

COUNTY OF YORK

MEMORANDUM

DATE: January 19, 2022

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator



SUBJECT: Appointment of Information Technology Director

I am pleased to inform the Board effective February 1, 2022, I have appointed Timothy Wyatt as the Director of Information Technology. In the autumn, Adam Frisch announced his retirement and in preparation over the last several years has been involving Tim, his Deputy, in all aspects of the department's operation.

Tim has worked for York County Information Technology Department since 1999 and full-time for the past 17 years. Some of you may remember him from many years ago when he directly supported the Board's computer needs. Since that time, he has obtained many technical certifications as well as becoming a Certified Government Chief Information Officer by CompTIA. Additionally Tim has completed the Local Government Management certificate program from Virginia Tech. He currently serves on IT advisory boards for the Department of Elections and the Department of Social Services. Over the last 5 years, he has spearheaded the effort, which has consistently recognized York County in the top 10 "Digital Counties" in the nation by Government Technology.

Please join me in congratulating Tim Wyatt on his new position.

NAM/di

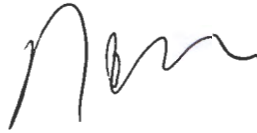
Copy to: Timothy Wyatt, Director of Information Technology

COUNTY OF YORK

MEMORANDUM

DATE: January 14, 2022

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator 

SUBJECT: Proposed Vacation of Sycamore Lane, and a Portion of Platted Boundary Road

Owners of property abutting Sycamore Lane and a portion of Boundary Road have requested that the County vacate the public's interest in those roads. Prior to the adoption of the County's first subdivision ordinance, Mr. W. H. Hornsby, Jr., put to record a plat of subdivision creating 15 lots and streets, together with an affidavit stating, in part, that the roads shown on the plat "are Hereby Dedicated to the Public Use." A portion of the platted streets became Boundary Road and Sycamore Lane, and subsequently Boundary Road up to approximately the common boundary line between number 101 and number 103 Boundary Road was accepted into the state system and currently exists as an improved roadway. The portion fronting on 101 Boundary Road is open to public use, but is not in the state's system. Sycamore Lane has never been accepted by VDOT into the state highway system for maintenance, and exists as best I can determine as a private road, open however, to public use. In the 1992-1994 time period, the County extended public sewer into the area, placing utilities in both the extended portion of Boundary Road, and Sycamore Lane, repaving those portions of roadway (as is customary with County sewer projects).

Attached is an excerpt of a GIS map showing the locations of that portion of Boundary Road in question, and Sycamore Lane.

For some years, Sycamore Lane has been used by residents in the area as access to the National Park Service property which lies beyond the end of the road. The residents on Sycamore Lane have complained about the pedestrian and bicycle traffic, and the Park Service indicated to the County Administrator that it does not desire to have access to its property at that point, which lies not far from that section of the Park Service road known as French Loop. Likewise, the end of Boundary Road has occasionally been used for the same purpose. Now, the owners of five parcels fronting on Sycamore Lane (Onel Sanchez-Laguna and Yamaris Morales-Sanjurjo, 101 Sycamore Lane; Bryant T. Andrews, 102 Sycamore Lane; Richard and Nancy Rucker, 103 Sycamore Lane; Kent E. France, 104 Sycamore Lane; and Gary and Beverly Jean-Powell, 105 Sycamore Lane) have asked the County to vacate any interest that the public may have in Sycamore Lane so that they can take steps to prevent further pedestrian and bicycle traffic using it to access adjacent Park Service property. Mr. and Mrs. Powell, owners of 101 Boundary Road, have also requested that the County do the same with respect to that portion of platted Boundary Road, which extends beyond its current terminus of state maintenance.

As neither of these roads, or portions of road, have been accepted into the state system of highways, vacation can be accomplished using the procedure set out in Code of Virginia § 15.2-2006 (which the County has utilized before), requiring public advertising, the cost of which is to be taxed to the applicants, and a public hearing. Members of the public will then have 60 days in which to file an appeal to Circuit Court if they disagree with a vacation by the Board.

Because staff can find no evidence in the land records that Mr. Hornsby, who platted these lots and streets, ever attempted to claim retained ownership in any of the affected streets, then at common law there is a presumption that the abutting owners own to the centerline, or in the case of Mr. or Mrs. Powell, will own Boundary Road across its entire width as it abuts to 101 Boundary Road as if their southern boundary line were extended across the road. The Board may wish to condition any vacation upon the presentation by the affected owners of a draft subdivision plat showing their new boundary lines to the center of Sycamore Lane, or across the width of Boundary Road, an option which they have indicated in the petition they signed dated September 4, 2021, would be acceptable. Alternatively, the affected owners can propose some other relocation of their boundary lines if they do not wish to place the readjusted boundary lines at the centerline of Sycamore Lane.

This matter is presented to you for your consideration. If you are willing to proceed with a vacation of all of Sycamore Lane and the above-described portion of Boundary Road, staff will initiate the public advertising and work with the Board Chair to schedule a date for a public hearing. County staff have made no objection to this request. My recommendation is that we proceed with the vacation public hearing, but it should be recognized that other citizens not as directly impacted will very likely object. Moreover, if the National Park Service should reconsider its objection to pedestrian and bicycle access to park people at these or nearby, points, we will work with the park service to identify access points that are less objectionable to the neighboring residents. Unless we hear otherwise from the Board by February 4, 2022, we will schedule for a public hearing.



*Vicinity Map of
Boundary Road and Sycamore Lane*



VDOT RESPONSBLITY



THIS IS NOT A LEGAL PLAT.
This map should be used for
information purposes. It is not
suitable for detailed site planning.

From: Shandor, Victor
Sent: Wednesday, January 19, 2022 12:45 PM
To: Morgan, Neil; Smith, Caleb
Cc: Bowen, Bill; Garrelts, Laurel; Higginbotham, Brett; Myatt, Sean; Richardson, James; Shafer, Mark; Owens, Theresa
Subject: Re: [EXTERNAL] RE: Supplemental Impact Aid Flexibility Act - SB 2959

Thank you! Neil feel free to share with the BOS!

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From: Morgan, Neil
Sent: Wednesday, January 19, 2022 12:33:37 PM
To: Smith, Caleb
Cc: Shandor, Victor; Bowen, William; Garrelts, Laurel; Higginbotham, Brett; Myatt, Sean; Richardson, James; Shafer, Mark; Owens, Theresa
Subject: Re: [EXTERNAL] RE: Supplemental Impact Aid Flexibility Act - SB 2959

Great. Thanks for the update!
N

Sent from my iPhone

On Jan 19, 2022, at 12:10 PM, Smith, Caleb wrote:

I have good news!

Rep. Luria voted in support of this bill yesterday. It passed the House of Representative last night and already passed in the Senate in December. The bill is currently on its way to the President's desk to be signed into law. You can track the bill's progress here:
Let me know if you need anything else.

Best,

Caleb Smith
Peninsula Office
Congresswoman Elaine Luria (VA-02)

-----Original Message-----

From: Morgan, Neil

Sent: Wednesday, January 19, 2022 11:24 AM

To: Smith, Caleb

Cc: Shandor, Victor; Bowen, Bill; Garrelts, Laurel; Higginbotham, Brett; Myatt, Sean; Richardson, James ;Shafer, Mark Subject: Re: [EXTERNAL] RE: Supplemental Impact Aid Flexibility Act - SB 2959

All,

Caleb,

You probably recall us talking about the importance of impact aid when we met with the Congresswoman some time ago. Thanks for your help.

Neil

Sent from my iPhone

On Jan 19, 2022, at 11:10 AM, Smith, Caleb wrote:

Dr. Shandor,

Thanks for the email and for sending the letter. As a Tabb High graduate (2013), I'll be sure to pass the information to Rep. Luria and our legislative team.

As always, continue to let us know if there's anything we can do to support you.

Best,

Caleb Smith
Peninsula Office
Congresswoman Elaine Luria (VA-02)

Good morning,

Please see the attached letter. We appreciate your consideration of the information provided.

Thank you for your time.

Victor D. Shandor, Ed.D.

Division Superintendent
York County School Division

School Board Office
302 Dare Road
Yorktown, VA 23692



Superintendent Victor D. Shandor, Ed.D. | yorkcountyschools.org
302 Dare Road, Yorktown, Virginia 23692 | (757) 898-0300 | Fax (855) 878-9063

OFFICE OF THE SUPERINTENDENT

January 19, 2022

The Honorable Elaine Luria
412 Cannon HOB
Washington, D.C. 20515

Dear Representative Luria:

I am writing to request your support for the Supplemental Impact Aid Flexibility Act. The Senate has already taken action to approve this legislation (SB 2959). Federal impact aid provides essential funding to support the cost to educate children of families connected to the military. Funding is determined by the annual survey of families whose children attend school in an eligible school division. The key provision of the Supplemental Impact Aid Flexibility Act allows school divisions to use the parent survey data from fiscal year 2022.

Historically, about 40% of the students in York County are federally connected. However, based on the most recent survey results that number has dropped to 35%. We know this data is not correct. Unfortunately, many families have either failed or refused to complete the survey forms making it impossible to gather and report accurate data. If York County is required to report incorrect data for FY23, we would stand to lose more than \$1 million in impact aid funding, which will greatly impact our ability to serve our federally connected students.

Thank you for support in this matter.

Sincerely,

Victor D. Shandor, Ed.D.
Division Superintendent

EMBRACE

• ENGAGE

• EMPOWER

Mark J. Shafer
District 1

Brett Higginbotham
District 2

Laurel M. Garrelts
District 3

James E. Richardson
District 4

Sean P. Myatt
District 5

COUNTY OF YORK

MEMORANDUM

DATE: January 20, 2022

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator

SUBJECT: Technology Systems Update (Avenity)



Introduction

Progress has continued with the Enterprise Resource Planning (ERP) solution since my last update memorandum in October 2021. At that time, we were preparing for the Avenity gap analysis to create a detailed scope of work. We will outline the details below of the recommended scope of work and the implementation plan to complete the final phase of the ERP solution.

Tax Module Scope

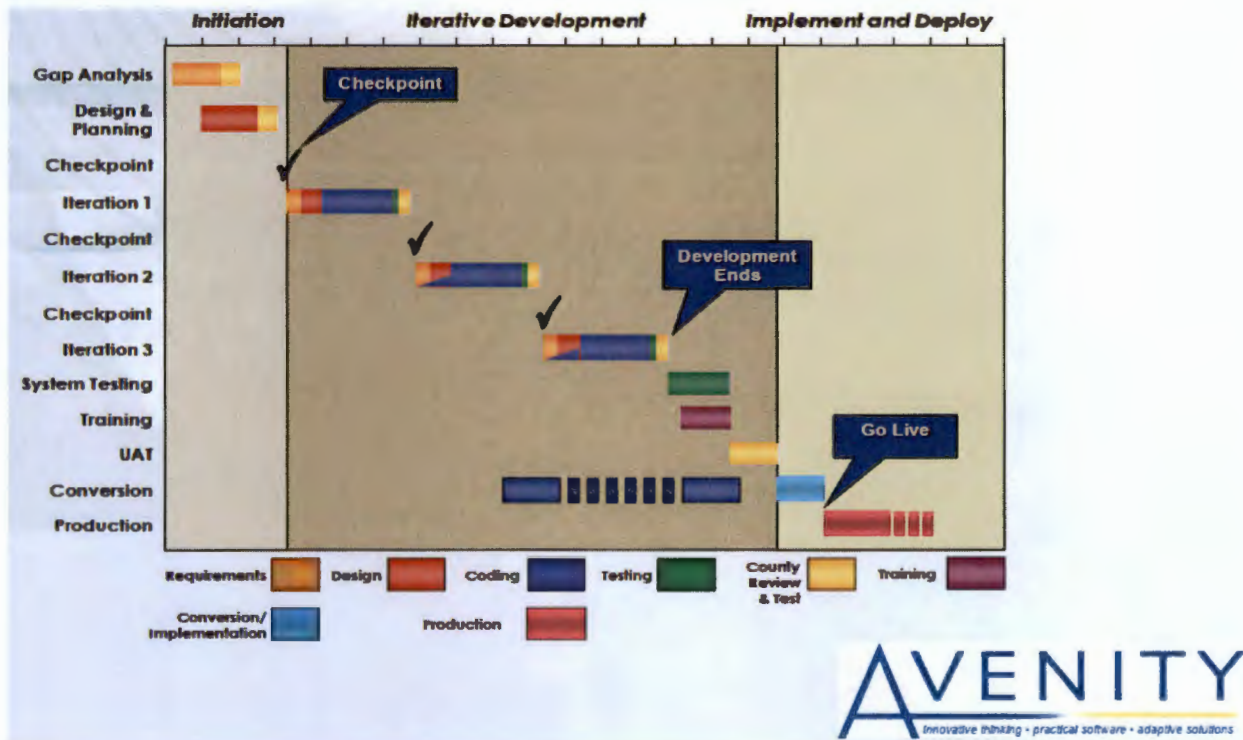
County staff from the Commissioner of the Revenue, Treasurer, Finance and Information Technology began by spending two intensive weeks learning the details of the Avenity software solution. This was critical to set the stage in order to learn the Avenity nomenclature and understand how Avenity natively implements workflow processes that differed from the County's current solution of Bright. This was followed by two more weeks of diving into the County's 1,184 functional requirements and identifying which were already addressed, which were not needed, and which would require software customizations. Senior staff met to review the remaining list of 62 system changes, new functions, interface, and conversion tools that would have required almost \$1.3 million for customizations to the Avenity program. Based on those meetings, County staff was able to eliminate half of that cost by identifying improvements and creative solutions to eliminate some costs, finding acceptable workarounds, or phasing in components. Avenity identified several customizations that they planned to add to their product and in an effort of collaboration, will absorb almost an additional quarter of a million dollars of the cost.

The remaining customizations include critical enhancements and items that are unique to York County. Two of the enhancements are Utility Billing and State Income Tax. These enhancements are services that are currently provided and having a seamless integration with Avenity is a priority. Additionally, the County is paying for enhancements for the cigarette and room tax, which Avenity's other customers are not able to collect due to state law and not having passed local ordinances to implement what the state allows. Similarly, we also have customizations needed to best serve our atypically high military population. We have included cost saving enhancements like bulk email capability, internal controls (required due to our streamlined staffing), and delinquent bill collection

mechanisms. There is a customization to improve customer service by allowing staff to see the exact web portal screens the citizen sees rather than pointing citizens to documentation online to read. Finally, some customizations were required for local policies like tax relief for elderly and disabled as well as the County's unique tax due date of June 25th that allows for more deliberation of the yearly County budget. The final complete scope of work for licenses is estimated to be approximately \$1.3 million which includes licensing, installation, conversion, and customizations.

Tax Module Implementation

The project is estimated to take between 18 and 24 months to complete and the process can be seen in this high level project plan.



The primary go-live date is estimated to be the fall of 2023. The old system will remain accessible, in a limited fashion, for historical and auditing purposes for over a year after Avenity goes live. The project will be paid for out of the remaining balance of the Enterprise Resource Planning project fund, the CIP reserve, and the sewer fund for the utility billing portion. Yearly support for this project is estimated at \$140,000, which is in line with the prior Tyler Munis phases of the ERP project.

Conclusion

In February, the Board will be asked to consider a resolution to approve spending of about \$1.3 million dollars to implement Avenity as the County's tax and utility billing software solution. If it is approved, staff expects to have Avenity live the fall of 2023 and will discontinue the daily use of the AS400 mainframe "green screen" system. At the conclusion of this phase, the County will have completed the full implementation of the new ERP system.

Wyatt/3589

Copy to: Mark L Bellamy, Deputy County Administrator
Brian Fuller, Assistant County Administrator
Adam Frisch, Director of Information Technology
Theresa Owens, Director of Finance
Ann Thomas, Commissioner of Revenue
Candice Kelley, Treasurer
Brian Woodward, Director of Public Works