

COUNTY OF YORK

MEMORANDUM

DATE: November 9, 2017

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator



SUBJECT: Extension of New Hire Probationary Period

Issue

Currently, there is no mechanism to extend a new employee's probationary period, except on those occasions when a period of approved absence exceeds 30 calendar days, such as may occur when a member is called to military duty or is on extended medical leave. In such cases, the probationary period is extended one day for each day of authorized absence.

Background

New employees, other than deputies sheriff, dispatchers, and uniformed fire and rescue employees, serve a probationary period of six months. Deputies sheriff, dispatchers, and uniformed employees of the Department of Fire and Life Safety serve a probationary period of one year.

The probationary period is regarded as an integral part of the evaluation process and is used to observe closely the employee's work, for securing the most effective adjustment of a new employee to the assigned position, and for removing any employee whose performance is unsatisfactory. Employees are released from probationary status upon receiving a formal evaluation and recommendation from the department director, and are then considered to be regular (non-probationary) employees of the County. Before the end of the probationary period, department directors complete an evaluation form stating they have discussed the employee's accomplishments, strengths, and weaknesses with the employee, whether or not the employee is performing satisfactory work, and whether or not the employee should be retained in County service.

Probationary employees may be terminated from employment at any time during the probationary period at the discretion of the department director. The provisions of the County's grievance procedure are not available to probationary employees. Likewise, if an employee is dissatisfied with the assigned position, the employee may resign from County service.

Recommendation

Annually, the staff completes a review of the Personnel Policies and Procedures Manual. This year's updates will include a provision to extend the probationary period for certain

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employees upon my approval following mutual agreement between the department director and the employee, up to 90 calendar days, in order for the employee to have additional time to perform the full range of responsibilities and demonstrate their ability to more fully and consistently meet outlined expectations for their position.

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


Gorwitz/3736

COUNTY OF YORK

MEMORANDUM

DATE: October 31, 2017

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator 

SUBJECT: FEMA National Flood Insurance Program Community Rating System (CRS)

Every five years FEMA reviews the National Flood Insurance Program Community Rating System (CRS) for member communities. York County's program was last reviewed on July 29, 2015.

As a result of the reviews conducted by FEMA, communities are placed in classes based on the evaluation of their floodplain management program. The lower the class, the greater the discount received by citizens of that community on their flood insurance premiums. Prior to the last review, York County was a Class 8 community and received a 10 percent discount on all flood insurance policies located in a Special Flood Hazard Area (SFHA). At the conclusion of the 2015 evaluation, York County became a Class 7 community, and citizens located in a SFHA now receive a 15 percent discount on their flood insurance premiums. The Department of Public Works remains committed to refining its policies and procedures to further improve the County's CRS score. Staff is currently working to achieve a Class 6 designation for the County so the citizens in a SFHA can receive a 20 percent reduction on their flood insurance premiums.

Currently, there are over 1,400 homeowners with SFHA policies in York County. With a 15 percent discount, these citizens can now expect to pay on average \$1,026 per year. If the County achieves a Class 6 designation, they would pay about \$968, or a savings of \$58 per policy, or \$81,000 overall for the SFHA homeowners. Policies for homes not in an SFHA do not receive the same discount. They pay much lower premiums already and only receive a 5 percent discount for a Class 7. These homeowners will receive a 10 percent discount at Class 6 but will not be eligible for any additional discounts.

Due to new options in the CRS program, it is likely that York County can achieve a Class 6. Staff is currently pursuing these new options and expects to submit the County's new information shortly, as we do not have to wait until our quinquennial review to resubmit to FEMA. However, it is important to note that our regular review was completed in September 2015, and it has taken over two years for us to get our results from FEMA. Therefore, it is unlikely that we will achieve a Class 6 in the near term.


NAM:BW:mes

COUNTY OF YORK

MEMORANDUM

DATE: November 1, 2017

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator 

SUBJECT: Notification of CIP Procurements between \$50,000 and \$100,000

In accordance with the Board's policy for the procurement of items in the County's approved Capital Improvements Program (CIP) involving the procurement of goods and services costing between \$50,000 and \$100,000, notification is hereby given that staff has completed two procurement arrangements that fall under this policy.

The first purchase was part of a larger Sewer Project in Queens Lake. AIRVAC Valves totaling \$97,614 have been purchased from Aqseptence Group, Inc. The County previously contracted with J. Sanders Contracting for the construction of the vacuum sewer collection system and, in order to reduce the cost of the entire project, has purchased the vacuum interface valves directly from the distributor for AIRVAC. Upon the homeowner's final plumbing inspection, the Department of Public Works utilities personnel physically install a vacuum valve to make the homeowner's connection to the sanitary sewer collection system complete.

The second procurement was with Henry S. Brancome, LLC, in the amount of \$50,000 for a sewer line repair in the Pinetree service area. In late August, during our regular scheduled preventative maintenance for cleaning and inspecting our sanitary sewer lines, our crews discovered a 190-foot section of sewer main that needed immediate repairs/rehabilitation. Over time the creek had eroded away the stone bedding of the sanitary sewer line causing the joints to separate, sections of the sewer line to settle, creating structural longitudinal cracks along the walls of the sanitary sewer line, allowing groundwater and stormwater to enter the sanitary sewer collection system. With Hurricane Irma and Jose in the foreseeable forecast, Utilities Operations staff deemed the repair of the 190-foot segment of the sanitary sewer main an emergency to prevent a catastrophic failure of this segment of the sanitary sewer line that would result in a significant sanitary sewer overflow.

COUNTY OF YORK

MEMORANDUM

DATE: November 3, 2017

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator



SUBJECT: Overview of Hampton Roads Regional Unmanned Systems Facility (HRRUSF)
– York County GO Virginia Proposal

This week the Hampton Roads Planning District Commission submitted the regionally endorsed GO Virginia project proposed for York County now called the “Hampton Roads Regional Unmanned Systems Facility (HRRUSF).” This memorandum is an excerpt from the very lengthy application provided for your information.

The proposed Hampton Roads Regional Unmanned Systems Facility (HRRUSF) would provide a multi-purpose facility for use by public institutions, private companies and individuals to develop, test, and demonstrate unmanned systems. In order to maximize the economic impact of this proposed facility there is significant developable property, adjacent to this location, for companies in this sector to own or lease light industrial flex space.

The proposed site is the former Virginia Emergency Fuel Storage Facility (Fuel Farm) property, a 462-acre site located in York County between Penniman Road, the Colonial Parkway, and the Yorktown Naval Weapons Station. The site is centrally located on the Peninsula and is less than two miles from the I-64 Exit 242 (Route 199, Water Country Exit). The widening of I-64 will extend well beyond this property, thereby making it extremely accessible to the concentration of unmanned systems companies clustered on the lower Peninsula and companies located on the Southside of Hampton Roads. Perhaps the most important attribute of this location is its designation by the Federal Aviation Administration (FAA) as Class G, uncontrolled airspace. Unmanned aerial vehicles, within certain parameters, can operate in this space under FAA Part 107, without complex permissions.

The land is currently owned by the Commonwealth of Virginia and has been designated as surplus property since 1998. Approximately 192 acres of the Fuel Farm are under an approved Corrective Action Plan managed by the Department of Environmental Quality. DEQ has no objections to the property being utilized for unmanned systems testing, and there is no human health risk. Because of this characteristic, development and use opportunities for the Fuel Farm are limited, but the proposed use of this property is compatible with its constraints. Utilization of this property as an unmanned systems testing and demonstration facility is an excellent adaptive reuse of this property.

The overarching concept is establishing a facility that is open for any company to develop, test, or demonstrate unmanned systems. There is adequate space for land and air vehicles and access to King's Creek for water vehicles. There is also a sizeable pond on the property (Hipp's Pond) that could also be used for testing unmanned surface vehicles. The testing and demonstration area would be located on approximately 192 acres of the property that is under the Corrective Action Plan. The remaining undeveloped 241 acres could be established as a light industrial park, with flex space for unmanned systems companies and related businesses. Cyber security is another priority industry cluster and is a key element for all unmanned systems. This facility would be very attractive to some cybersecurity companies as well as unmanned systems firms. This area could accommodate roughly 500,000 square feet of light industrial flex space. The low development ratio of acreage to square feet is primarily attributable to steep slopes and required buffer for streams.

The first phase of development would consist of three land bays totaling 65 acres. A land study of this area resulted in a concept plan for flex space development totaling 160,200 square feet in Phase I. The estimated market value of this 65-acre tract is \$ 1.3 million. Within the 65-acre tract, the state has two defined parcels on the market, Land Bay I and Land Bay II. Each of these land bays is on the market for \$450,000. This GO Virginia grant application proposes purchasing or negotiating a donation of Land Bay II for the initial light industrial development. It is further proposed that a light industrial flex building of 10,000 sq. ft. be constructed on Land Bay II. This building would be divided into four 2,500 sq. ft. bays and one bay would be finished and furnished space. This space would house the facility manager and serve as co-working space for unmanned companies and representatives from federal and educational institutions that support this cluster. The last proposed grant expenditure is for the initial development of the testing and demonstration area. The basic concept would be extending a driveway and utilities to the area and constructing a pavilion with restrooms and parking. The final construction project would be clearing and grading a 9-acre area adjacent to the pavilion. This 9-acre area would serve as the first testing and demonstration site within the 192-acre "Fly Zone".

In order to supplement income generated by the unmanned system business cluster and bring attention to our new infrastructure supporting this industry, this proposal includes developing a recreational "Drone Park". The "Drone Park" area (approximately 25 acres) would feature a drone racing venue and areas for amateur drone owners to operate ground and aerial vehicles. This type of activity would be limited to weekends in order to not interfere with the facility's primary focus of serving commercial endeavors. This element would be phased in the latter stages of development.

The Hampton Roads Unmanned Systems Facility proposal has been coordinated with Hampton Roads localities through the Hampton Roads Planning District Commission (HRPDC) and the Commission's Chief Administrative Officers (CAO) Committee. Fourteen localities in Hampton Roads have provided either a resolution of support or letter of support for this initiative. The Gloucester Economic Development Authority and Williamsburg Economic Development Authority provided letters of support in addition to

their elected official's resolutions. Additional letters of support have been provided by the College of William & Mary, Virginia Institute of Marine Science, Greater Williamsburg Partnership, and the York County Department of Fire & Life Safety.


NAM:JN:mes

COUNTY OF YORK

MEMORANDUM

DATE: November 2, 2017

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator 

SUBJECT: Queens Lake Middle School Athletic Fields Community Usage

In response to a question posed by Mr. Zaremba at a recent Board meeting, I had staff review the usage of the athletic fields at Queens Lake Middle School on weekends by groups playing soccer. The Community Services staff has followed up with the group that used the field on the dates mentioned by Mr. Zaremba to discuss the concerns. Some background and a summary of the steps taken are below:

Background

The County has a long-standing agreement with the School Division for scheduling use of athletic fields and facilities at the Middle and Elementary Schools. The Parks, Recreation and Tourism Division of Community Services is responsible for the scheduling of fields and gymnasiums at Middle Schools after 5:00 pm on school days and all times on non-school days. Groups that wish to reserve fields for activities are asked to fill out a facility request permit application with contact information, when they would like to use the field, and the type of activity they would like to have. If the field is available and the use doesn't conflict with scheduled uses or school activities, and the activity is appropriate, the group will be issued a permit once they submit a certificate of insurance. It should be noted that if a field is not reserved or being used, it is available to the public on a first-come-first-served basis and no permit is required.

Current Usage

At Queens Lake Middle school there is only one group that has a permit for a field reservation. This group has a permit to use the soccer field for a league through May 2018 on Sundays until 5:00 pm. Parks, Recreation and Tourism staff has contacted the organizer of this group to discuss the identified concerns about their usage and explained to the group that if further issues arise the County may find it necessary to rescind their permit. In response to that discussion, the organizer (permit holder) has assured staff that:

- he and his brother will pick up trash at the end of their usage each Sunday and also will go back to the school during the week to pick up trash and ensure the site is in good order;
- they do not play any music as part of the use but were not sure if some individual teams or spectators were playing music on their phones or other small portable devices; and
- they would also remind players and spectators to use the portable restroom.

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Community Services staff has also had discussions with Captain David Barke of the York-Poquoson Sheriff's Office and asked him to have officers on duty make that part of their Sunday patrol. A follow up with Captain Barke confirmed that this has been taking place.

Community Services staff has visited the site during the usage over the last several weeks and did not observe anything out of the ordinary other than some trash on the site. It was noted by staff that there was trash on all of the fields and that currently the soccer league is confined to one field. The only other currently scheduled users of the fields are the school for their programs. Some of the trash cans appeared not to have been emptied recently and were full; however, that is the school's responsibility.

Normally the portable restroom would be removed from the site on November 1, but the County will keep the unit there over the winter for this group.

Parks, Recreation and Tourism staff has also followed up with the school, and the school staff stated that the trash had been picked over the last few weeks and the only thing they mentioned was a small group showing up to use the fields once the school's practices and games were over in the evenings. The school staff was not sure if this group was associated with the league or not. With Daylight Saving Time going into effect this weekend this should not be an issue anymore this season since the fields do not have lights and the school usage will likely extend to darkness.

Community Services has also begun to reach out to our contacts at all of the Middle and Elementary Schools to remind them of the procedures for field use and to see if they are experiencing any issues with groups or individuals using their school fields.

Please let me know if you have any additional questions or concerns on this topic.

NAM/BPF

Copy to: Brian Fuller, Director of Community Services
Bonnie Fitz, Parks and Recreation Superintendent
Bill Tobey, Recreation Supervisor