Overall Achievement.

Each award winner has traditionally received a bound copy of the Board Resolution commending him or her, as well as a personalized pewter Jefferson Cup. Note: See the attached Nomination Form for additional nomination procedures, description of categories, makeup of the Selection Committee, and awards reception.

2. During the development of the FY 2004 Budget, the 2002-2003 Youth Commission petitioned the Board during one of its public budget hearings to consider the "new program request" allocating \$2,000 for the purpose of further enhancing the OYA program by awarding \$500 Educational Scholarships to each of the recipients. The Board approved this program request in its 2004 Budget. The Board approved the increased scholarship amount in its FY 2019 Budget.

Procedures:

1. The \$1000 Educational Scholarship will be disbursed to each award recipient in accordance with the following guidelines:
  - a. The money is intended to help fund tuition, board, or other costs associated with post high school higher education at a college or university or to assist with the cost of a vocational training program. The OYA recipient is not eligible to receive the scholarship money until after his/her graduation from high school. The OYA scholarship award is not intended as a cash prize. Its sole purpose is to help support award recipients with their post high school education or vocational training.
  - b. A check made out to the OYA recipient in the amount of \$1000 will be mailed from York County to the recipient's home address. This will take place within two weeks of the receipt of evidence of the recipient's enrollment or payment at a college, university, or program of vocational training. Typically, this evidence will consist of an official letter from the educational/vocational institution's Registrar's Office verifying the recipient's enrollment for the upcoming semester OR will be a receipt of payment issued to the recipient by the institution's Bursar or Accounting Office. In either case, it is the OYA recipient's responsibility to submit this evidence to the County's Parks and Recreation Division in order to receive the scholarship payment. The County will not ask an educational/vocational institution for this information.
  - c. Typically, the evidence required in "Procedures" item "1.b" above will not be available until

July or August for high school graduates planning to enroll in an educational/vocational institution that fall. If for any reason the recipient delays enrollment past the fall semester immediately following their high school graduation, the money will be held by the County for up to two (2) years. Evidence of enrollment/payment into an educational/vocational institution must be received by Parks and Recreation by no later than December 31 of the *second* year following high school graduation in order for the OYA recipient to receive the \$1000 scholarship award. Example: An OYA recipient graduating in June, 2006 would have until December 31, 2008, to provide the County with evidence of his/her enrollment/payment into an educational/vocational institution.

- d. Permission to extend the two-year period described in "Procedures" item "1.c" above must be requested in writing by the recipient or his/her parent/guardian. Military or humanitarian service, as well as extenuating personal, health, family, or financial circumstances that may have delayed the OYA recipient's enrollment into an educational/vocational program should be cited. Immediate plans and timetable for eventual enrollment should also be specifically outlined. This request must be received by Parks and Recreation by December 31 of the second year following high school graduation in order to be considered. The County will send a written reply back to the OYA recipient.
2. The Division of Parks and Recreation is currently charged with staff liaison responsibilities for the York County Youth Commission, and as such, will bear responsibility for correspondence and communication with recipients, record keeping and tracking of payments for all OYA recipients. Parks and Recreation will keep in close communication with the Department of Finance and provide them with updated information for all OYA recipients not yet providing evidence for their scholarship payment.
3. If an OYA recipient submits a request for a time extension to Parks and Recreation under the provisions of "Procedures" item "1.d" above, the Director of Community Services will forward the request and staff recommendation to the County Administrator for approval/disapproval.
4. Parks and Recreation will be responsible for submitting carryover requests to the Department of Finance, requesting that all unspent OYA Educational Scholarship monies are maintained in the budget and clearly delineated as to the Fiscal Year in which the award was conferred. In some cases (even without an additional time extension) this could require up to six (6) years of carrying the funding for a particular OYA recipient forward. Example: A ninth grader receiving one of the four Outstanding Youth Awards in May, 2018, would not be eligible to receive the scholarship payment until after he/she graduates, which would normally be in June, 2021. The recipient would then have until December 31, 2023, to provide evidence of enrollment/payment in an educational or vocational training institution.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Requesting County Support for Events</b>
<b>POLICY NUMBER</b>	<b>BP07-22</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 16, 2007 (R07-131)</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>September 18, 2012 (R12-118); October 5, 2015</b>

Purpose:

1. To outline the process for requesting support from York County for events not conducted by an agency of County government. (Requests from for-profit entities and/or for events sponsored by for-profit entities will not be considered unless a formal approved relationship between the for-profit entity and the York County Board of Supervisors exists.)
2. To facilitate a planned and coordinated approach in evaluating requests for events to be held in York County that have a potential impact on County residents and businesses.
3. To ensure that County support for events is based upon reasonable and quantifiable facts and projections.
4. To establish a formal process to determine both the costs that will be incurred by the County for support of the proposed event and the amount of reimbursement that is to be made by the requesting party to the County for such support.

Background:

The York County Board of Supervisors recognizes the many direct and indirect benefits that events can have on the community. Consequently, the Board of Supervisors provides staff and funding to conduct a wide variety of events and activities for citizens and visitors. In addition, the County works with many other groups to co-sponsor events for the public through the provision of staff, equipment, facilities, advertising, or funding.

With the regional growth in population and construction of facilities that are conducive and desirable for hosting events, interest by non-County governmental parties to sponsor events in York County has also increased. Such interest has generated requests for events to be held in York County that have not been budgeted or planned for. Because of competing priorities and limited resources it would be impossible for the County to support all of the requests for assistance. Therefore, this policy is intended to provide a systematic process for determining whether a proposed event can be supported by County government and to what level it can be supported.

Definitions:

- County Administrator – means the York County Administrator or his/her designee.
- County Support – means the allocation of staff and resources for coordination of and/or working at an event. County support also includes, but is not limited to, equipment, funding, facilities, vehicles, permits, public transportation, advertising, supplies, etc.
- Event – means an activity or program, such as concerts, celebrations/commemorations, cultural performances, sporting competitions, art shows, car/boat shows, farmer’s markets, parades, etc.
- Riverwalk Landing – defined as the County-owned property bounded by the Coleman Bridge on the west, the York River on the north, the public restroom building at the Ballard Street/Water Street intersection on the east, and the Chischiak Watch townhouse property and the parking terrace on the south.
- National Park Service Beach Picnic Area – the park area east of the intersection of Comte de Grasse and Water Streets in Yorktown that is bordered on the north by the York River.

Procedures:

1. Requests for event support from York County shall be made in writing to: Deputy Director, York County Community Services, P.O. Box 532, Yorktown, Virginia 23690. The request shall include the following information:
  - a. Detailed description of the proposed event and explanation of the benefits to York County government and the community;
  - b. Type of event (i.e., public, private, free/fee-based, fundraising, etc.);
  - c. Name, address, and phone number of the individual(s)/organization(s) sponsoring the event;
  - d. Type of organization sponsoring the event (i.e., private, profit/non-profit, etc.);
  - e. Outline sponsoring individual(s)/organization(s) experience with conducting this type of or similar event;
  - f. Specific location(s) where the event will be held;
  - g. Proposed date and rain date (if applicable) of event;
  - h. Time schedule for the event, including set-up, take-down, clean-up, and various activity elements;
  - i. Anticipated attendance;
  - j. Description of how the event is being advertised/marketed;
  - k. Description of arrangements/needs to accommodate public health and convenience issues (i.e., trash collection and removal, restrooms, first aid stations, etc.);
  - l. Description of arrangements/needs to accommodate public safety issues (i.e. traffic and crowd control, security, public broadcast systems, etc.);
  - m. Description of arrangements/needs to accommodate utility issues (i.e., electric service, generators, spider boxes, outlets, water hook-ups, phone lines, internet access, etc.)
  - n. Number of parking spaces required and parking locations desired;
  - o. Documentation of Insurance coverage and limits available;
  - p. Revenue/expenditure estimates;
  - q. Amounts and/or estimated value of any sponsorships (i.e. monetary, in-kind, etc.);
  - r. Special requirements of sponsors (i.e., banners, booths, literature distribution, give-aways, use of logo, etc.)
  - s. Statement of where profits made from the event will be disbursed;
  - t. Outline of how much and what kind of County support is being requested;
  - u. Statement as to whether or not the event sponsor intends to reimburse the County for any support provided for the event.
2. Requests for event support shall be submitted according to the following schedule:
  - a. Events with anticipated attendance of 3,000 or more people – no less than 12 months before the event.
  - b. Events with anticipated attendance of 1,000 to 3,000 people – no less than 9 months before the event.
  - c. Events with anticipated attendance of less than 1,000 people - no less than 6 months before the event.

Under special circumstances, the County Administrator may allow exceptions to the above-listed deadlines.

3. Upon receipt of the event proposal and support request, various County agencies will evaluate the proposal, formulate cost estimates to provide the support requested, and prepare an assessment and recommendation for consideration by the County Administrator. County agencies involved in this process will include, but not be limited to: Fire and Life Safety, Sheriff's Office, Public Works, Finance, School Division, Parks and Recreation Division, and Tourism Development Division. Under certain scenarios, input or permits/approvals for the event may be necessary from agencies such as the National Park Service, Virginia Department of Transportation, Virginia Department of Alcoholic Beverage Control, State Police, United States Coast Guard, and other neighboring jurisdictions.
4. The evaluation process may require submission of additional information, references, etc., from the requesting party.
5. The support cost estimates and recommendations of the pertinent agencies will be forwarded to the County Administrator for final consideration and approval. Notification of the County Administrator's decision as to whether or not the County is able to support the event and, if so, the billable amounts and payment requirements (i.e., deposits, bonds, etc.) will be communicated to the requesting party as soon as possible. Depending on the complexity of the event and/or request, the County's evaluation of the request and final decision as to County support could take as long as two or three months. Nothing in this policy shall be construed as an obligation on the part of the County to support a non-governmental event.
6. If non-reimbursable County support is approved for the event, recognition of such support shall be included in any advertising of the event. Use of the York County logo and/or text recognizing County support shall be approved by the Deputy Director of Community Services prior to public release.

Facility Regulations:

In addition to regulations found in Chapter 17 – Public Areas - of the York County Code, any other Board Policy or Administrative Directive, or written agreement, the following regulations shall apply for events held at the facilities listed below:

1. Riverwalk Landing:
  - a. Fundraising events shall be limited to those that are County-sponsored or co-sponsored.
  - b. The Parking Terrace shall remain open for general public use.
2. National Park Service Beach Picnic Area:
  - a. The area shall remain open to the general public during its normal operating hours.
  - b. Admission or registration fees may not be collected on-site.
  - c. There shall be no souvenir sales associated with any authorized event.
  - d. Alcohol is prohibited on National Park Service Property.
  - e. All posted use regulations for the area shall be observed.

Exemptions:

Attachment A provides a listing of the various groups that have co-sponsored annual events with York County for several years and which, therefore, are considered exempt from submitting proposals under this policy. However, should there be any change to the events listed on Attachment A that would increase the demand for County support, this exemption shall be considered null and void and the conditions outlined in this policy shall apply.

The listing of an event on Attachment A does not guarantee that County support will continue in future years at the same level or even at any level. The County reserves the right to discontinue entirely or to change/reduce the level of service provided for any reason deemed necessary by the County. Notification of any such changes will be made to the event sponsor at the earliest possible time.

Attachment A may be modified administratively by the County Administrator or his/her designee.

## **ATTACHMENT A**

1. Yorktown 4<sup>th</sup> of July Parade Committee—July 4<sup>th</sup> Parade
2. York County Historical Committee
  - a. Memorial Day and Veteran’s Day Ceremonies
  - b. Procession of Lights and Tree Lighting Ceremony
3. Celebrate Yorktown Committee
  - a. Virginia Symphony Concert
  - b. Summer Concert Series
4. Eastern Virginia Mountainbike Association – Bike Day at New Quarter Park
5. Riverwalk Landing Business Association – Farmer’s Market
6. Yorktown Foundation
  - a. Tall Ships Committee – Annual Visits of Tall Ships
  - b. Lighted Boat Parade
7. York County Historical Museum—Yorktown Christmas Market on Main

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Records Management Program</b>
<b>POLICY NUMBER</b>	<b>BP08-23</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>May 1, 2008</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>May 1, 2008; October 12, 2010; May 23, 2014</b>

Purpose: To establish a comprehensive records management program with procedures for the efficient and economical creation, distribution, maintenance, use, preservation, and disposition of County records.

The Virginia Public Records Act, Section 42.1-76 of the Code of Virginia, vests the records management function of state and local government in the State Library Board. This act authorizes the State Library Board to regulate and manage the preservation, filing, micro-filing, and destruction of public records of all agencies. The County's Records Management Program is designed to be in compliance with this act. Moreover, the Records Management Program is designed to ensure compliance with state and federal rules of court as they pertain to the preservation of records in the event of probable or actual claims or litigation.

Objectives:

1. Meet the record-keeping needs of the County departments for the efficient management of County records, based on their administrative, legal, fiscal, and historical values.
2. Receive and implement standards from the Virginia State Library to control, retain, preserve and/or destroy public records of state and local agencies.
3. Coordinate with the Virginia State Library in providing records management consulting services to County departments including, but not limited to the areas of:
  - a. Records system design including creation and maintenance
  - b. Records equipment
  - c. Records inventorying
  - d. Records retention and disposition
  - e. Records preservation
  - f. Microfilm application

Procedures:

1. Definition of County Records.
  - a. All recorded information that documents a transaction or activity by or with any public officer, agency or employee of the County shall be considered a County Record. Regardless of physical form or characteristic, the recorded information is a County Record if it is produced, collected, received, or retained in pursuance of law or in connection with the transaction of public business by any employee, office, or department of County government. The medium upon which such information is recorded shall have no bearing on the determination of whether the recording is a public record.
  - b. Non-record materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications, or other records not considered public records under guidelines and regulations promulgated by the State

Library Board, shall not be included within the definition of County records as used in this policy.

2. County Records Declared Public Property.

- a. All County records are hereby declared to be the property of the County of York. No County official, employee, or volunteer has, by virtue of their position, any personal or property right to such records.
- b. Any custodian of any County Records shall, at the expiration of their term of office, appointment or employment, deliver to a successor, or if there be none, to the department director, all books, writings, letters, documents, County Records, or other public records, or other information, recorded on any medium kept or received in the transaction of official business

3. Position of Records Manager Established; Duties of the Records Manager. The county administrator shall designate an individual to serve as Records Manager of the County. The Records Manager is responsible for implementing the policies and procedures for a comprehensive records management program as approved by the Board of Supervisors.

4. Responsibilities of Department Heads; Records Officer.

- a. It shall be the duty of all department heads to cooperate with the Records Manager in implementing the provisions of the records management program. Nothing in this administrative regulation shall be construed to compel the removal of records from the custody of the department head when such records are deemed necessary by the department head in the performance of statutory duties or in the administration of his/her department.
- b. Each department head shall designate from staff a Records Officer. The Records Officer shall report directly to the department head and shall be responsible for coordinating the records management program for their office or department. The Records Officer shall work with the Records Manager in ensuring that the provisions of this policy are complied with by departmental or office personnel. The Records Officer shall monitor compliance with the terms of records retention and disposition schedules for departmental records.

5. Retention Requirements. Public records must be kept for the lawfully required retention period in accordance with the Library of Virginia General Records Retention Schedules and may be retained for longer periods in the discretion of the custodian of the records if necessary to serve a public purpose. The software, hardware, and documentation required to store, maintain, and retrieve any record existing in electronic format must be kept viable within the County's Computer Support Services Division, along with the knowledges and processes of how to do so, until such time as the retention period of any such electronic record has been met. Electronic mail (email) may be maintained in more than one electronic system for purposes of efficiency and cost. For example, email may be stored in an on-line email archive system for five years with the older documents stored in Laserfiche or print.

6. Maintenance. County documents shall be created and stored on Department of Information Technology (DIT) approved network storage devices where backup systems are in place. All County departments that create and store records must have adequate environmental and protective systems or technology in place to ensure the physical safekeeping of all such vital records and must reasonably ensure that the facility in which these records are stored affords protection against damage by the elements. All Department heads shall consult with DIT in establishing methods for the preservation of electronic records in accordance with this Records Management Program. Upon the termination or resignation of any employee, the Department head shall so advise DIT, and DIT shall take such steps as are necessary to preserve any electronic data files associated with the employee.

7. Destruction.

- a. Public records must never be altered, damaged, removed, destroyed, or rendered unwhole without obtaining proper authority to do so. Records are eligible for destruction when, to the best of knowledge of the Approving Official (the department director or office administrator with knowledge of and responsibility for the records), they are not currently under audit, not expected to be under audit, are not part of any legal investigation or pending litigation, are not being sought under the provisions of the Freedom of Information Act (FOIA), and have met all their required re-

tention periods.

- b. Prior to destruction, the department records officer will ensure that the retention periods for the records identified to be destroyed have been met. A Library of Virginia "Certificate of Destruction, Form RM-3" is then prepared, and sign-off from the department director, records officer, or office administrator with responsibility for the records is obtained. The form will then be sent to the Records Manager for approval. Once the approval from the Records Manager is obtained, the records may be destroyed in accordance with the retention schedules.
- c. Destruction of paper records shall be made by sending to the landfill through normal trash collection, by shredding, or by any other means of irreversible physical destruction in accordance with the Library of Virginia General Records Retention Schedules. Destruction of electronic files, including backup copies of them, existing on media, devices, or drives which cannot be feasibly or economically destroyed must be thoroughly deleted, erased, overwritten, degaussed (magnetically neutralized), reformatted, or otherwise thoroughly wiped from the storage medium.
- d. The individual(s) destroying the records then makes the final sign-off on the Form RM-3. The original signed Form RM-3 is then forwarded to the Records Manager for final disposition to the Library of Virginia.
- e. Emails retained on the County's server shall, absent a litigation hold or other specific request, be deleted from the server according to the following schedule, with all deletions to be made as of each January 1 or as soon thereafter as is practicable, taking into account the workload capacity of DIT:

Department of Social Services	5 years
Commissioner of the Revenue	7 years
Procurement Office	7 years
All others	5 years

All correspondence of the County Administrator and the Chairman of the Board of Supervisors shall be maintained in perpetuity.

All employees are responsible for copying or otherwise retaining emails which are required to be retained beyond their scheduled deletion from the County's server. Emails may be hard-copied and kept in an appropriate file, or stored in another electronic medium approved by the County. Employees are urged to contact DIT with any questions about appropriate technologies.

## 8. Litigation Holds

In the event of any litigation in which the County is a party, or an investigation by any governmental or administrative agency, or a reasonable notice of the probability of such or of any actual or potential claim against the County, all custodians of any County Records of relevance to such litigation, investigation or claim shall retain all such Records in their original format, notwithstanding any disposition schedule to the contrary. The County Attorney shall be notified of any such litigation, investigation or claim, or of facts from which the possibility of such litigation, investigation or claim may reasonably be inferred. In the event that the County Attorney issues a litigation hold with respect to any such litigation, investigation or claim, the custodian of any relevant Records shall retain such Records in their original format, or as may be directed by the County Attorney, until such time as the County Attorney advises that the litigation hold may be lifted.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Advertising at the McReynolds Athletic Complex</b>
<b>POLICY NUMBER</b>	<b>BP12-24</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>July 26, 2012</b>
<b>REVISION DATE</b>	<b>October 5, 2015</b>
<b>HISTORICAL REFERENCE</b>	

**Purpose:**

To provide opportunities for business and organizations to advertise at the McReynolds Athletic Complex

**Procedure:**

1. The County of York advertising policy for McReynolds Athletic Complex limits paid advertising to consumer goods and services and expressly prohibits all political, religious, sexually oriented, or advocacy advertisements, or advertisements that relate to alcohol, tobacco, or firearms products.
2. All applications will be reviewed by the Recreation Manager or their designee. If the application is approved the appropriate fees will be due before the sign will be created. York County reserves the right to reject any advertising applications for any reason.
3. Advertising will be limited to a 2' 4" X 6' vinyl sign panel which will be attached to outfield or sideline fencing or 4' X 12' plastic sign panel mounted under scoreboard. Signs will be one-sided and all signage shall face the playing field.
4. Signs will be created and installed by the County. The sign location shall be at the sole discretion of the County.
5. Contents of the sign shall be limited to the business or organization's name, logo and contact information only (address, phone number, web address.)
6. All ads must be submitted in camera ready pdf format of 600 dpi or greater.
7. The contract period will be annually March 1, or from when sign installed, through November 15.
8. Signs are the property of the respective businesses and organizations and if damaged will be replaced only once per contract period for a replacement fee cost. After November 15 the signs will be removed and may be picked up by the business or organization.
9. Once a business is notified of the need to replace a damaged sign they will have a period of two weeks to respond. If no response is received the damaged sign will be removed. Any sign that presents a threat to public safety will be removed immediately.

**Charges:** Advertising fees are established as follows:

<b>Scoreboard</b>	<b>Fencing</b>	
\$1,000.00	\$500.00	For initial contract period (March 1 to November 15); no prorated fees
\$750.00	\$300.00	For subsequent years using same sign
\$300.00	\$150.00	For replacement of original sign if damaged or in poor condition

**Application:**

A "McReynolds Athletic Complex Advertising Application" form must be submitted in order for a request to receive consideration for approval. Individuals completing this form must have the authority to represent the requesting business or organization.

The application for advertising must be filled out completely and include the proposed sign; failure to fill out the form completely will delay the County's response to the request. Submission of a completed application form does not guarantee approval of the request.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Freight Shed Use Policy</b>
<b>POLICY NUMBER</b>	<b>BP12-25</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>November 15, 2012</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>January 7, 2013; March 3, 2015; December 6, 2016; December 19, 2017 (R17-169)</b>

**Purpose:** It is the intent of the Board of Supervisors to allow private citizens, citizen groups and organizations as well as government-related users to use certain public meeting areas and public spaces in the Yorktown Freight Shed and on its grounds to the extent that such use is consistent with County uses of the building, with any permanent or semi-permanent space allocations the Board has made, and with requirements for operation, maintenance, and supervision of the facilities. The purpose of this policy is to establish the guidelines and procedures for such uses.

**Procedure:**

1. Available Facilities

The Yorktown Freight Shed facilities (the Facilities) that may be scheduled and reserved for functions/events consist of the main building, an ancillary catering kitchen, and an outdoor plaza. The outdoor plaza may be covered with a tent available for rental on a separate fee basis. Public restrooms are available in an adjacent structure, easily accessible via an open-air walkway. Public parking is available across Water Street in the Riverwalk Landing parking terrace and in other locations within the Village. Users are advised that the parking terrace may be filled to capacity at certain peak times, particularly when other special waterfront events such as outdoor concerts are scheduled. In those situations, Users may need to park in other lots within several blocks walking distance.

- a. Yorktown Freight Shed. The Yorktown Freight Shed is a single level facility consisting of approximately 1,950 square feet of floor area. Maximum Building/Fire Code occupancy limits are:
  - 390 persons standing;
  - 275 persons seated in presentation format; and,
  - 130 persons seated at tables and chairs for reception/banquet functions.
- b. Riverwalk Plaza. The Riverwalk Plaza is an open-air brick plaza encompassing approximately 2,000 square feet and situated between the Historic Freight Shed and the York River shoreline. The Plaza can be cordoned off from the remainder of the public plaza and open space areas in Riverwalk Landing with portable bollards and designated for the exclusive use of the scheduling party.
- c. Riverwalk Plaza Tent. Subject to availability, the Riverwalk Plaza will be covered with a 2,000 square-foot tent during the months of April through October. The tent is not heated or air-conditioned. During the November through March period, the tent may be used, subject to availability, with payment of a set-up/take-down fee. The County reserves the right to take the tent down in advance of any forecasted weather conditions(s) when there is risk that damage to the tent could possibly occur. The County also reserves the right to suspend setup for an extended period until adverse forecasted weather conditions have completely cleared.
- d. Catering Kitchen. The catering kitchen offers counter space, a sink, refrigerator, two ice-makers, warming oven, and two microwave ovens to support functions scheduled in the Yorktown Freight Shed.

2. Administration/Management

The County Administrator shall be responsible for the administration and enforcement of this policy and shall designate a County department or specific position to serve as the Freight Shed Management to perform the following functions and duties and such others as set forth herein:

- a. Receiving, evaluating, and acting on all applications for use and scheduling of the Facilities;
- b. Maintaining a schedule of events/reservations and making said schedule available to Users and prospective Users on a real time basis through the use of an appropriate computer-based calendar system;
- c. Showing the facilities to prospective Users, reviewing all Facility policies and procedures with Users, conducting pre- and post-event inspections of the Facilities, and coordinating set-up and clean-up logistics;
- d. Establishing and maintaining an access control system for such times as Users are to be issued access codes, and ensuring that Users are instructed on building opening and lock-up procedures.

3. Permitted Uses:

- a. Special Events such as weddings, receptions, private banquets and parties.
- b. Special meetings of groups or organizations occurring on a periodic basis, but not to become the regularly scheduled meeting place for such groups or organizations.
- c. Arts and Educational Activities such as recitals, art shows, cultural performances, lectures, demonstrations, or other similar programs.
- d. Other appropriate uses as approved by the Freight Shed Management.

4. Hours of Availability

Only one rental will be accommodated on any given day. Fees will be based on which of the following time periods the renting party desires to use:

- a. Tier 1 hours of availability shall be 10:00 a.m. to 5:00 p.m., Monday through Thursday.
- b. Tier 2 hours of availability shall be 10:00 a.m. to 11:00 p.m., Monday through Thursday.
- c. Tier 3 hours of availability shall be Friday, Saturday and Sunday, 10:00 a.m. to 11:00 p.m.
- d. Tier 4 hours of availability shall be Sunday, 10:00 a.m. to 11:00 p.m.

5. Policies Governing Use and Conduct

The following rules of use and conduct shall be observed by all users of the Yorktown Freight Shed, the Riverwalk Plaza, Riverwalk Plaza Tent and the Catering Kitchen (the Facilities). The User (defined as the individual or group renting the facilities) is responsible for ensuring that these guidelines are observed at all times by participants or guests.

- a. The User is responsible for ensuring lawful and orderly conduct during the period of use.
- b. The User is responsible for all damages to the building or grounds occurring during use.
- c. All Users of the Facilities must limit participation to the posted maximum "allowable" persons in the space per building/fire code regulations.
- d. Riotous, boisterous, threatening, or indecent conduct or the use of abusive, threatening, profane, or indecent language shall not be permitted.
- e. Open invitation parties or similar events where alcoholic beverages are being sold shall be prohibited.
- f. The User shall not be engaged in advocating social or political change by violence or by other illegal means. This restriction does not prohibit the discussion of controversial subjects in public forum. In the case of Users wishing to use the Facilities for an event that will be open to the general public (i.e., attendees other than individual Users or members of the

using group, their specially invited guests, or prospective members), the purpose and/or content of the event shall be of a cultural, historical, educational, governmental or political nature. Examples would include: recitals, art shows/exhibits, lectures, children and youth programming, historical re-enactments, historic/interpretive exhibits/demonstrations, etc.

- g. The Facilities shall not be used for any purpose described and identified as an obscene exhibition or performance by any applicable law, including but not limited to Chapter 15.5 of the York County Code. Displays of art shall not include material that is obscene as defined by Section 15.5-2 of the York County Code or any other applicable law. Users of the Facilities are responsible for ensuring that the content or subject matter of meetings, performances, displays, and exhibits is consistent with the terms of said Chapter.
- h. No drugs or controlled substances shall be brought onto or used on or within the Facilities property except in accordance with a medical prescription or otherwise as allowed by law. Persons under the influence of illegal drugs shall not be allowed on the premises.
- i. Smoking or vaping is prohibited in the Yorktown Freight Shed, the Riverwalk Plaza Tent, and the Catering Kitchen.
- j. Betting or gambling in any form is prohibited. This shall not be deemed to prohibit live or silent auctions or raffles conducted in conjunction with an otherwise authorized function.
- k. No pets or animals (with the exception of service dogs) are allowed in the Yorktown Freight Shed, Riverwalk Plaza Tent or Catering Kitchen.
- l. No sparklers or celebratory throwing of confetti, rice, birdseed, or petals shall be permitted in the Yorktown Freight Shed, Riverwalk Plaza Tent or on the Riverwalk Plaza.
- m. No open flames, including without limitation decorative candles on tables unless shielded by a glass bowl or bulb, shall be permitted in either the Yorktown Freight Shed or the Riverwalk Plaza Tent.
- n. Cooking of any type is strictly prohibited in the Freight Shed kitchen, Freight Shed, Freight Shed Plaza tent, and all surrounding areas. Failure to adhere to the no cooking policy may result in the forfeiture of damage deposit.
- o. No open flame heaters shall be permitted in either the Freight Shed or the Freight Shed Plaza Tent.
- p. Collection of donations or admissions shall be permitted for those activities that involve displays, exhibits or performances, provided that the intention to do so is indicated on the Freight Shed Use Agreement. Upon specific approval of the Freight Shed Management, a ticketed event such as a wine festival may be scheduled for the Facilities. Sales of exhibited items, such as artwork, shall be permitted provided that all applicable business license requirements are observed.
- q. No signs, emblems, symbols, or similar items may be erected on the Yorktown Freight Shed grounds or affixed to the interior or exterior of the building by any User without specific authorization from the Freight Shed Management.
- r. All publicity (e.g., posters, brochures, information flyers, radio or television announcements, etc.) must carry the name of the organization sponsoring the meeting. The County of York may not be identified as a sponsor or co-sponsor without prior written approval.
- s. It is expressly understood that permission to use the Facilities does not in any way constitute an endorsement of any organization or group by York County or its officers, agents or employees.
- t. Authorizations for use of the Yorktown Freight Shed shall not be approved for, nor be construed to accommodate, a regular meeting schedule for groups or organizations.

6. Food and Beverage Policies:

- a. Alcoholic beverages may be served at events provided that the User secures all necessary approvals and licenses from the Virginia ABC Board, which the User shall obtain at the User's sole cost. User shall comply fully with all conditions of any such license. Use of a caterer with an ABC license is recommended. The ABC license must be posted on the premises before the start of the event and a copy sent to Freight Shed Management.

- b. The sponsoring User accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease, and shall also be cause for future denial of permission for the sponsoring User to serve alcoholic beverages at its functions in the Facilities.
- c. No alcohol may be consumed in any other area except the designated area of the event. No alcohol may be carried outside the Yorktown Freight Shed or Riverwalk Plaza Tent, except within the posted/delineated limits of the Riverwalk Plaza, if applicable.
- d. Use of a caterer is recommended for food and alcoholic beverage service. Caterers must be appropriately licensed to do business, unless excepted from licensing requirements under applicable law, and must have all applicable Health Department and ABC Board permits.
- e. If using the kitchen facilities the user is responsible for provision of all necessary serving utensils, paper goods, silverware, beverage containers or servers. The use of deep-fat-fryers is prohibited, whether in the Yorktown Freight Shed, Catering Kitchen or anywhere on the brick plaza surrounding the facilities. Failure to leave the kitchen area in a clean and sanitary condition, as determined by the Freight Shed Management following use, can result in the assessment of "extraordinary clean-up" fees and denial of facility use in the future.
- f. Potholders, protective plates or trivets shall be required for hot dishes to be set on any of the tables inside the Yorktown Freight Shed. Any damage to tables or furnishings due to neglect, the placement of hot dishes/containers or food/beverage spillage, and the cost of any necessary cleaning/repairs, shall be the responsibility of the User.

7. Set Up:

- a. The authorized User is responsible for supplying information on the Yorktown Freight Shed Use Agreement form concerning the desired set up of the facilities including the number and placement of chairs and tables fourteen (14) days before event. Unless otherwise arranged between the User and the Freight Shed Management all set-up and take-down of Facility-supplied tables/chairs/etc., will be the responsibility of the Freight Shed Management. In no case shall the User be allowed to arrange or re-arrange any of the permanent fixtures or furnishings in the facility and none of the interior furniture or furnishings may be moved outside. White folding chairs are available for use outside in the Plaza tent area, and the Freight Shed Management will provide instructions concerning set-up/take-down responsibilities and procedures to Users. The User is responsible for supplying such items as easels, display boards, and other equipment needed for their function. Equipment located in the facility (e.g., the podium and microphone) may be used, subject to approval by the Freight Shed Management.
- b. Set-up of furniture and equipment by the Freight Shed Management will occur and be complete prior to the scheduled event.
- c. Parking at curbside on Water Street in front of the Historic Freight Shed or in the cobblestone square is not permitted. User's or Caterer's delivery vehicles may be parked temporarily in the pull-off area marked for loading and unloading, east of the Freight Shed. Upon completion of unloading/loading, the vehicle shall be moved off the street and parked in an authorized parking space. Driving or parking vehicles on the brick plazas or walkways adjacent to the Yorktown Freight Shed and Catering Kitchen is strictly prohibited. Vehicles in violation of this regulation shall be subject to ticketing, towing and/or the User/Caterer responsible for the vehicles may be barred by the Freight Shed Management from future events.
- d. Any equipment or building malfunctions or damage discovered by the User or Caterer during set-up/preparations for an event shall be reported immediately to the Freight Shed Management.

8. Clean Up:

- a. Users shall be responsible for all clean up following the conclusion of the use of the facility. All trash shall be removed from the premises at the User's expense, with the exception of closed bags of non-toxic trash that can fit cleanly and neatly into the five (5) trash receptacles provided (four [4] in the Freight Shed and one [1] in the Catering Kitchen). Loose trash or bags full of trash shall not be left inside or outside either of the buildings and shall be disposed of by the User. Everything brought to the facilities by the User, caterer, rental

company, or guests shall be removed after and on the same day of the event.

- b. Upon completion of any event where food or drink was provided to event guests, the following clean up shall be performed by the Caterer and/or User:
- All spillage and sticky residues caused by the use of punch bowls and/or fountains shall be thoroughly cleaned from the surfaces of cabinets, tables and the floor.
  - Microwaves and food warmers provided for use in the kitchen shall be checked for any remaining food items, and such food items shall be removed and properly disposed. The insides shall be wiped out and thoroughly cleaned of any food spills that occurred during the event.
  - The refrigerator in the Catering Kitchen shall be checked for remaining food items and flowers, and such items shall be removed and properly disposed. The inside shall be wiped out and thoroughly cleaned of any food spills that occurred during the event.
  - Tables and counters in the Freight Shed and Catering Kitchen shall be wiped clean of food spills and debris and the sink in the Catering Kitchen shall be cleaned of all food remains and rinsed. All food remains or other such items collected by these operations shall be properly disposed.
  - Event-related food spills and/or trash on the floor of the Freight Shed, the floor of the Catering Kitchen, or on the exterior brick plaza areas surrounding the buildings shall be thoroughly cleaned up and properly disposed.
  - NOTE - Normal cleaning supplies (e.g.; rags, spray cleaners, paper towels, etc.) shall be the responsibility of the User or Caterer. Neither the Freight Shed Management nor the County of York will provide such cleaning supplies.
- c. The cost of any clean-up by Freight Shed Management required as a result of the User's failure to do so, including the removal of items left behind or the disposal of any trash above and beyond the allowable five (5) bags, shall be charged to the User at the rate of \$75/hour and shall be deducted from the Damage Deposit. The User shall be responsible for any costs in excess of the Damage Deposit amount as may be assessed by the Freight Shed Management upon post-event inspection of the Facilities.

9. Fees:

Yorktown Freight Shed	Pricing	Notes
<b>T1</b>	<b>Monday – Thursday – (10:00 am - 5:00 pm)</b>	
Private - York County Resident/Employee	\$1,000 flat rate	Includes use of venue from 10am-5pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
Private - Non-Resident	\$1,200 flat rate	
Non-profit Groups	\$700 flat rate	
<b>T2</b>	<b>Monday – Thursday – (10:00 am - 11:00 pm)</b>	
Private - York County Resident/Employee	\$1,500 flat rate	Includes use of venue from 10am-11pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
Private - Non-Resident	\$1,800 flat rate	
Non-profit Groups	\$1,050 flat rate	
<b>T3</b>	<b>Friday &amp; Saturday – (10:00 am - 11:00 pm)</b>	
Private - York County Resident/Employee	\$2,500 flat rate	Includes use of venue from 10am-11pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
Private - Non-Resident	\$3,000 flat rate	
Non-profit Groups	\$1,750 flat rate	
<b>T4</b>	<b>Sunday – (10:00 am - 11:00 pm)</b>	
Private - York County Resident/Employee	\$2,000 flat rate	Includes use of venue from 10am-11pm; use of all furniture to include white folding chairs;

Private - Non-Resident	\$2,500 flat rate	use of tent behind the freight shed; use of caterer's kitchen
Non-profit Groups	\$1,250 flat rate	
<b>January through February</b>		
		20% discount applied to applicable fees above for events held during January and February
<b>Reservation Deposit</b>		
	\$200	Necessary to finalize the reservation and is due when reservation agreement is received. Applied to balance due; non-refundable upon cancellation.
<b>Damage Deposit</b>		
	\$200	Refundable with no damage.
<b>Gross Receipts</b>		
		In addition to the Flat Rates set forth above, any event involving revenue generation from ticket sales, admission charges, sale of artwork, etc. shall be assessed an additional fee equal to 15% of the total gross receipts. Non-Profits may be exempt from gross receipts upon approval from the Freight Shed Management.
<b>Tent use</b>		
April through October		No additional charge
November through March		\$2,000

**Reservation Deposit (due with the reservation agreement)** - \$200 is necessary to finalize the reservation. This deposit will be applied to balance due and is non-refundable.

**Damage Deposit** – The \$200 damage deposit will be refunded after the post rental facility inspection, provided there is no damage to facility or equipment and no extraordinary clean-up is required. A check will be sent via regular mail to the address listed on the reservation agreement 2-3 weeks after the event is held.

The damage deposit and the balance of rental fee (full fee amount for event minus reservation deposit) are due 60 days prior to the event.

In addition to the rental fees set forth above, any event involving revenue generation from ticket sales, admission charges, sale of artwork, etc. shall be assessed an additional fee equal to 15% of the total gross receipts.

Tent Use:

April through October – No additional charge  
November through March - \$2,000

During extreme weather events the tent may be taken down to prevent damage and cannot be guaranteed to be up. In cases where a fee was charged for the tent it will be refunded.

10. Determination of Resident/Non-Resident and Non-profit Group Status

For the purposes of this Policy, *resident* and *non-resident* distinctions shall be as follows:

- for individual facility reservations, a County resident is defined as anyone permanently living within the geographical boundaries of York County, Virginia. The resident may only rent the facility for themselves or immediate family (spouse, parent, guardian, brother, sister, son, daughter, parents-in-law, grandparent, grandchild, step-parent, step-brother, step-sister, step-child). York County Tourism Development reserves the right to request proof of residency. All others will be considered non-residents;
- for group or organization facility reservations eligibility for County resident fees requires that the group or organization be based in the County (e.g., charter, mailing address, etc.) and that at least 80% of the organization's members or players are permanently living within the geographical boundaries of York County, Virginia. York County Tourism Development reserves the right to request proof of residency. All others will be considered non-resident groups/organizations;

For the purposes of determining eligibility for reduced fees for County of York employees, distinctions shall

be as follows:

- o for individual facility reservations, a County employee is defined as a full-time employee. The employee may only rent the facility for themselves or immediate family (spouse, parent, guardian, brother, sister, son, daughter, parents-in-law, grandparent, grandchild, step-parent, step-brother, step-sister, step-child).
- o Retirees, part-time or work-as-required are not eligible for the County of York reduced employee fee.

For the purposes of determining eligibility for reduced fees, the term Civic/Non-profit Groups shall be limited to Federal, State, and Local Government Agencies as well as those which are based in York County (i.e., chartered/registered with a York County mailing address for the group and/or its principal officer); or, one that is provided financial support by or through the York County Arts Commission. Non-profits may be exempt from gross receipts upon approval from the Freight Shed Management.

#### 11. Reservations

- a. The Facilities may be reserved or by Private Users other than non-profit groups as defined in section 10 above as much as 18 months in advance.
- b. Non-profit Groups, as defined in section 10, may reserve twelve (12) months in advance.
- c. Requests for a “hold” on a desired reservation date may be directed to members of the Freight Shed Management or may be mailed in as a written request. In the event of an overlap of desired dates, the “hold” request made directly to the Freight Shed Management shall be considered the primary request. Temporary holds on dates shall be valid for a maximum of ten (10) business days. A completed Reservation Agreement form and full payment of the Reservation Deposit must be made within ten (10) days of the temporary hold being placed on a desired date. Failure to make the Reservation Deposit within those ten (10) business days will void the Reservation “hold” and open that date / time to other interested parties.
- d. Reservations are not firm until the Reservation Deposit has been paid. The balance of rental fee (full fee amount for event minus reservation deposit) is due 60 days prior to the event. Failure to complete payment for a reserved date will void the reservation and open that date/time to other interested parties.
- e. **Payment:** Payment may be made by cash, check, money order, or credit care (a 3% charge will apply to the total charged.). Credit card payments will only be accepted in person during regular business hours at the following address: 100 County Drive, Yorktown, Virginia. Check or money order should be mailed to Freight Shed Management P.O. Box 51, Yorktown, VA 23690. Fees may be charged for returned checks.
- f. **Change of Event Date:** If a User finds it necessary to change a reservation date, the request must be made in writing (letter or email) at least 60 days prior to the original confirmed event date. One such change-of-date request will be processed without need for payment of a new reservation deposit. Any subsequent change-of-date requests for the event must be accompanied by an additional \$200 non-refundable reservation deposit.
- g. **Cancellation:** Reservation deposits are non-refundable. No refunds of other event fees paid in advance will be made unless a written request (letter or email) has been made at least 60 days prior to the event date. The Freight Shed Management shall have the authority to waive these restrictions when an event cannot be held due to extraordinary circumstances such as structural damage to the building, an extended power outage, or a severe weather event such as a hurricane or blizzard.
- h. **County government-related events:** Each County of York department will be allotted three uses of the Freight Shed per calendar year, Monday – Thursday only, at no cost. The Facilities may be reserved no sooner than six months before the requested date. All cancellations must be made three months in advance of the event date. Any cancellations made less than three months from the event date will result in a forfeiture of one of the three allotted uses. Each request must have the approval of the individual Department’s Director. Failure to adhere to all other established Freight Shed use policies may result in the denial of use for future events.
- i. All fees shall be subject to change upon approval of the appropriate authority (Board of Supervisors or County Administrator).

All fees shall be subject to change upon approval of the appropriate authority (Board of Supervisors or County Administrator).

12. Miscellaneous:

- a. Authorized Users shall provide, at their own expense, any security which is desired or which the Freight Shed Management requires in addition to the normal security provided by the County for purposes it may deem appropriate. Unless specifically waived by the Freight Shed Management, private security shall be required for any function that involves the serving of alcoholic beverages other than beer, wine or champagne, or that will accommodate more than 200 attendees.
- b. The County of York is not responsible for property placed in or on the premises.
- c. The Freight Shed Management shall have the right to cancel approved reservation dates due to unforeseen circumstances that threaten public safety or the safety of attendees such as inclement weather or electrical outages. In such cases, the Users will be given the opportunity to re-schedule the event to another available time or, at the User's request, will be entitled to a full refund.
- d. The Freight Shed Management shall have the right to limit or prohibit the use of amplified sound or music on the Plaza or in the Tent (e.g., bands or DJ's) when such activity would present potential conflicts with other activities or events scheduled at Riverwalk Landing.
- e. The Freight Shed Management shall have the right to request any person or persons failing to abide by the Freight Shed rules to leave the premises, and to request the assistance and intervention of the York County Sheriff's Office as necessary.
- f. This policy shall apply to all prospective Users applying to use the Yorktown Freight Shed. No group or individual shall be excluded from equal access to the Freight Shed because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by the individual or group, or by any group's members.
- g. The use of the Facilities may be denied to any individual or group which has, at any time prior to any requested use, been responsible for, or caused, any damage to the Freight Shed or to property owned by the County of York or any other tenant of Riverwalk Landing through or because of acts of vandalism, violence, or rowdiness, or which has failed to clean up facilities, whether such damage was caused by any members of such group, or by any invitees to any approved meeting. Subsequent approval for use of the Facilities may, in the Freight Shed Management's discretion, be conditioned upon a higher insurance level than is set forth above or additional security and custodial charges. However, no individual or group shall be denied access under this section to the use of the Freight Shed building or facilities because of damages not caused directly by the group or individual group members, or invited guests.
- h. The procedures, requirements and conditions set forth in this policy shall control the use of the Freight Shed, notwithstanding any provisions more or less restrictive as may be set forth in Board Policies dealing with the use of other County buildings.
- i. The County Administrator or his designee shall have the authority to interpret, supplement or make exceptions to the operational and procedural requirements set forth herein when deemed necessary for the safe, effective and appropriate use of the Facility.
- j. The Yorktown Trolley is not available to hire or charter service and will not deviate from its pre-determined/regular routes.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Financial Management Policies</b>
<b>POLICY NUMBER</b>	<b>BP14-26</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>January 1, 2014</b>
<b>REVISION DATE</b>	<b>December 6, 2016</b>
<b>HISTORICAL REFERENCE</b>	

**Purpose:**

The primary objective of this policy is to establish the Board of Supervisors' framework for making financial decisions and to provide guidance for the County Administrator, who is responsible for the daily administration of the Board's policies and general County operations. The County Administrator may designate other County officials to assist in the administration of these policies. These financial management policies are a statement of the guidelines and goals that influence and guide the financial management practices of the County of York. Financial management policies that are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management.

**Procedure:**

Sound financial management policies:

- contribute significantly to the County's ability to insulate itself from fiscal crises and economic disruption
- enhance access to short-term and long-term markets by helping to achieve the highest credit and bond ratings possible
- promote long-term financial stability by establishing clear and consistent guidelines
- direct attention to the total financial picture rather than single-issue areas
- promote the view of linking long-term financial planning with day-to-day operations
- provide a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines
- ensure that the organization has the resources to perform mandated responsibilities
- provide a foundation for evaluation and analysis of financial condition

**1. Cash Management**

The Treasurer, County of York (an elected Constitutional Officer) is responsible for maintaining and updating a separate Investment Policy.

**2. Financial Reporting**

The County's accounting and financial reporting will comply with:

- Generally Accepted Accounting Principles of the United States of America (GAAP)
- Government Accounting Standards (GAS), issued by the Comptroller General of the United States
- the Uniform Financial Reporting Manual, issued by the Auditor of Public Accounts of the Commonwealth of Virginia
- *Specifications for Audits of Counties, Cities and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia

- Circular A-133 *Audits of States, Local Governments, and Non-Profit Organizations*, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, and the *Compliance Supplement*, issued by the U.S. Office of Management and Budget,
- the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program
- the Code of Virginia, and other legal and regulatory bodies' requirements, as applicable

The County will establish and maintain an internal control structure designed to protect the County from loss, theft and misuse. The structure will be designed to provide reasonable assurance of that objective and the concept of reasonable assurance recognizes that:

- the cost of a control should not exceed the benefits likely to be derived
- the valuation of costs and benefits requires estimates and judgments made by management

A comprehensive, annual financial audit, including an audit of federal grants, will be conducted by an independent public accounting firm and the results of that audit will be presented publicly to the Board of Supervisors by December 31, following the end of the previous fiscal year.

### **3. Annual Budget**

The annual budget will be prepared under the guidelines provided by the Code of Virginia, the County Code and by the Government Finance Officers Association in the Distinguished Budget Award Program. The annual budget will be for the fiscal period beginning July 1 and ending June 30.

The General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Internal Service Funds and Enterprise Funds shall have legally adopted budgets, with the exception of Enterprise Funds with depreciation only. The County, acting as fiscal agent, would not legally adopt the budget for the trust and agency funds.

The budget will provide for current expenditures balanced with current revenues. It will provide for the adequate maintenance and orderly replacement of capital assets, and the adequate funding of all retirement systems and other post-employment benefits (OPEB). Priority will be given to maintaining current service levels. Service expansions will be funded by new or reallocated resources. Proposed new services require detailed justification, including any budgetary impact. Incremental operating costs associated with capital projects should be funded in the operating budget after being identified and approved in the Capital Improvements Program.

The County Administrator shall submit a balanced budget recommendation to the Board of Supervisors by the end of March for the next fiscal year. After a series of work sessions and a public hearing on the proposed budget, the Board of Supervisors shall adopt the budget by the first Board of Supervisors' meeting in May. However, if the County has not received the estimates of state funds, the budget adoption may occur up to 30 days after the estimates are received.

The County will maintain a budget control system and staff will monitor and evaluate expenditures and revenues as compared to budget and/or prior year-to-date reports. The County Administrator will make recommendations for adjustments if necessary, to the Board of Supervisors.

### **4. Revenues and Expenditures**

The County's revenue stream consists of local, state, federal and other financing sources. The majority of the County's revenue is derived from general property taxes. It is the County's policy for one-time revenues to be used to fund capital projects or other non-recurring expenditures. In addition, the County strives to diversify its sources of revenue.

The County's expenditure budget is divided into functional areas (departments). In coordination with Department Heads and departmental staff, Budget Analysts within the Budget Division monitor expenditures throughout the fiscal year to ensure compliance with legal requirements and accounting standards. The County Administrator is authorized to transfer funds within and between appropriation functions.

### **5. Capital Improvements Program**

For inclusion in the Capital Improvements Program, projects must have an estimated useful life that exceeds one year and have a cost of at least \$30,000. The County Administrator will annually

submit a six-year Capital Improvements Program (CIP) for review by the Board of Supervisors pursuant to the timeline established in the annual budget preparation schedule, but no later than by the end of March for the next fiscal year. The Capital Improvement Program shall include the following elements:

- a statement of the objectives of the Capital Improvement Program and its relationship to the County's Comprehensive Plan and the Utilities Strategic Plan, as applicable
- an estimate of the cost and of the anticipated sources of funds for financing the Capital Improvements Program
- an estimate of the revenue and expense impacts, including maintenance, on the operating budget

The first year of the CIP will be appropriated by the Board of Supervisors as part of the budget adoption.

The County will maintain a complete inventory of capital assets meeting its capitalization thresholds, in accordance with Generally Accepted Accounting Principles of the United States of America.

## **6. Reserves**

### General Fund

The County of York's General Fund Unassigned Fund Balance will be maintained to provide the County with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue.

The General Fund's Unassigned Fund Balance should not be used to support recurring operating expenditures outside of the current budget year. If a budget variance requires the use of Unassigned Fund Balance, the County will decrease the General Fund's expenditures and/or increase the General Fund's revenues to prevent using the Unassigned Fund Balance for two consecutive fiscal years to subsidize General Fund operations.

The General Fund's Unassigned Fund Balance will be as follows:

- A minimum of twelve percent (12%) of the budgeted General Fund expenditures for the following fiscal year. These funds can only be appropriated by a resolution of the Board of Supervisors.
- In the event that the General Fund's Unassigned Fund Balance is used to provide for temporary funding of unforeseen emergency needs, the County shall restore the balance to the twelve percent (12%) minimum as defined above, within two fiscal years following the fiscal year in which the event occurred. This will provide for full recovery of the targeted General Fund Unassigned Fund Balance in a timely manner.
- Funds in excess of the maximum annual requirements outlined above may be considered to supplement "pay-as-you-go" capital expenditures or other nonrecurring expenditures.

### Other

A reserve for healthcare costs shall be maintained by the County and Schools at a level equal to the estimated incurred but not reported (IBNR) claims plus 10% to 20% of the next year's healthcare budget, with a target reserve of 15%. To the extent the reserve falls below the minimum threshold of 10%, the reserve will be restored to that level within one fiscal year and the County or Schools will develop a plan to restore the reserve back to the 15% target level within three fiscal years.

## **7. Debt Management**

The County shall comply with all requirements of the Code of Virginia and other legal and regulatory bodies' requirements regarding the issuance of bonds and other financing sources for the County or its debt issuing authorities. The County shall comply with the U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness. In addition, the County will institute a control structure to monitor and ensure compliance with bond covenants.

The County will not use long-term debt or tax revenue anticipation notes (TRANS) to fund current operations. The County does not intend to issue bond anticipation notes for a period of longer than three years.

The County emphasizes pay-as-you-go capital financing. Whenever the County decides to issue bonds, the term of the issue will not exceed the useful life of the capital project being financed. The issuance of variable rate debt by the County will be issued only in a prudent and fiscally responsible manner.

Recognizing both the historical interest rate savings and the risks associated with variable rate debt, the County will limit variable rate debt exposure to approximately 20% of total outstanding debt. Debt service on any variable rate debt will be budgeted at a conservative interest rate. Prior to issuing variable rate debt, the Board will be advised of the various risks.

#### **8. Tax-Supported Debt**

Whenever the County finds it necessary to issue bonds, the following policies will be adhered to:

- Annual debt service expenditures for all General Fund supported debt should not exceed 10% of the total General Fund expenditure budget
- Outstanding principal of General Fund supported debt will not exceed 3.0% of net assessed valuation of taxable property

In calculating compliance with these ratios, the County will exclude debt serviced by dedicated revenues, i.e., self-supporting debt. In addition, self-supporting debt will be reported in the fund where the revenues used to support the debt are recorded.

#### **9. Post-Issuance Compliance**

The Director of Finance will oversee post-issuance compliance activities to ensure compliance with federal guidelines and other legal regulatory requirements including:

- Tracking that proceeds of a debt issuance are spent on qualified tax-exempt debt purposes
- Maintaining detailed records of all expenditures and investments related to debt funds
- Ensuring that projects financed are used in a manner consistent with legal requirements
- Timely reporting of necessary disclosure information and other required filings
- Monitoring compliance with applicable arbitrage rules and performing required rebate calculations in a timely manner

The Director of Finance may consult with bond counsel, financial advisors or other professionals as deemed appropriate to meet the post-issuance compliance requirements.

#### **10. Policy Review and Update**

The Board of Supervisors will review and affirm these financial policies at least annually and more frequently, as needed.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Community Services Grants Advisory Committee</b>
<b>POLICY NUMBER</b>	<b>BP14-27</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>August 5, 2014</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>December 6, 2016</b>

**Purpose:**

The Community Services Grants Advisory Committee serves as an advisory body to the York County Board of Supervisors on matters regarding the allocation of grants to organizations involved in and delivering projects or programs that support and enrich the lives of citizens of York County. The Community Services Grants Advisory Committee administers the grant program with established guidelines and criteria through which eligible community services organizations may apply to the County for funding. This Committee is responsible for reviewing funding requests and recommending funding approval to the Board of Supervisors.

**Procedure:**

**The Community Services Grants Advisory Committee shall:**

- Consist of five (5) citizen members, one from each voting district.
- The Director of Community Services and the Finance Director shall provide executive support to the committee and attend all meetings.
- Citizen members should have experience working with government, regional, or private non-profit organizations or a demonstrated interest through volunteerism or other activities relative to community services.
- Citizen members shall be eligible to serve a two-year term and may be reappointed to one additional term.
- Citizen members may not be a volunteer, an employee, or a board member of any of the community services organizations requesting funding under this policy.

**Community Services Grant Guidelines:**

- The organization is non-profit.
- The organization must be able to show how York County government is, or will be, benefited by the services that they provide to County residents.
- Sound management and strong fiscal accountability will be a major factor in evaluating funding requests.
- Awards are based on the availability of funds.

**The Application Process:**

Applications for funding may be found on the York County website at <https://www.yorkcounty.gov/558/Budget>

- Applications must be complete and include the following attachments:
  1. Most recent audited financial statements
  2. Copy of IRS 501(c)(3) determination letter, if applicable.
  3. Current list of Board of Directors

4. Current approved by-laws, mission statement, and/or charter
- Applications will be accepted through close of business on the date due. The specific date that applications are due for each fiscal year will be noted on the York County website at <https://www.yorkcounty.gov/558/Budget>
  - Electronic submission of applications is strongly encouraged. Applications may also be delivered to the Budget Division, Department of Finance, 120 Alexander Hamilton Blvd, Yorktown, VA 23690-0532. They may also be mailed to the Budget Division, Department of Finance, P.O. Box 532, Yorktown, VA 23690-0532.

**The Application Review and Approval Process:**

- The Community Services Grants Advisory Committee will review applications during the County budget process.
- Notification of awards will be made following the adoption of the budget by the York County Board of Supervisors. This is normally during the month of May.
- Grant monies will be awarded with a one-time, lump sum payment after the July 1 commencement of the fiscal year.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Riverwalk Landing Pier Operations</b>
<b>POLICY NUMBER</b>	<b>BP16-28</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>December 6, 2016</b>
<b>REVISION DATE</b>	<b>November 20, 2018 (R18-108)</b>
<b>HISTORICAL REFERENCE</b>	<b>R05-65; AD10-62; December 19, 2017 (R17-169)</b>

**Purpose:** To highlight the Yorktown Waterfront by increasing the usage of the piers by daily, overnight, recreational, and larger private boats while working in partnership with the waterfront businesses to explore opportunities to partner and increase awareness for the piers and businesses.

**Background:**

By the adoption of R05-65, the York County Board of Supervisors recognized the need to set fees as part of implementing an operational plan in anticipation of the opening of the Riverwalk Landing Piers. The Board further acknowledges that efficient and fair use of this public resource requires the administration of comprehensive operating policies and procedures. In 2016, the County Administrator enlisted the expertise of local businesses, the boating community and staff to review the policies and recommend changes to the pier operation.

**Definitions:**

**Commercial Vessels** – Cruise ships, charter boats, and vessels operated by for-profit businesses.

**Core Facility Hours** – The hours during which the Dockmaster’s Office is open and staffed.

**Extended Stay Boater** – A recreational/non-commercial vessel that stays tied to the piers for more than 4 hours during the core facility hours, or for any length of time during non-core hours.

**Dockmaster** – Full-time and/or seasonal part-time staff assigned to operating and overseeing the use of the Riverwalk Landing Piers.

**Dockmaster’s Office** – The building located at 425 Water Street, Yorktown, Virginia 23690.

**Holiday and Special Event** – The holiday and special event will be subject to the conditions as outlined in this policy and the Appendix. A current list of these dates is listed in Appendix A and will be updated annually by the County Administrator without need for Board action.

**MARSEC** – Maritime Security Levels I, II or III as defined by the federal Maritime Transportation Security Act 33 CFR Part 105 (Navigation and Navigable Waters) security regulations.

**Mooring Balls** - A system of eight mooring balls located east of the Riverwalk Landing Piers.

**MTSA** – Federal Maritime Transportation Security Act (33 CFR Part 105).

**Public Areas Ordinance** – Chapter 17 of the “Code of the County of York, Virginia” known as “The York County Ordinance Regulating Conduct in the Public Areas of York County.”

**Pump Out** – Sewage disposal system located on the T-pier especially designed for marine use.

**Riverwalk Landing Piers** – Two piers on the York River in Yorktown generally located adjacent to Water Street between the Coleman Bridge and Ballard Street. One pier is T-shaped and is known as the commercial pier; the other pier is L-shaped and is known as the recreational pier.

**Temporary Boater** – A recreational/non-commercial vessel that docks at the piers for a period not exceeding 4 hours and with none of that time being outside the core facility hours.

## **Procedures:**

### **1. Operating Schedule:**

Core facility hours (i.e., when the Dockmaster's Office is staffed and open) are as follows:

#### **April 1 through Thursday before Memorial Day (7 days per week)**

Sunday through Thursday 10 a.m. – 6 p.m. – Friday, Saturday, Holidays & Special Events 10 a.m. – 9 p.m.

#### **Friday before Memorial Day to Labor Day**

Piers Open from 10 a.m. - 9 p.m., 7 days a week.

#### **November 1 through March 31:**

Available to recreational boaters but no office hours; excluding special events. Boaters must contact the posted phone number for security purposes and to obtain the security code for the gate to the docks. Payment arrangements will be made at this time. Water, electricity, and pump out services are not available during this time.

#### **Holidays: Closed:**

Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Core facility hours may be adjusted when necessitated by the docking reservation schedule, inclement weather, holiday usage, or special events.

### **2. Reservation Procedures:**

Reservations for recreational/non-commercial docking will be taken on a first-come, first-served basis pending available space. Reservations for any date during a calendar year can be requested beginning the first business day of that calendar year. Reservation requests can be made by phone, VHF radio, email, or in person to the Dockmaster. For holiday and special event dates a deposit is required at time of reservation and minimum night stay may apply. Fees and dates are in Appendix A of this policy.

Reservations for commercial, specialty and other non-recreational vessels will be handled on a case by case basis by the Dockmaster.

The Dockmaster reserves the right to assign docking space. The Dockmaster can also regulate pedestrian traffic on the piers and/or cancel docking reservations for public safety related reasons including, but not limited to inclement weather, slippery pier surfaces, heightened wave action, high winds, crowd control, malfunction of the pier system/infrastructure, damage to the piers, repair work, presence of hazardous materials, a boating accident, investigation of a boating accident, rescue situation, medical response, or security issues.

The Dockmaster shall have the authority to refund docking and reservation fees if weather conditions pose a safety risk to the boaters or vessels or if structural issues require that the piers be close.

### **3. Fee Schedule:**

The fees and charges established herein are based on the proposals and revenue projections approved by the Board as part of the annual budget process. These fees and charges are shown on Appendix A of this policy and will be updated as changes are approved by the Board of Supervisors.

### **4. Rules and Regulations:**

All rules and regulations established in the York County Code and the listed below shall apply. Additional rules and regulations may be issued as necessary by the Board, or by the County Administrator pursuant to his authority under the terms of Chapter 17 of the York County Code.

- a. All vessels must register with the Dockmaster upon arrival. An after-hours check-in system is available for boaters arriving when the Dockmaster Office is not open.
- b. Use of docks by commercial boats is limited to cruise ships, tall ships, research vessels, and for hire vessels when no other safe or accessible dockage is available in the immediate vicinity with County approval and proper insurance. Use of the piers by commercial boats to tender passengers or crew or pick-up supplies is not allowed without written approval from the County and proper insurance.

- c. All vessels shall be appropriately licensed and insured. The County will not be liable for any loss, damage, or injury suffered by persons or vessels accessing, egressing, and while docked at the piers.
- d. No maintenance, painting, or repair of vessels at the piers is permitted.
- e. Piers must be kept clear of material and hazards such as hoses, cushions, tables, chairs, coolers, etc.
- f. The owner/operator of vessels utilizing the piers shall be held responsible for his or her guests and any damage by said vessel or guest.
- g. Consumption of alcoholic beverages is prohibited on the piers.
- h. Boisterous conduct and loud music will not be tolerated. "Quiet hours" will be observed from 11:00 pm until 7:00 am.
- i. No fishing, swimming, or diving is permitted from the piers. No swimming or diving from vessels moored at the piers.
- j. Open fires are not permitted.
- k. All refuse and trash must be placed in receptacles provided on the shore.
- l. Pets must be leashed at all times while on the piers and surrounding waterfront land and parks.
- m. No rafting will be allowed unless specifically authorized by the Dockmaster.
- n. The Dockmaster reserves the right to deny access and revoke docking privileges to any persons or vessels failing to comply with the above rules and regulations.

## **Appendix A** **Fees and Charges**

### **Docking Fees:**

#### **Temporary Stays (during core facility hours):**

Weekday Rates (Monday-Thursday) Free for up to 4 hours - \$5 after 4 hours until piers close

Weekend Rates (Friday – Sunday) \$5 for up to 4 hours and an additional \$5 after 4 hours until piers close

Holiday & Special Events \$5 for up to 4 hours and an additional \$5 after 4 hours until pier close

Any fee paid for the day will be credited if boater decides to stay overnight.

Space for temporary stay boaters cannot be reserved as the Dockmaster must maintain space for guests staying overnight that have made reservations.

#### **Overnight stays:**

Weekday Rates (Monday-Thursday) \$1.50 per foot per day

Holiday and Weekend Rates (Friday – Sunday) \$2.00 per foot per day

For holiday and special event dates a deposit equal to one night stay is required at time of reservation and minimum night stay may apply. See list below:

- Required 2-night minimum stay and deposit: Fourth of July
- Required deposit, no minimum stay required: Wine Festival, Blues, Brews, and BBQ,

When reservations are cancelled less than two weeks prior to the reservation date, deposits will not be refunded. If boater does not dock during the first night of their reservation and has made no contact with the Dockmaster regarding their intentions, the remainder of their reservation period may be offered to other interested parties and no refund of deposits will be issued.

Other Specials and Discounts for overnight stays (Only one discount can be applied per stay)

- 10% discount for current membership in a Yacht club, Boat US membership, or for a group of 6 or more boats travelling together with reservation
- Multi-night discount (stay 7 consecutive nights get one weekday night free)

Mooring Balls may be used free of charge for up to 72 hours. \$25 per day for vessels using mooring balls to use the marina facilities to include, four hour dinghy dockage, pump out, water, and access to boaters restroom.

#### **Utility Fees:**

30 Amp Electric Service - \$5.00 per connection for up to 24 hours

50 Amp/twin 30 amp Electric Service - \$8.00 per connection for up to 24 hours

100 Amp/twin 50 amp Electric Service - \$20.00 per connection for up to 24 hours

Sewer Pump-Out - \$5.00 for up to 20 gallons; no charge for Overnight boaters

Water Service (Commercial Vessels Only) - \$12 per 1,000 gallons

#### **Security Charges:**

Charges for security will apply to vessels that fall under the requirements of the Maritime Transportation Security Act (MTSA.) Security charges shall be based upon existing MARSEC Level conditions and current rates of pay for security officers provided by York County.

#### **Special or Promotional Rates:**

In support of Special or Promotional Events, the County Administrator or his designee may waive or reduce the normally applicable fees and charges.

**Promotional and Miscellaneous Items:**

Promotional and minor supplies may be stocked and sold to the boaters to market the piers; fees shall be set at the amount necessary to cover at least all direct costs.

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<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Chisman Creek and Wolf Trap Parks Usage Policy</b>
<b>POLICY NUMBER</b>	<b>BP94-03</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994 (R94-200)</b>
<b>REVISION DATE</b>	<del>November 20, 2018 (R18-108)</del> <b>October 15, 2019 (R19-111)</b>
<b>HISTORICAL REFERENCE</b>	<b>R94-200 (October 20, 1994); R95-214(R) (October 18, 1995); R96-186 (August 7, 1996); R97-165 (July 16, 1997); September 5, 2000 (R00-137); August 18, 2005 (R05-145); October 17, 2006 (R06-133); October 21, 2008 (R08-125); October 12, 2010 (R10-148), September 18, 2012 (R12-118); March 3, 2015; October 5, 2015; December 6, 2016; <u>November 20, 2018 (R18-108)</u></b>

Purpose: To establish policies, procedures and fees for the use of Chisman Creek and Wolf Trap Parks.

Background: Chisman Creek and Wolf Trap Parks, which are located on properties owned by Dominion Virginia Power, are reclaimed and remediated EPA Superfund sites previously used as fly ash disposal sites. The properties are leased to York County for use as recreational facilities. Due to the environmental issues associated with the properties and in consideration of the terms and conditions of the land lease with Dominion Virginia Power, a usage policy is necessary to ensure proper control of activities conducted at these parks.

Procedures:

1. Chisman Creek and Wolf Trap Parks are to primarily be used for County and School sponsored activities. However, other groups may be allowed to use these parks if the planned activities are deemed by the County not to be detrimental to the facilities.

Requests for facility use will be prioritized as follows:

- a. County sponsored activities
- b. School sponsored activities
- c. Community group/association activities
- d. Other activities

In addition, at times when the parks are not reserved for County, schools or group use, the fields and facilities may be used on a first-come, first-served basis during normal park hours. In order to manage the use of these parks and monitor the condition of the turf, any use of the park by a group of more than 10 individuals will require a permit.

2. Park hours shall be as follows:

April 1 to August 31 – Daily, 8:00 a.m. to 8:00 p.m.

September 1 to March 31 – Daily, 8:00 a.m. to 5:00 p.m.

Both parks are subject to closure due to inclement weather for safety reasons and to protect the turf. During inclement weather the park gates will remain locked.

3. Authorizations for use by non-County/School groups are dependent upon such groups satisfying the provisions of the Public Areas Ordinance (Chapter 17, York County Code) and upon the use

being one that is consistent with the nature of and not otherwise detrimental to the facilities.

4. Applications for use by non-County/School groups are to be made in writing by completing a County of York Facility Use Permit Request form.
5. Requests for use should be submitted at least 14 working days in advance of the date that the facilities are to be used.
6. Requests for use during times other than the normal park hours listed above may be approved; however, a fee of \$25 per hour will be charged with a two hour minimum. Requests for use of the facilities during normal hours but for a tournament, event, or activity that will require extraordinary cleaning or increased site supervision may be approved; however, a fee of \$125 residents; \$200 non-residents per day per field will be charged. If field preparation (e.g., field dragging and lining) is requested, there will be an additional charge of \$30 per field per occurrence.
7. Groups that receive approval to use the ball field lights at Chisman Creek Park shall pay the County \$30 residents; \$50 non-residents per hour per field to help defray the operating costs of the lights:
8. For the purposes of this Policy, resident and non-resident distinctions shall be as follows:
  - o for individual program registration or for individual facility reservations a County resident is defined as anyone permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-residents;
  - o for group or organization facility reservations eligibility for County resident fees requires that the group or organization be based in the County (e.g., charter, mailing address, etc.) and that at least 80% of the organization's members or players are permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-resident groups/organizations;
9. In general, all rules and regulations established in the Public Areas Ordinance (Chapter 17, York County Code) shall apply to these facilities. In addition, the following activities shall be prohibited:
  - a. Alcoholic beverages
  - b. All-terrain vehicles, mini-bikes, go-carts
  - c. Bicycles on grass areas
  - d. Digging
  - e. Fires or grilling
  - f. Glass containers
  - g. Golfing
  - h. Model airplanes or rockets
  - i. Skateboards

In accordance with Section 17-20 of the County Code, the flying or control of airborne equipment such as radio- or wire-controlled model airplanes on or from Chisman Creek or Wolf Trap Parks shall require issuance of a permit by the Parks and Recreation ~~Manager~~<sup>Superintendent</sup>. No such operations shall be allowed when that park is in use by others nor shall any County-issued permit be deemed to authorize over-flight of areas beyond the park boundaries.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Recreational Fees and Charges</b>
<b>POLICY NUMBER</b>	<b>BP94-08</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994 (R94-200)</b>
<b>REVISION DATE</b>	<del>November 20, 2018 (R18-108)</del> <b>October 15, 2019 (R19-111)</b>
<b>HISTORICAL REFERENCE</b>	<b>R92-152 (October 1, 1992); R94-177 (August 4, 1994); R94-200 (October 20, 1994); R96-186 (August 7, 1996); R97-165 (July 16, 1997); R98-183 (October 7, 1998); R00-137 (September 5, 2000); R02-170 (September 17, 2002), R03-156 (October 7, 2003); R05-25 (February 15, 2005); October 17, 2006 (R06-133); October 16, 2007 (R07-131); October 21, 2008 (R08-125); October 12, 2010 (R10-148); September 20, 2011 (R11-12); March 3, 2015; December 6, 2016; <u>November 20, 2018 (R18-108)</u></b>

Purpose: To establish and administer fees and charges for Parks and Recreation programs, facility usage, and services.

Procedure:

1. The fees and charges established herein are based on the proposals and revenue projections approved by the Board as part of the annual budget process.
2. Fees for the fall/spring youth soccer leagues, the youth basketball league, and the "Summer Fun Playground Program" and "Special Recreation Camp" programs will be waived for any child who resides in York County and whose family income falls within the Supplemental Nutrition Assistance Program (SNAP-Federal Food Stamp) eligibility limits applicable to the County. Proof of such eligibility is required at the time of registration. Fees shall not be waived for any self-supporting/contractual programs such as sports camps, instructional/leisure classes, senior citizen trips, or the like.
3. In addition, recreation program and facility fees will be waived under the following circumstances:
  - a. when services are provided pursuant to agreements between public agencies that stipulate that fees are to be waived for said services;
  - b. when fee waivers for employees have been designated a benefit of County employment; or
  - c. other circumstances approved by the County Administrator.
4. For facilities that require a key to be issued a \$75 refundable deposit is required to obtain an access key. This deposit is assessed to encourage responsibility for the key and the facility while in the patron's possession and return of the key when use of the facility is completed. If a key is not returned within 7 days or is lost, the user will forfeit the deposit and also be assessed a \$250 rekeying charge.
5. The user of any facility will be charged to cover the cost of excessive cleanup and/or damage repair necessitated by their use.
6. The following guidelines apply when fees are established for the programs listed below.
  - a. Senior citizen trips and activities, concession items, roller skating parties and special events/programs: Fees shall be set at the amount necessary to cover at least all direct costs.

- b. Instructional programs, tennis lessons, and teen trips: Fees shall be set at the amount necessary to cover at least all direct costs for these programs and non-County residents shall be charged an additional \$10 for programs that are less than \$50 and \$25 for programs greater than \$50.
  - c. Contractual classes: Fees shall be set at the amount necessary to cover all direct costs, plus either an additional percentage of class revenue, not to exceed 20%, or an additional amount per participant, not to exceed \$20, for general program administration costs. Non-County residents shall be charged an additional \$25.
  - d. Sports camps: Fees shall be set at an amount necessary to cover all direct costs, plus \$20 per participant for general program administration costs. Non-County residents shall be charged an additional \$25.
7. Consistent with the annual budget adopted by the Board of Supervisors, the following fees and charges are hereby established. For the purposes of this Policy, resident, non-resident, and employee distinctions shall be as follows:
- o for individual program registration or for individual facility reservations a County resident is defined as anyone permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-residents;
  - o for group or organization facility reservations eligibility for County resident fees requires that the group or organization be based in the County (e.g., charter, mailing address, etc.) and that at least 80% of the organization's members or players are permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation and/or Tourism Development reserves the right to request proof of residency. All others will be considered non-resident groups/organizations.
  - o For individual program registration or facility reservations a County employee is defined as a full-time employee. The employee may register for a program or rent a facility for themselves or immediate family (spouse, child, step-child) and receive the resident rate. Retirees, School Division, or work-as-required employees are not eligible for the resident fee if they reside outside of the County.

a. Adult Softball	Fall League - \$ 450 per team Spring/Summer League - \$ 550 per team
b. Youth Team Sports	\$55 for the first child; \$50 for each additional child - \$90 non-residents
c. Special Recreation Camp	\$225 County resident; \$400 non-residents
Summer Fun Program	\$225 County resident; \$400 non-residents
d. Tennis Leagues	\$5 per match for daytime league \$8 per match for evening league
e. Tennis Court Rental at Back Creek Park	\$5/hr per court before 5:00 p.m. \$8/hr per court after 5:00 p.m.
f. Tennis Tournaments	\$25 per Adult Singles Entry \$40 per Adult Doubles Team Entry \$15 per Junior Singles Entry \$25 per Junior Doubles Team Entry
g. Roller Skating	\$5 per participant per regular session; extended or special sessions charged at rate of \$2 per hour per participant; \$3 additional fee to rent roller blades

h. Elementary / Middle School Gymnasium Rental	\$30 for residents per hour; Two (2) hour minimum; \$50 per hour non-residents; Two (2) hour minimum
i Athletic Field Lights Use – School sites and parks	\$30 per hour per field; non-residents \$50 per hour – York County Little League and the Peninsula Youth Football and Cheerleading Organization are exempt from this fee.
j. Safety Town	\$35 resident; \$50 non-residents
k. Park Athletic Fields	\$125 per day per field for Tournament, Camps and/or Games; non-residents \$200 per day \$30 per occurrence for field preparation \$30 per hour for athletic field lights; \$50 per hour non-residents
l. Riverwalk Landing and Yorktown Waterfront	\$50 for residents; \$100 for non-residents fee for Wedding and Special Event permits \$100 for residents; for non-residents \$200 per day to reserve the performance stage

8. All requests for refunds must be submitted in writing. A \$5.00 processing charge will apply to all refunds. Refunds will not be given for adult team sports programs after the first game or youth sports programs after the second game has been played. For programs that have registration limits requests should be submitted two weeks prior to the start of the program. Should special circumstances exist, the Parks and Recreation ~~Manager~~ ~~Superintendent~~ may grant exceptions to the refund policy.
9. A \$2.00 convenience fee shall apply per transaction for registrations completed on-line.
10. For the Summer Fun Program a late pick-up fee of \$3 per minute will be assessed when a child's responsible party has not arrived for pick-up by the designated completion time for the program. Parents, guardians or other parties responsible for the subject child will be afforded ~~one~~ ~~two~~ (2) warnings concerning late arrival before assessment of the additional fee.

BOARD POLICY	
<b>SUBJECT</b>	<u>Public</u> Streetlight Installation and Service
<b>POLICY NUMBER</b>	BP94-09
<b>ORIGINAL EFFECTIVE DATE</b>	October 20, 1994
<b>REVISION DATE</b>	<del>November 20, 2018</del> October 15, 2019 (R19-111)
<b>HISTORICAL REFERENCE</b>	R82-226(R); R94-68; R94-200; R99-171 (September 22, 1999); September 4, 2001 (R01-162); October 21, 2008 (R08-125);

Purpose: To regulate the installation, maintenance, and operation of streetlights qualifying for the York County Public Streetlight Program.

Procedure:

1. Administration of the Streetlight Program: The County Administrator or designee is responsible for the administration of the Public Streetlight Program for York County.
2. Streetlight Standards: To qualify for inclusion in the York County Public Streetlight Program, streetlights shall be approved by the County Administrator or designee as a streetlight(s) benefiting the health, safety, and welfare of the general public as opposed to a benefit accruing to one or only a small number of individuals and/or private properties. The following standards shall apply to streetlight installations:
  - a. Unless otherwise approved by the County Administrator, all public streetlights shall be installed and maintained by Dominion Energy. Where alternate streetlight designs are approved by the County Administrator, the developer or a property owners' association shall be totally responsible for all aspects of the design, installation, maintenance and operation of said streetlights. Only those streetlights meeting Dominion Energy standards for maintenance and operation, as outlined in the Dominion Energy Municipal Services Agreement for maintenance and operation, will be considered for inclusion in the York County Public Streetlight Program.
  - b. Streetlights meeting the minimum requirements of the York County Subdivision and Zoning Ordinance(s) will be included in the York County Public Streetlight Program. Other streetlights will be considered for inclusion if they are located on public property or within the limits of an approved public right-of-way and meet **all** of the following criteria:

(1) The streetlights are located:

- At street intersections; **or**
- At the terminations of cul-de-sacs; **or**
- Along sidewalks which run parallel to streets or at locations where sidewalks or trailheads intersect a street right-of-way in accordance with the following spacing criteria; **or**

<u>Street Classification</u>	<u>Distance (±10%) Between Streetlights</u>
Arterial	150 feet
Collector	300 feet
Access	500 feet

Or:

- Along collector or arterial streets where driveways are spaced so closely as to present safety concerns; **or**
  - Along streets where horizontal or vertical curvature limits sight distance and causes a safety deficiency; **or**
  - At identified High Accident Locations where lighting deficiencies are determined to contribute to the accident rate.
- (2) The streetlights primarily illuminate public rights-of-way as opposed to individual private properties.
- ~~(3) The streetlights are generally spaced no closer between street intersections than as follows:~~

<u>Street Classification</u>	<u>Distance (±10%) Between Streetlights</u>
Arterial	150 feet
Collector	300 feet
Access	500 feet

3. Installation of New Streetlights:

- a. ~~Requesting-Interested~~ parties shall submit a ~~written letter~~ new request to the County describing the location of the proposed public streetlight(s) or depicting locations on development plans submitted for review<sub>i</sub>.

i. New public streetlight requests for locations within existing subdivisions in which there is a mandatory property owners' association shall be submitted in writing to the County by the president or board of directors of the association.

ii. New public streetlight requests for existing subdivisions in which there is no mandatory property owners' association shall be submitted in writing to the County and shall include dated signatures indicating concurrence of at least 66% of the owners of property located on each side of the street within a 250 foot radius of the proposed streetlight installation.

- b. The County Administrator shall evaluate the request to determine if the proposed streetlight(s) qualify for inclusion in the County's Public Streetlight Program. If the streetlight(s) do not qualify, written notification denying the request shall be sent to the requesting party. If the streetlight does qualify for inclusion in the Public Streetlight Program, the County shall determine the approximate cost of installation and the projected five-year operating costs. (Refer to AD95-24 York County Public Streetlight Program for details regarding the specific procedures for processing public streetlight requests). The County will inform the requesting party in writing of the total cost of installation and the five-year projected operating costs. The requesting party must provide funds to the County in the form of a certified or cashier's check or money order (no cash) made payable to the County of York for the cost of installation and the projected five-year operating costs for the streetlight(s) provided, however, that the operating costs for streetlights installed in existing developments may, if desired by the requesting party, be paid in one-year increments. Upon receipt of the check or money order from the requesting party covering the installation costs and the projected five-year operating costs, the County will authorize Dominion Energy to install the proposed streetlight(s).

4. Nothing in this policy shall be deemed to preclude the installation of streetlights, or the upgrading of existing streetlights at the discretion of the Board of Supervisors.

5. Maintenance of Streetlights:

- a. After the initial required prepayment of the five-year projected operating costs is fully expended, the County will pay Dominion Energy the operating and maintenance costs of all streetlights included in the York County Streetlight Program. In addition, the County will pay all costs associated with upgrading existing streetlight(s) if upgrades are deemed

necessary by the County Administrator.

- b. In those cases where payment has been received by the County under previous policies for projected operating costs for streetlights, no further payment for said streetlights shall be required and no refunds shall be made for any amounts previously paid.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	Vehicle Usage
<b>POLICY NUMBER</b>	BP94-11
<b>ORIGINAL EFFECTIVE DATE</b>	October 20, 1994
<b>REVISION DATE</b>	<del>November 20, 2018 (R18-108)</del> <a href="#">October 15, 2019 (R19-111)</a>
<b>HISTORICAL REFERENCE</b>	R89-301; R94-200; R97-165; R99-171; R02-170; <b>October 1, 2005: October 17, 2006 (R06-133); October 16, 2007 (R07-131); October 21, 2008 (R08-125); September 25, 2013; December 19, 2017; <a href="#">November 20, 2018 (R18-108)</a></b>

Purpose: To provide general guidelines for the operation of County vehicles. This policy shall apply to all users of County vehicles unless otherwise provided by the Board of Supervisors.

Exceptions may occur, and these will be handled on a case-by-case basis by the Department Director, Constitutional Officer, or Agency Head directly through the County Administrator's office.

Procedure:

1. Authorized and Unauthorized Use. The following examples are for general guidance only and should not be considered as an attempt to cover all circumstances or conditions of use:

a. Authorized Use:

- (1) County vehicles are authorized "For Official Use Only." Such vehicles are to be utilized to perform the functions and conduct the operations and programs of the Department or Agency which is using the vehicle. When such official use includes the transport of non-employees, such transport is permissible with the approval of their department head. County vehicles may be utilized both within and outside of the County for official use. Anyone may be reimbursed for the use of their private vehicle when such vehicle is used in the conduct of County business; such reimbursement shall be made in compliance with the general policies of the County.
- (2) County vehicles may be taken home overnight by personnel on call to provide emergency services or official business. All authorizations in excess of one-week shall be in writing and approved by the County Administrator.

Authorization to use a County vehicle for transportation to and from an employee's residence for a period in excess of one week will be considered upon receipt of a written request signed by the employee's Department Director/Agency Head. A written request must include the name and title of each employee for whom authorization is requested; the frequency that the vehicle will be used for transportation to and from work; location of employee's home; and a narrative providing justification for the request. Requests for employees residing outside of the County of York will be considered. However, authorization will generally not be granted to an employee residing beyond a 25-mile radius of ~~Yorktown~~ their primary Department office or work location. Longer distances may be granted by the County Administrator, on a case by case basis, for persons assigned a vehicle for immediate emergency response or other County Department on-call responsibilities. This distance limitation shall also apply to authorizations granted for periods of less than one week.

Additionally, personnel authorized a Take Home County vehicle may use such vehicle for transportation to meals or for personal purposes, including the transporting of non-employees, only when traveling in a direct route to or from work or place of meeting. Transportation of an immediate family member(s) to include spouse or child is permitted with written authorization from the County

Administrator and shall be granted on a case by case basis.

- (3) County vehicles shall be operated only by properly licensed County employees. Properly licensed volunteer workers may operate County vehicles while acting within the scope of their duties with the prior approval of the County Administrator. Such authorization shall be requested by the appropriate Department Director, Agency Head, or Constitutional Officer through the Human Resources Manager with by-name approval on file prior to allowing a volunteer driver to operate a County vehicle. Volunteer members of the Department of Fire and Life Safety are exempt from this reporting and authorization requirement provided they meet the driving standards prescribed for County employees and also have received the requisite training as prescribed by the Department of Fire and Life Safety and/or State law. The Fire Chief is authorized to allow the occasional use of County emergency services vehicles by fully qualified emergency services personnel employed by other governmental agencies during training, when conducting work in cooperation with another jurisdiction/agency, or for other operational necessities. County vehicles may be operated on a temporary basis by properly licensed employees of other jurisdictions or agencies during servicing or repair of the jurisdiction/agency vehicles when such servicing arrangements are covered by a formal contract or memorandum of agreement between such jurisdiction/agency and the County.

b. Unauthorized Use:

- (1) County employees may not operate a County-owned or County-insured vehicle without having a valid, properly classified operator's or commercial driver's license as set out in paragraph 8.
- (2) County vehicles may not be utilized for personal purposes or for transportation to meals, except when employees in the conduct of County business are away from their normal place of work at meal time, they may use a County vehicle to go to a restaurant in their immediate vicinity.
- (3) County vehicles may not be utilized to transport "hitchhikers." However, it is permissible to render assistance in case of accidents or other emergencies and to transport non-employees in such cases.
- (4) County vehicles shall not be used without the use of seat belts (if the vehicle is provided with seat belts).
- (5) It is absolutely prohibited for County-owned or County-insured vehicles to be utilized if the operator is impaired by, or under the influence of, alcohol, intoxicants, or drugs. The possession or consumption of alcohol, intoxicants, or illegal drugs while using County vehicles for transportation is also prohibited.
- (6) County vehicles may not be used to pull or push any other vehicle (public or private) without prior consent of the Department of Public Works.
- (7) County vehicles are not to be driven in violation of the motor vehicle laws of Virginia. All citations are to be reported immediately to a supervisor.
- (8) County vehicles shall be operated in a fuel-efficient and energy conscious manner. Vehicles shall not be parked with the engine idling except when necessary for emergency services or the operation of auxiliary equipment.

2. Law Enforcement Personnel: The provisions of Section 1 of this Policy as it pertains to County-owned vehicles provided to the Sheriff's Office are modified as follows:

- a. The Sheriff may authorize a County-provided car to be kept at an officer's residence when off-duty provided the residence is located in York County. A list of vehicles so authorized shall be provided the County Administrator at the beginning of the fiscal year and as changes occur. Sheriff's Office vehicles which are authorized to be kept at a residence may be used for off-duty personal errands only if necessary and if no personal vehicle is

available for use. Cars may be used to transport stranded motorists, other law enforcement personnel, and prisoners. While off duty no other passengers, including family members, shall be transported except in (1) an emergency, (2) when on official County business, or (3) when in direct route to or from work.

- b. Sheriff's Office vehicles which are authorized by the Sheriff to be kept at a residence may only be operated off-duty if the officer is (1) armed with a properly assigned, qualified firearm, (2) carrying Sheriff's Office identification credentials, and (3) operating the vehicle only within the jurisdictional boundaries of York County or in transit between the lower end of the County and the Bruton District.
- c. The Sheriff has established a written "hot pursuit" policy, which has been reviewed and approved by the County Attorney, addressing safety considerations and special conditions under which County vehicles may be operated in emergency situations. Any amendments to this policy shall also be reviewed and approved by the County Attorney.

### 3. Care and Maintenance of Vehicles.

- a. Operator Responsibilities. Operators of County-supplied vehicles shall be responsible for checking and maintaining correct engine oil level; proper level of coolant in the radiator; ensuring proper operation of headlights, taillights and turn signals; tire pressure (including spare) and tire condition; proper braking action; and general appearance of the vehicle (interior and exterior). If a noted deficiency is not within an operator's ability to correct, the vehicle will be taken in for service promptly. Vehicles submitted to the County Garage for routine maintenance shall have excessive caked dirt removed in order to facilitate such service. Vehicles which are being turned in for disposal, exchanged or transferred through the County Garage shall be cleaned beforehand. Litter and personal effects shall be removed. Operators of vehicles which routinely travel off maintained highways shall clean the exterior of the vehicle of mud or caked-on dirt at least weekly. The Department of Public Works shall make cleaning facilities at the County Garage available for all vehicle operators to use during normal working hours.
- b. Routine Maintenance. Each County vehicle shall be taken to the County Garage for preventive maintenance on a schedule promulgated by the Department of Public Works. It shall be the responsibility of the appropriate Department Director/Agency Head to ensure that all assigned vehicles are taken to the County Garage for the preventive maintenance scheduled by the Department of Public Works. Routine maintenance priorities will be established by the Department of Public Works.
- c. Vehicle Alterations. Employees shall not alter or add any equipment to a County vehicle (including AM/FM/CD radios, GPS devices, air conditioners, bumper stickers, racks, tool boxes, etc.) without written prior approval of the Department of Public Works. Damages resulting from unauthorized modifications may be assessed against the person(s) making such modification. Required modifications and alterations including, but not limited to, DOT lighting, directional lighting, auxiliary lighting, yellow strobes and beacons, in car cameras, radar units, GPS, vehicle graphics and public safety accessories may be completed by the County Garage or contracted to appropriate vendors as Approved and authorized by the Fleet Manager. Generally accepted modifications/alterations for designated law enforcement and public safety vehicles include emergency packages (lights, sirens) and two-way radios. Such modifications/alterations shall be coordinated with and approved by the Fleet Manager prior to installation to ensure that modifications will not adversely affect electrical or charging systems nor the overall safe operation of the vehicle.
- d. Travel Beyond 100 Miles. If a County vehicle is to be used for travel beyond a distance of 100 miles from Yorktown, the employee is to notify the County Garage of intended travel and destination two (2) weeks prior to the trip. An appointment shall be made for the intended vehicle to be inspected by the County Garage to ensure the vehicle is in good operable condition and/or any preventative maintenance is completed prior to the trip

### 4. Emergency Repairs.

- a. Regular Workday. When a vehicle becomes inoperable in the local area, the driver, after

seeing that the vehicle is removed from the roadway, is to contact the County Garage for assistance. Normally, a maintenance mechanic will be dispatched to assess the problem, make repairs, or coordinate towing to the County Garage. When a vehicle becomes inoperable out of the local area, the driver may arrange, as necessary, for local towing service to the nearest competent repair facility. Prior to making any commitment for repairs, the driver shall obtain an estimate for such repairs and contact the County Garage for guidance.

- b. Nonwork-Hours/Work-Day. In the event that a breakdown occurs within a 25-mile radius of Yorktown and outside of normal working hours, the driver shall contact the York County 911 dispatcher (890-3621). The dispatcher shall obtain the phone number where the driver can be reached and then contact the on-call mechanic to coordinate repairs. If a breakdown occurs beyond the 25-mile radius, the driver is authorized to contact the nearest service facility, which has towing capability, and have the vehicle towed to the County Garage or to a service facility, whichever is more practical. The driver shall then determine the nature of the problem or cost for repairs. If the vehicle can be repaired for \$250 or less, and it is not feasible to delay repairs until the County Garage can be contacted during normal working hours for guidance, the driver is authorized to have repairs accomplished. If repair estimates are in excess of \$250, the vehicle should be secured at the service facility until repairs can be coordinated with the County Garage. Alternative transportation (i.e., rental cars, taxi) should be utilized until repairs are made or another County vehicle is provided.
5. Vehicle Security. Security of a County vehicle is the operator's responsibility. Unattended County vehicles will be locked at all times. Operators may be responsible for loss of County property from an unsecured County vehicle.
6. Smoking. Smoking, including the use of electronic smoking devices, is not permitted in County vehicles.
7. Driving Practices. Operators should practice "defensive driving" and anticipate and observe the actions of other drivers and control their own vehicle in such a manner so as to avoid an accident involvement. An operator of a County vehicle and all passengers therein shall properly use seat belts. Employees are advised that failure to wear seat belts may jeopardize an employee's eligibility for relief normally provided under Worker's Compensation and disability claims for injuries resulting from an accident.
8. Accidents:
  - a. Accident Involving County Vehicle. In the event an accident should occur involving a County-owned or County-insured vehicle, the following procedures should be followed:
    - (1) Call for an ambulance for anyone seriously injured. (Dial 911 in most areas.) When calling from a cellular/pcs phone the caller should remain on the line and provide their exact location.
    - (2) Notify the police/fire department of the accident as circumstances dictate. The driver is required to immediately give notice of the accident by the quickest means of communication to a State trooper, sheriff, or other police official if the accident resulted in injury to or death of any person.
    - (3) Get the names, phone numbers, and addresses of all persons in the other vehicle(s), the driver's license data of other operators, the license number of other vehicle(s), and the name of the insurance carrier for other vehicle(s) involved.
    - (4) Complete the data on the accident report form located in the glove compartment of the vehicle (also available on the intranet) and submit this form to the Department of Finance within 24 hours. A copy of this form shall also be sent to the Department of Public Works. Failure to report accidents may result in disciplinary action.
    - (5) DO NOT ADMIT RESPONSIBILITY and make no statement regarding the accident except to authorized insurance claims representatives of the County's insurance

carrier and the police.

- (6) DO NOT DISCLOSE INSURANCE policy details to anyone. However, you may inform the other driver of the name of the County's insurance carrier and policy number.
- (7) If there are no injuries involved in the accident, the driver may still be required to file a report with the Division of Motor Vehicles as to the extent of the property damage involved. The driver is responsible for contacting the Division of Motor Vehicles within 5 days of the accident to determine if a report will be required.

b. Rendering Assistance. Upon reaching the scene of an accident, the operator of a County vehicle is authorized to render such assistance as he/she can by caring for the injured first, calling or sending for the fire, rescue, or police and taking measures to prevent other vehicles from becoming involved in the accident. When stopping at the scene of an accident, the driver should ensure that the vehicle is parked in a safe location so as not to interfere with traffic.

c. Accident Reporting. A County Vehicle Accident Report form is required and shall be completed by the operator or assigned driver of a County-insured vehicle involved in an accident when:

- an injury occurs, regardless of property damage;
- an accident or collision involves a vehicle or property not owned by the County regardless of fault or damage sustained by either party;
- another County-owned vehicle or item of property is involved and the probable cost of total repairs (vehicle and or property) will exceed \$100 as determined by the County's Fleet Manager;
- mysterious or unexplained damage to a County vehicle is clearly visible and the probable cost of total repairs will exceed \$100 as determined by the County's Fleet Manager.

The accident report shall be reviewed by the Division Chief or other supervisor who shall forward copies of the report to the Department of Finance and the Fleet Manager prior to the close of the next County work day after the accident. The vehicle accident reporting process is further described in Attachment D.

d. Case Review. A copy of the Vehicle Accident Report shall be provided to the County Administrator and the Chair of the Safety Committee by the Department of Finance within three working days. The Fleet Manager shall conduct an investigation of the facts and circumstances of accidents involving County-owned vehicles which have resulted in a reported injury or when property damage in excess of \$3,000 is involved. The Fleet Manager is authorized to gather evidence, relevant documents and solicit written statements from County employees. Within ten (10) working days from receipt of the accident report, the Fleet Manager shall forward to the Chair of the Safety Committee the results of his inquiry (Part I Accident Inquiry form, Attachment C). If additional reports concerning the accident are expected from outside agencies, i.e., State Police, non-County employees involved in the accident, etc., then the report shall be provided within ten (10) working days from receipt of all such anticipated information. If delays are anticipated, the Fleet Manager shall notify the Chair of the Safety Committee as soon as possible. The Safety Committee shall review Part I of the Accident Inquiry form as soon as practicable and render an opinion as to whether the crash was preventable or non-preventable. The Safety Committee may also recommend changes to safety policies or procedures to the County Administrator (Part II of the Accident Inquiry form). The Human Resources Director shall communicate the results of the review to the employee's Department Director who will, after consultation with the Human Resources Director, determine the appropriate corrective action. Corrective action may be administrative in nature, such as additional driver training or may include disciplinary measures. The County Administrator shall review the report, determine the appropriate disposition of the case, and conclude the Inquiry process (Part III of the Accident Inquiry form). Accident reporting and inquiry procedures are outlined on Attachment D.

- e. Failure to Report Vehicular Accident Damage. Using the Accident Inquiry form, the Fleet Manager shall notify the Safety Committee if a vehicle Accident Report has not been submitted when required or upon discovery of previously unreported damage to a County vehicle.

9. Driver Qualifications and Training:

- a. Licensing. Department Directors/Agency Heads are responsible for ensuring that their employees are properly licensed and trained to operate County vehicles. A valid Virginia driver's license is required to operate County vehicles. The basic license requirements for passenger vehicles apply, with the following additional requirements for heavy vehicles operated on the highway:

Those persons required to operate or maintain a vehicle weighing 26,001 pounds or more, gross vehicle weight rating (GVWR); or designed to carry 16 or more passengers, including the driver; or used to transport hazardous materials required to be placarded by federal law, must have a Virginia Commercial Motor Driver's License (CDL). Such license is required for volunteer drivers, heavy vehicle mechanics, and public school bus operators. Commercial license requirements do not apply to operators of emergency vehicles, such as fire fighters. However, operators of emergency vehicles must meet special State and Federal skill requirements for driving certification.

10. Driving Records.

- a. A valid Virginia driver's license for the appropriate class of vehicle or equipment which will be operated is required if such vehicle or equipment operation is specifically required in the job description. Prospective employees and volunteers who will be required to operate a County vehicle during the course of their employment shall secure a copy of a current (less than 30 days old) DMV driving record at the employee's or volunteer's own expense and shall provide it to the hiring supervisor who will forward it to the Human Resources Manager in conjunction with the request for an employment offer to be made.
- b. A Virginia driver's license for current and prospective employees and volunteers may not have DMV restriction codes which limit the driving privilege to the extent that requirements of the jobs applied for or occupied cannot be met. If the individual will be required to operate a bus capable of carrying more than 15 passengers, then the license must have the coded endorsement of "S."
- c. The Human Resources Director shall maintain a program to obtain the DMV records for operators of County vehicles. The DMV record shall be maintained in confidential, individual personnel files and updated annually. DMV driving records for County employees may be obtained from the Division of Motor Vehicles by the Human Resources Department at no expense to the County or individual concerned. The Human Resources Director shall notify the appropriate Department Director/Agency Head and County Administrator when an employee's or volunteer's record does not meet the minimum standards described in Sections 9(b) or 10.

11. Driving Standards.

- a. All current and prospective York County employees or volunteers who are required to operate a County-owned vehicle according to their job description shall be required to submit to a Division of Motor Vehicles (DMV) record check. All other employees and volunteers who may occasionally drive a County vehicle must also submit to a DMV records check prior to vehicle operation. For current employees and volunteers this check will occur, at a minimum, on an annual basis. Drivers must meet minimum standards as determined by the County. In addition to the annual DMV records check, all current employees and volunteers must inform their supervisor, by the next scheduled workday, of any licenses suspensions, or revocations, or charges being placed for any of the offenses listed in subparagraph (iii) below, and the final disposition of the case. Failure to do so may be grounds for immediate dismissal. Drivers must meet minimum standards as determined by the County. York County's standards are as follows:

- (i) No more than two (2) moving violations within the previous twelve (12) months.
  - (ii) No more than three (3) moving violations within the previous twenty-four (24) months.
  - (iii) No record of convictions associated with driving under the influence (DUI), eluding police, leaving the scene of an accident, or manslaughter (voluntary or involuntary) within the previous sixty (60) months.
  - (iv) No record of current revocations or suspensions or previous revocations or suspensions associated with moving violations within the last sixty (60) months.
  - (v) Reckless driving offenses will be reviewed on a case-by-case basis.
- b. If an employee or volunteer fails to meet driving standards and is in a position where operating a vehicle is essential to the County, appropriate action will be taken depending on the severity and number of the conviction(s). At the recommendation of the Department Director/Agency Head, appropriate action may range from putting the employee or volunteer on a "watch status," with DMV checks conducted on a more frequent basis, to termination of employment or termination of voluntary assignment with the County.

This procedure does not prohibit Department Directors from issuing reasonable standard operating procedures with more stringent requirements.

- c. County vehicle driving privileges shall be suspended for a period of one (1) year for any current employee charged with and convicted of an offense listed in subparagraph a.(iii), above. In the case of employees occupying a position for which driving a County vehicle is a required duty, an effort may be made to transfer and/or demote the employee to a non-driving position provided a vacancy exists and the employee is qualified for that position. However, if no vacancy exists, the employee shall be separated from County employment. If the employee is transferred and/or demoted to a non-driving position, he/she must maintain a clear motor vehicle record for a full year before the County vehicle driving suspension is lifted. Additionally, any new violation(s) will result in a readjustment of the one (1) year suspension period. At the end of the suspension period, provided the employee has no new violations, County vehicle driving privileges shall be restored.

12. Driver Training. Operators of County vehicles shall be required to participate in the County's Defensive Driving Program administered by the Department of Finance.

- a. A Defensive Driver Education Program shall be established by the County Administrator. Department Directors, Agency Heads, and Constitutional Officers whose employees operate County-provided vehicles shall support the program by ensuring that employees participate in Defensive Driving classes when scheduled and as otherwise required.
- b. New employees will be scheduled by the Department of Finance for a Defensive Driving class as soon as possible.
- c. Certain Fire and Life Safety employees may be required to complete alternative programs.

13. Miscellaneous

- a. Monitoring Vehicle Use. Department Directors/Agency Heads shall carefully monitor and take necessary action to preclude operations that are contrary to the policies and procedures herein.
- b. Grievance. Any Department or Agency aggrieved by a decision of the Director of Public Works shall immediately set up a conference between the County Administrator, Director of Public Works, and the aggrieved party to resolve the matter.
- c. Citizen/Complaints. Complaints regarding the use or operation of County vehicles shall be directed to Department of Public Works. The Department of Public Works shall complete a Complaint Form (Attachment B) for each complaint and forward a copy of said Complaint Form to the appropriate Department Director/Agency Head and the County Administrator.

Upon receipt, the appropriate Department Director/Agency Head shall investigate the complaint and report to the County Administrator the results of the investigation and any corrective action taken regarding the complaint.

- d. Approved Departmental Rules. Any departmental rules, regulations, or procedures approved by the County Administrator governing the use or operation of County-owned or County-insured vehicles, which are not in conflict with this policy, shall be considered a part of this policy and shall be enforced as such.
- e. Action to be Taken. Violations of this policy will be reviewed by the County Administrator's Office, and may result in loss of County driving privilege or loss of Department's vehicle allocation.
- f. Supervisory Responsibilities. Department Directors, Agency Heads, and Constitutional Officers shall ensure that before their employees are permitted to operate a County vehicle, drivers are properly trained in its use; in procedures to be followed should they be involved in an accident with a County vehicle; in the procedures for refueling vehicles with the automated vehicle identification/data collection system; in basic maintenance responsibilities of the operator (checking tires, oil level, lights, etc.); and in preventive maintenance services performed by the County garage. In addition, each authorized driver, whether a full-time County employee or volunteer worker, will be fully briefed on County and departmental personnel policies pertaining to operator negligence and damage to County property.
- g. Reimbursement for Use of Personal Vehicles. From time-to-time it may be necessary for employees to use personal vehicles for official County business. Personal vehicles should only be used with the approval of the employee's supervisor. Any miles driven will be reimbursed in accordance with the provisions set forth in Administrative Directive AD11-63.

Attachment A - Vehicle Accident Report Form

Attachment B - Complaint Form

Attachment C - Accident Inquiry Form

Attachment D - Accident Reporting and Inquiry Process

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Group Use of New Quarter Park</b>
<b>POLICY NUMBER</b>	<b>BP00-17</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>September 5, 2000</b>
<b>REVISION DATE</b>	<del>November 20, 2018 (R18-108)</del> <u>October 15, 2019 (R19-111)</u>
<b>HISTORICAL REFERENCE</b>	February 15, 2005 (R05-25); October 16, 2007 (R07-131); September 18, 2012 (R12-118); October 5, 2015; December 6, 2016(R16-130); December 19, 2017 (R17-169); <u>November 20, 2018 (R18-108)</u>

Purpose: This policy governs the operation of New Quarter Park.

Procedure:

1. Statement of Policy and Objectives:

New Quarter Park will be open and staffed for general public use as follows:

April through October – Daily - 8 a.m. to dusk

November through March – Friday – 10 a.m. to dusk; Saturday and Sunday – 8 a.m. to dusk

Requests for special event use of the park will be considered on a case-by-case basis.

2. Costs:

Shelter Reservation Fees:

Four group shelters are available for reservations at the following rates:

Large Shelter: \$100 for a full day resident; \$150 non-resident

Medium-size Shelters: \$50 for a full day resident; \$75 non-resident

Other Facilities Fees:

Camp-fire Circle: \$25 resident; \$50 non-resident

Disc Golf Fees: \$3 per round or \$25 for an annual pass resident  
\$5 per round or \$50 for an annual pass non-resident

For special events and/or groups of 300 or more, additional costs may be incurred by the sponsoring agency should the Parks and Recreation ~~Manager~~Superintendent deem it necessary for the sponsor to provide portable restroom facilities, additional trash dumpsters, supplemental staff and other miscellaneous services due to the type of event and/or size of the group. The Parks and Recreation ~~Manager~~Superintendent will determine what additional requirements/fees will apply on a case-by-case basis.

All requests for refunds must be submitted in writing. Requests must be made 30 days prior to the reservation date. If the County closes the park for inclement weather or any other reason, a refund will be issued unless the event can be rescheduled to a date acceptable to the County and the group.

3. Reservation Procedures:

All requests for shelter/facility reservations and special events at New Quarter Park must be made in writing on a County of York Facility Request Form. Reservation requests will be accepted during regular New Quarter Park office hours. Reservations will be accepted beginning on the first office day in January and will only be accepted for the current year. ~~for the entire operating season which runs from (March through November) can be made beginning the first Monday of February for that same calendar year.~~ Persons making application for a reservation shall be at least 21 years old. —The Parks and Recreation Manager may approve reservations a year in advance for annual special events.

York County retains the right to cancel or reschedule reservations when deemed necessary. If this situation occurs, as much notice as possible will be given to those that have reservations.

In the event that significant changes occur with a special event that has been approved for use of the park, immediate notice must be given to the York County Parks and Recreation Division. Examples of significant changes include, but are not necessarily limited to the following: the times of park usage; larger or smaller attendance estimates than what is presented on the Facility Request Form; the nature of the event; or type of equipment that is needed or being used for the event.

#### 4. Park Regulations:

In general, all rules and regulations established in Chapter 17 of the Code of the County of York (also referred to as the Public Areas Ordinance) apply. In addition, the following regulations shall apply:

- a. Camping is prohibited.
- b. Dogs must be on a leash at all times. Owners must properly dispose of feces from their dogs.
- c. All fires must be contained in the campfire circle and/or cooking grills near the picnic shelters. Fires must not be left unattended and shall be completely extinguished before leaving the park. Water must be brought to all fire sites for safety purposes. Buckets are available from the park staff for such purposes.
- d. The use of gasoline to ignite any fire is prohibited.
- e. Firewood collected from the park for use for an event at the park is restricted to gathering dead material on the ground. Cutting trees or tree limbs is prohibited.
- f. Swimming is prohibited.
- g. Individuals must possess a valid Virginia fishing license in order to fish.
- h. Individuals initiating boating, canoeing and/or kayaking activities from the park shall wear lifejackets and should check in at the Park office.
- i. The possession and/or consumption of alcoholic beverages and controlled substances are prohibited.
- j. Parking vehicles along the sides of the road is prohibited.
- k. Golfing, horseback riding, flying radio or wire-controlled airplanes, drones, and the use of metal detectors are prohibited.
- l. Patrons are responsible for properly disposing of litter and trash resulting from their use of the park facilities.

Additional rules and regulations may be issued by the Parks and Recreation ~~Manager~~Superintendent as deemed necessary. Failure of any group to abide with the conditions of use for the park may result in denial of approval for future requests.

<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Outstanding Youth Awards Educational Scholarship Program</b>
<b>POLICY NUMBER</b>	<b>BP05-21</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>February 15, 2005 (R05-25)</b>
<b>REVISION DATE</b>	<del>November 20, 2018 (R18-108)</del> <u>October 15, 2019 (R19-111)</u>
<b>HISTORICAL REFERENCE</b>	<b>FY 2004 Operating Budget</b> ; October 5, 2015; <u>November 20, 2018 (R18-108)</u>

Purpose: To outline the terms and conditions for disbursement of the four annual \$1000 educational scholarships conferred through the Outstanding Youth Awards Program.

Background:

1. In January, 1990, the York County Youth Commission petitioned the Board of Supervisors to financially support some Outstanding Youth Awards that were selected later that school year. During the fall of 1990 the Youth Commission again asked the Board to support the awards for the 1990-1991 school year. This was approved and seems to have been institutionalized ever since.

The Outstanding Youth Awards (OYA) Program as we know it today is co-sponsored each year by the Board of Supervisors and the Youth Commission. The purpose of this program is to recognize and celebrate the accomplishments of outstanding York County teenagers. To be eligible, all nominees must: a) be residents of York County; b) be students in grades 9, 10, 11, or 12; and, c) have proven themselves outstanding in one of the following areas: Compassion, Courage, Community Service, and Overall Achievement.

Each award winner has traditionally received a bound copy of the Board Resolution commending him or her, as well as a personalized pewter Jefferson Cup. Note: See the attached Nomination Form for additional nomination procedures, description of categories, makeup of the Selection Committee, and awards reception.

2. During the development of the FY 2004 Budget, the 2002-2003 Youth Commission petitioned the Board during one of its public budget hearings to consider the "new program request" allocating \$2,000 for the purpose of further enhancing the OYA program by awarding \$500 Educational Scholarships to each of the recipients. The Board approved this program request in its 2004 Budget. Beginning in FY 2019, ~~The the~~ Board approved the increased scholarship amount to \$1,000 for each scholarship award in its FY 2019 Budget.

Procedures:

1. The \$1,000 Educational Scholarship will be disbursed to each award recipient in accordance with the following guidelines:
  - a. The money is intended to help fund tuition, board, or other costs associated with post high school higher education at a college or university or to assist with the cost of a vocational training program. The OYA recipient is not eligible to receive the scholarship money until after his/her graduation from high school. The OYA scholarship award is not intended as a cash prize. Its sole purpose is to help support award recipients with their post high school education or vocational training.
  - b. A check made out to the OYA recipient in the amount of \$1,000 will be mailed from York County to the recipient's home address. This will take place within two weeks of the receipt of evidence of the recipient's enrollment or payment at a college, university, or program of vocational training. Typically, this evidence will consist of an official letter from the educational/vocational institution's Registrar's Office verifying the recipient's enrollment for the upcoming semester OR will be a receipt of payment issued to the recipient by the

institution's Bursar or Accounting Office. In either case, it is the OYA recipient's responsibility to submit this evidence to the County's Parks and Recreation Division in order to receive the scholarship payment. The County will not ask an educational/vocational institution for this information.

- c. Typically, the evidence required in "Procedures" item "1.b" above will not be available until July or August for high school graduates planning to enroll in an educational/vocational institution that fall. If for any reason the recipient delays enrollment past the fall semester immediately following their high school graduation, the money will be held by the County for up to two (2) years. Evidence of enrollment/payment into an educational/vocational institution must be received by Parks and Recreation by no later than December 31 of the *second* year following high school graduation in order for the OYA recipient to receive the \$1,000 scholarship award. Example: An OYA recipient graduating in June, ~~2006~~-2018 would have until December 31, ~~2008~~2020, to provide the County with evidence of his/her enrollment/payment into an educational/vocational institution.
  - d. Permission to extend the two-year period described in "Procedures" item "1.c" above must be requested in writing by the recipient or his/her parent/guardian. Military or humanitarian service, as well as extenuating personal, health, family, or financial circumstances that may have delayed the OYA recipient's enrollment into an educational/vocational program should be cited. Immediate plans and timetable for eventual enrollment should also be specifically outlined. This request must be received by Parks and Recreation by December 31 of the second year following high school graduation in order to be considered. The County will send a written reply back to the OYA recipient.
2. The Division of Parks and Recreation is currently charged with staff liaison responsibilities for the York County Youth Commission, and as such, will bear responsibility for correspondence and communication with recipients, record keeping and tracking of payments for all OYA recipients. Parks and Recreation will keep in close communication with the Department of Finance and provide them with updated information for all OYA recipients not yet providing evidence for their scholarship payment.
  3. If an OYA recipient submits a request for a time extension to Parks and Recreation under the provisions of "Procedures" item "1.d" above, the Director of Community Services will forward the request and staff recommendation to the County Administrator for approval/disapproval.
  4. Parks and Recreation will be responsible for submitting carryover requests to the Department of Finance, requesting that all unspent OYA Educational Scholarship monies are maintained in the budget and clearly delineated as to the Fiscal Year in which the award was conferred. In some cases (even without an additional time extension) this could require up to six (6) years of carrying the funding for a particular OYA recipient forward. Example: A ninth grader receiving one of the four Outstanding Youth Awards in May, 2018, would not be eligible to receive the scholarship payment until after he/she graduates, which would normally be in June, 2021. The recipient would then have until December 31, 2023, to provide evidence of enrollment/payment in an educational or vocational training institution.



<b>BOARD POLICY</b>	
<b>SUBJECT</b>	<b>Requesting County Support for Events</b>
<b>POLICY NUMBER</b>	<b>BP07-22</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 16, 2007 (R07-131)</b>
<b>REVISION DATE</b>	<del>November 20, 2018 (R18-108)</del> <u>October 15, 2019 (R19-111)</u>
<b>HISTORICAL REFERENCE</b>	<b>September 18, 2012 (R12-118); October 5, 2015; <u>November 20, 2018 (R18-108)</u></b>

Purpose:

1. To outline the process for requesting support from York County for events not conducted by an agency of County government. (Requests from for-profit entities and/or for events sponsored by for-profit entities will not be considered unless a formal approved relationship between the for-profit entity and the York County Board of Supervisors exists.)
2. To facilitate a planned and coordinated approach in evaluating requests for events to be held in York County that have a potential impact on County residents and businesses.
3. To ensure that County support for events is based upon reasonable and quantifiable facts and projections.
4. To establish a formal process to determine both the costs that will be incurred by the County for support of the proposed event and the amount of reimbursement that is to be made by the requesting party to the County for such support.

Background:

The York County Board of Supervisors recognizes the many direct and indirect benefits that events can have on the community. Consequently, the Board of Supervisors provides staff and funding to conduct a wide variety of events and activities for citizens and visitors. In addition, the County works with many other groups to co-sponsor events for the public through the provision of staff, equipment, facilities, advertising, or funding.

With the regional growth in population and construction of facilities that are conducive and desirable for hosting events, interest by non-County governmental parties to sponsor events in York County has also increased. Such interest has generated requests for events to be held in York County that have not been budgeted or planned for. Because of competing priorities and limited resources it would be impossible for the County to support all of the requests for assistance. Therefore, this policy is intended to provide a systematic process for determining whether a proposed event can be supported by County government and to what level it can be supported.

Definitions:

- County Administrator – means the York County Administrator or his/her designee.
- County Support – means the allocation of staff and resources for coordination of and/or working at an event. County support also includes, but is not limited to, equipment, funding, facilities, vehicles, permits, public transportation, advertising, supplies, etc.
- Event – means an activity or program, such as concerts, celebrations/commemorations, cultural performances, sporting competitions, art shows, car/boat shows, farmer’s markets, parades, etc.
- Riverwalk Landing – defined as the County-owned property bounded by the Coleman Bridge on the west, the York River on the north, the public restroom building at the Ballard Street/Water Street intersection on the east, and the Chischiak Watch townhouse property and the parking terrace on the south.
- National Park Service Beach Picnic Area – the park area east of the intersection of Comte de Grasse and Water Streets in Yorktown that is bordered on the north by the York River.

Procedures:

1. Requests for event support from York County shall be made in writing to: Tourism Development Manager, York County Tourism Development, and P.O. Box 532, Yorktown, Virginia 23690. The request shall include the following information:
  - a. Detailed description of the proposed event and explanation of the benefits to York County government and the community;
  - b. Type of event (i.e., public, private, free/fee-based, fundraising, etc.);
  - c. Name, address, and phone number of the individual(s)/organization(s) sponsoring the event;
  - d. Type of organization sponsoring the event (i.e., private, profit/non-profit, etc.);
  - e. Outline sponsoring individual(s)/organization(s) experience with conducting this type of or similar event;
  - f. Specific location(s) where the event will be held;
  - g. Proposed date and rain date (if applicable) of event;
  - h. Time schedule for the event, including set-up, take-down, clean-up, and various activity elements;
  - i. Anticipated attendance;
  - j. Description of how the event is being advertised/marketed;
  - k. Description of arrangements/needs to accommodate public health and convenience issues (i.e., trash collection and removal, restrooms, first aid stations, etc.);
  - l. Description of arrangements/needs to accommodate public safety issues (i.e. traffic and crowd control, security, public broadcast systems, etc.);
  - m. Description of arrangements/needs to accommodate utility issues (i.e., electric service, generators, spider boxes, outlets, water hook-ups, phone lines, internet access, etc.)
  - n. Number of parking spaces required and parking locations desired;
  - o. Documentation of Insurance coverage and limits available;
  - p. Revenue/expenditure estimates;
  - q. Amounts and/or estimated value of any sponsorships (i.e. monetary, in-kind, etc.);
  - r. Special requirements of sponsors (i.e., banners, booths, literature distribution, giveaways, use of logo, etc.)
  - s. Statement of where profits made from the event will be disbursed;
  - t. Outline of how much and what kind of County support is being requested;
  - u. Statement as to whether or not the event sponsor intends to reimburse the County for any support provided for the event.
2. Requests for event support shall be submitted according to the following schedule:
  - a. Events with anticipated attendance of 3,000 or more people – no less than 12 months before the event.
  - b. Events with anticipated attendance of 1,000 to 3,000 people – no less than 9 months before the event.

- c. Events with anticipated attendance of less than 1,000 people - no less than 6 months before the event.

Under special circumstances, the County Administrator may allow exceptions to the above-listed deadlines.

3. Upon receipt of the event proposal and support request, various County agencies will evaluate the proposal, formulate cost estimates to provide the support requested, and prepare an assessment and recommendation for consideration by the County Administrator. County agencies involved in this process will include, but not be limited to: Fire and Life Safety, Sheriff's Office, Public Works, Finance, School Division, Parks and Recreation Division, and Tourism Development Division. Under certain scenarios, input or permits/approvals for the event may be necessary from agencies such as the National Park Service, Virginia Department of Transportation, Virginia Department of Alcoholic Beverage Control, State Police, United States Coast Guard, and other neighboring jurisdictions.
4. The evaluation process may require submission of additional information, references, etc., from the requesting party.
5. The support cost estimates and recommendations of the pertinent agencies will be forwarded to the County Administrator for final consideration and approval. Notification of the County Administrator's decision as to whether or not the County is able to support the event and, if so, the billable amounts and payment requirements (i.e., deposits, bonds, etc.) will be communicated to the requesting party as soon as possible. Depending on the complexity of the event and/or request, the County's evaluation of the request and final decision as to County support could take as long as two or three months. Nothing in this policy shall be construed as an obligation on the part of the County to support a non-governmental event.
6. If non-reimbursable County support is approved for the event, recognition of such support shall be included in any advertising of the event. Use of the York County logo and/or text recognizing County support shall be approved by the ~~Deputy~~ Director of Community Services prior to public release.

#### Facility Regulations:

In addition to regulations found in Chapter 17 – Public Areas - of the York County Code, any other Board Policy or Administrative Directive, or written agreement, the following regulations shall apply for events held at the facilities listed below:

1. Riverwalk Landing:
  - a. Fundraising events shall be limited to those that are County-sponsored or co-sponsored.
  - b. The Parking Terrace shall remain open for general public use.
2. National Park Service Beach Picnic Area:
  - a. The area shall remain open to the general public during its normal operating hours.
  - b. Admission or registration fees may not be collected on-site.
  - c. There shall be no souvenir sales associated with any authorized event.
  - d. Alcohol is prohibited on National Park Service Property.
  - e. All posted use regulations for the area shall be observed.

#### Exemptions:

Attachment A provides a listing of the various groups that have co-sponsored annual events with York County for several years and which, therefore, are considered exempt from submitting proposals under this policy. However, should there be any change to the events listed on Attachment A that would increase the demand for County support, this exemption shall be considered null and void and the conditions outlined in this policy shall apply.

The listing of an event on Attachment A does not guarantee that County support will continue in future years at the same level or even at any level. The County reserves the right to discontinue entirely or to change/reduce the level of service provided for any reason deemed necessary by the County. Notification of any such changes will be made to the event sponsor at the earliest possible time.

Attachment A may be modified administratively by the County Administrator or his/her designee.

## **ATTACHMENT A**

1. [Veterans of Foreign Wars 824 - Yorktown 4<sup>th</sup> of July Parade Committee—July 4<sup>th</sup> Parade](#)
2. York County Historical Committee
  - a. Memorial Day and Veteran's Day Ceremonies
  - b. Procession of Lights and Tree Lighting Ceremony
3. Celebrate Yorktown Committee
  - a. Virginia Symphony Concert
  - b. Summer Concert Series
4. Eastern Virginia Mountain bike Association – Bike Day at New Quarter Park
5. Riverwalk Landing Business Association – Farmer's Market
6. Yorktown Foundation
  - a. Tall Ships Committee – Annual Visits of Tall Ships
  - b. Lighted Boat Parade
7. [York County Historical Museum—Yorktown Christmas Market on Main](#)
8. [Victory Family YMCA – 10K & 5K and Family Fun Run](#)

ADMINISTRATIVE DIRECTIVE	
SUBJECT	York County <a href="#">Public</a> Streetlight Program
ADMINISTRATIVE NUMBER	AD95-24
ORIGINAL EFFECTIVE DATE	September 15, 1995
REVISION DATE	<del>March 13, 2019</del> <a href="#">May 2, 2019</a>
HISTORICAL REFERENCE	August 18, 1999, November 14, 2001, December 6, 2004; October 1, 2005, February 1, 2008; January 23, 2009; April 30, 2018; <a href="#">May 2, 2019</a>
AUTHORIZED BY	

Purpose: To outline responsibilities and the procedures to be followed in administering the York County [Public](#) Streetlight Program as established in Board Policy BP94-09.

1. The Department of Planning and Development Services shall:
  - a. Maintain an information program for citizens and developers which describes the requirements and process for submitting [Public](#) Streetlight Program applications. This information program shall provide customers with an explanation of the process, outline the streetlight standards, and provide any forms as may be required. The program shall also identify a division or individual to serve as the County's single point of contact for all customer applications, inquiries, and issue resolution.
  - b. Receive, review, and evaluate requests for new streetlight installations and incorporation of existing streetlights into the York County [Public](#) Streetlight Program and coordinate with Dominion Energy to identify installation and operational costs.
  - c. Approve/disapprove York County [Public](#) Streetlight Program applications in accordance with the provisions of the Board Policy and the York County Subdivision Ordinance and Zoning Ordinance standards.
  - d. Complete site inspection of all new streetlights to be added to the [Public](#) Streetlight Program to verify compliance with County policy and standards. Upon acceptance, notify the Department of Public Works of new streetlights to be added to the County inventory and expected costs.
2. The Department of Public Works shall:
  - a. Coordinate with the Finance Department for monthly payment of streetlight billings to Dominion Energy.
  - b. Maintain an inventory of streetlights. The inventory shall describe the location and type of all County streetlights.
  - c. Coordinate streetlight maintenance and repair, as necessary, with Dominion Energy.

Procedure:

1. The procedures for processing requests for new streetlights are as follows:
  - a. The Department of Planning and Development Services shall ~~maintain the procedures develop and distribute a standardized streetlight application form and an accompanying explanation of the procedural steps~~ to be used by applicants and the County in processing requests, ~~which are available~~ [\[YCI\] on the Department of Planning and Development Services' Website](#). The information sheet will contain the name and phone number for the County's streetlight customer service point of contact. The information sheet will clearly explain the approval process, the need for cost estimates and the expected time-lines for approval or rejection of the application.

- b. Once a ~~properly completed application~~ request by a qualified applicant has been received, the Department of Planning and Development Services shall approve or disapprove the request in accordance with the Board Policy and applicable ordinances. For individual streetlight requests, the Department of Planning and Development Services shall act on such applications within 15 working days of receipt and, if disapproved, shall inform the applicant in writing as to which specific standard(s) was not met. When the request involves streetlights proposed as part of a development undergoing site plan or subdivision plan review, the evaluation and design of such streetlights shall occur as part of the plan review process and its associated timeframes.
- c. If the application satisfies criteria for inclusion in the York County Public Streetlight Program, the Department of Planning and Development Services shall contact Dominion Energy to request a written cost estimate outlining the installation costs and the projected five-year operating costs. Prior to requesting the cost estimate, the Department of Planning and Development Services shall notify the applicant that a streetlight project deposit will be required to be submitted to the County to cover the engineering costs to be incurred by Dominion Energy in the preparation of the cost estimate for the streetlight(s) installation. The amount of the deposit shall be based on the scope of the proposed project and consultation with Dominion Energy. Upon payment of the requisite deposit, the County will make the formal written request for preparation of the cost estimate outlining the installation costs and the projected five-year operating costs.

Upon receipt of the official Dominion Energy written cost estimate, the Department of Planning and Development Services will notify the applicant that the streetlight project may proceed pending receipt of a certified or cashier's check or money order made payable to the Treasurer, County of York, in an amount equal to the estimated installation costs and projected five-year operating costs. The applicant shall submit the payment to the Department of Planning and Development Services which will then forward payment and a purchase requisition to the Finance Department for processing.

If the applicant chooses to proceed with the project within 90 days of the date of the streetlight cost estimate letter, Dominion Energy will not charge for preparation of the cost estimate and the applicant's deposit will be credited toward the streetlight project installation costs. If the applicant chooses not to proceed after reviewing the installation cost estimate, the streetlight project deposit will be applied toward the engineering costs incurred by Dominion Energy. If the applicant's deposit amount exceeds the engineering costs, the overage shall be refunded to the applicant. If the deposit is insufficient and does not cover the engineering costs, the applicant will be billed by the County to cover the deficiency.

- d. Upon receipt of funds and the purchase requisition, the Finance Department will issue a purchase order authorizing Dominion Energy to install the streetlights. The Department of Planning and Development Services shall provide copies of the purchase order to the Department of Public Works.
- e. The Department of Planning and Development Services will advise the Department of Public Works to add the streetlight(s) to the County inventory. The list of streetlights shall be maintained by the Department of Public Works and the Department of Information Technology. ~~This list shall be updated when new streetlight installations have been accomplished. Updated lists will be provided annually to the Finance Department (Fiscal Accounting Services).~~

## 2. Standards.

- a. Streetlights shall be installed in accordance with the standards established in BP94-09 and any other applicable standards, such as setbacks from curbs or the edge of pavement, as may be prescribed by the Virginia Department of Transportation or other regulatory authorities.
- b. Unless otherwise authorized by the County Administrator, streetlights installed pursuant to this directive shall meet the following design specifications:

### Type of Luminaire

- ~~Colonial or Contemporary~~
- Suburban Colonial, Traditional Colonial, or Contemporary
- ~~High Pressure Sodium~~LED

### Lumens/Wattage

- ~~8,000 Lumens~~ 150 Watts Maximum

### Type and Height of Poles

- 18' Concrete Pole,  
or
  - 18' Plain, Black Fiberglass Pole
- c. Existing wooden poles supporting overhead utility service may be used for mounting cobra-head style fixtures in those locations where wooden poles and overhead service are the norm and where usage of said poles would alleviate the need to place a new concrete or fiberglass streetlight pole. In addition, new wooden pole placements may be approved on a case-by-case basis when determined to be a more practical, consistent and cost-effective solution than concrete or fiberglass poles. The spacing and locational standards set forth in BP94-09 shall be adhered to for all streetlight placements on wooden poles.
- d. Streetlights to be installed in commercial or industrial subdivisions shall not be subject to the standards set forth in paragraph 2.b., above, but shall be determined by the Department of Planning and Development Services in consultation with Dominion Energy based on factors such as road width, number of entrances, and other pertinent site factors.
- e. Streetlights to be installed in the Yorktown Historic District shall not be subject to the standards set forth in paragraph 2.b., above, but shall be determined by the Director of Public Works in consultation with Dominion Energy and consistent with the Yorktown Master Plan.

