

**GLOUCESTER COUNTY
COUNTY ADMINISTRATOR'S
DECEMBER 2009 MONTHLY REPORT
Presented Thursday, January 21, 2010
Prepared by Brenda G. Garton, County Administrator**

CALENDAR ITEMS

Upcoming events:

- Gloucester Point Business Meeting, Supervisor Crewe, Mon., Feb. 1, Abingdon Elementary School, 7:00 pm.
- Regular Board Meeting, Tue., Feb. 2, 7:00 pm.
- VACo/VML Legislative Day, Thu., Feb. 11, Richmond.
- Gloucester Point Town Meeting, Mr. Crewe, Thu., Feb. 11, 7:00, Abingdon Elementary School.
- County Presidents Day Holiday, Mon., Feb. 15.
- Regular Board Meeting, Tue., Feb. 16, 7:00 pm.
- T. C. Walker Day Reception, T. C. Walker Elementary School, Thu., Feb. 25, 5:30 pm.
- Regular Board Meeting (Budget Presentation), Tue., Mar. 2, 7:00 pm.
- Celebrate Families Event, Sat., Mar. 6, 10:00 am – 2:00 pm, Gloucester High School.
- Regular Board Meeting and Joint Budget Worksession with School Board, Thu., Mar. 25, Library Community Room, 6:00 pm.

ABINGDON PARK BURN

Volunteers and staff conducted a controlled burning of arboreal debris (tree limbs, roots, and stumps) at Abingdon Park on December 26th and 27th. The dates were selected so that the fire would occur when school was out. Seven volunteers along with staff from the Parks, Recreation and Tourism Department monitored the fire during the entire period. Assistance was provided by Abingdon Fire Company. A burn permit was obtained and the School Board approved the timing of the fire.

ABINGDON RURITAN CLUB DONATION

The Director of Community Education reports that the Department of Community Education received a donation from the Abingdon Ruritan Club to co-sponsor the Outstanding Youth and Youth Advocate Awards.

AFFORDABLE HOUSING AND TIMBERNECK

Housing and Planning Department staff met with staff from Bay Aging to discuss the Timberneck Proffers for the five affordable lots. The Housing Department will prepare and take in the applications, and Bay Aging will be helping with advising the applicants with loan options, income checks, and first homebuyer's training course. Timberneck has purchased their first lot and Bay Aging wants to be prepared to have a family that qualifies ready to move in once the house is complete.

ANIMAL CONTROL VIOLATION

The Assistant County Administrator reports that our Chief Animal Control Officer has notified the State Veterinarian's Office that the violation cited this month for housing an excessive number of cats in the isolation area at the County Shelter has been corrected. Currently there is one cat in this area, which is acceptable. Additionally, the state inspector agreed to visit our shelter in January to offer suggestions on how the existing building may accommodate a separate cat holding area.

ANNUAL LITTER INDEX

The Clean Community Committee conducted its annual litter index of the County on November 30. Five participants and staff toured the County and rated the litter in certain areas from 1 to 4 (1 = no litter present; 2 = slightly littered; 3 = littered; and 4 = extremely littered). Over the past few years, Gloucester has seen a decrease in the litter found on our streets, with the occasional illegal dumping site and/or heavily littered neighborhood. The 2009 results find that, while overall the County looks good, there are a few areas where litter was more prevalent than last year. The overall rate for all areas in the County is 1.50, which sits directly between no litter and slightly littered. There was one location that received a rating of 4 from all indexers, which was at the very end of Kings Creek Road in Guinea. This is an area where the Clean Community Committee has previously (twice) conducted a community clean up.

ARCHAEOLOGICAL AND CULTURAL RESOURCES INVENTORY

Planning and IT Department Staff, met with David Brown, Archaeologist from Fairfield Foundation, and Bill Lawrence and Skip Breyfogle from the Historical Committee (HC) to discuss getting archaeological and cultural resources as an internal GIS layer for use as part of potential evaluation of when a Cultural Resources Survey may be necessary – information from a map done in the 1970's that identified many locally significant resources using a variety of sources will be utilized. They will compare these identified resources to those of which the state already has record in their data base, and use them as a starting point for looking at the new enabling legislation for considering known historic and archaeological resources when reviewing development proposals. Members of the Historical Committee are also reviewing the Burgh Westra Historic District and potential discrepancy with the boundaries of the district and the original nomination form. Based on their findings, the HC will provide a recommendation to the Planning Commission and the Board as to where those historic district lines should be.

BEAVERDAM PARK MAINTENANCE

Whitcomb Lodge was repainted and a new roof was installed on the Smith Shelter.

BEEHIVE WINTER ISSUE

The winter issue of "THE BEEHIVE" was mailed in December, covering the months of December, January, February, and March. Of special note in this issue was a feature on T.C. Walker and his home place, with a very informative article about his life and achievements. This issue also was the first reduced-page issue, reducing the size from 40 to 32 pages. This decision was made as part of the budget cutting measures made in the Community Education Department.

BLOODBORNE PATHOGENS TRAINING

All County employees were required to complete a compulsory Bloodborne Pathogens on-line training by the end of November. Human Resources staff followed up with a few 'stragglers' and those folks who were absent. By the end of December, all employees had completed this mandatory training requested by the County Administrator's Safety Committee.

BOARD-APPOINTED GROUPS AND PRESENTATIONS TO THE BOARD OF SUPERVISORS

In an effort to update and inform the Board of Supervisors about the efforts of the numerous County advisory commissions, councils, boards, and committees, the County Administrator will be inviting the chairperson or designee of each group to present a brief update of current initiatives, projects, and actions during the Board's 2010 meetings. One or two presentations will be scheduled during each regular Board meeting. This will also provide an opportunity to recognize and thank the hundreds of community members serving on the County's Board-appointed groups.

BOARD OF EQUALIZATION

The County Attorney received a letter from Judge Long about the Board of Equalization (BOE). The Judge will wait until after the second Board meeting in January to address the appointments to allow the newly

elected Board members an opportunity for input on potential candidates for the BOE prior to performing his own due diligence.

BOTETOURT BASEMENT

The Director of Public Works reports that two heaters were installed in the basement of the Botetourt Museum building this month in a trial effort to make the display space there more comfortable for visitors. The need for additional heaters will be monitored over the following months. Also related to the building, the Historical Committee continues to request County funding to cut a hole in the main floor and install an internal staircase between the basement and the first floor. The County Administrator responded to the Committee via written correspondence in December conveying the message that staff (Administration, Public Works, and Parks, Recreation, and Tourism) do not recommend this modification to the historic building without some kind of expert analysis of the original structure including what impact this modification would have in terms of preservation of this historic structure.

BUDGET SUBMISSIONS FOR FY 10-11

Budget Submissions for personnel requests for the FY 10-11 budget were due in December and the remainder of departmental and agency budget requests are due to the Finance Director by January 12, 2010. The County Administrator's Proposed Budget will be presented to the Board at its March 2, 2010 meeting.

CHRISTMAS AND HOLIDAY PARADE

Parks, Recreation, and Tourism staff and volunteers prepared for the Christmas and Holiday Parade and the Illumination Ceremony, which was scheduled in December. However, due to weather conditions, the parade was cancelled.

COMMUNICATIONS/DISPATCH UPGRADE

For all practical purposes, the fixed equipment for the radio side of the communications project is just about done. We have not ordered the "subscribers" yet, as this step needs to be coordinated with the complex "rebanding" process. (Rebanding is the process through which Sprint/Nextel is paying for all public safety agencies to change the frequencies they are using to avoid interference. In exchange they are getting a huge chunk of clear frequencies from the FCC. It was supposed to be a one year process that started three years ago and is not done yet.) It looks like this hurdle will be cleared in a couple of weeks. In addition to ordering subscribers, this will also allow us to finally get our permanent FCC licenses. We are currently operating on STA (special temporary authority) licensing. The whole rebanding process is immensely complex and is all being handled by York County. The six new PCs and 12 new monitors for dispatch for the Computer Aided Dispatch (CAD) system were ordered through the Purchasing Department in December. Covered in the overall project cost is upgrading the licensing from three positions to six for the new center. We remain on-budget for the project. Also in December, the Public Works Director submitted the paperwork to receive the full drawdown of our FY10 PSAP grant (\$150,000) and the funds were received by the Treasurer. This grant was awarded to help defray the cost of the 911 equipment upgrade and has already been incorporated into the project budget.

COMPARATIVE REPORT AND OTHER FINANCIAL FILINGS

The required Auditor of Public Accounts Comparative Cost Report was filed by the required November 30th deadline, which was also reported to the Board at the December 1 Board meeting by Anne Wall, CPA, of Robinson, Farmer, & Cox Associates. Finance Department staff is working on the US Census Report and the Continuing Disclosure Reports for the necessary bond issues. We need to file notices for the Series 2000 and 2006 Courthouse bonds and the Series 2000 and 2006 VRA bonds. This work should be completed by the end of the month. The Finance Department also completed the Annual Underground Storage Tank Report, which is filed with the Virginia Department of Environmental Quality. The report is required to demonstrate financial responsibility for petroleum underground storage tanks. At this time, the only underground storage tanks reported are located on school property.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

The Finance Department has submitted its FY 2009 Comprehensive Annual Financial Report (CAFR) for the 2009 Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting award.

COMPREHENSIVE PLAN

The Planning Director met Hampton Roads Planning District Commission (HRPDC) staff to discuss ideas for the comp plan layout in anticipation of the planned January meeting with the Steering Committee.

COMPUTERS FOR NEW BOARD MEMBERS

Computers for the new Board members will be delivered the first week of January.

CONTRACT DEFAULT WITH FEMA HAZARD MITIGATION PROGRAM

The Purchasing Manager has reported that in December, the Purchasing Department filed an official Intention to Declare a Contract Default against a contractor for abandonment of the work associated with the FEMA Hazard Mitigation Program on one of the projects. The County is working with the Surety that holds the Contractor’s Performance Bond and a meeting of all parties is scheduled in January.

COUNTY ADMINISTRATOR’S CONTINGENCY FUND

The use to date of the FY 2010 County Administrator’s Contingency Fund is as follows:

FY 2010 Adopted Budget Amount	\$ 316, 291
Estimated Employee Health Insurance Benefits	\$(121,526)*
Replacement of Beaverdam Park Boat Motor	\$ (2,900)
Jail Study for Occupancy Limits	\$ (12,800)
Estimated Unemployment Payment	\$ (24,000)
Broadband Study for Regional Grant	\$ (2,500)
Repairs/Renovations to Senior Center	\$ (15,000)
DIT Roof Repairs	\$ (535)
Flood Claim Grant Application	\$ (3,150)
COR Equipment	\$ (1,950)
KW Poore FOIA	\$ (893)
Return COR Equipment	<u>\$ 1,500</u>

Balance Remaining 12/14/09 \$ 132,537

*Estimated

Note: If the County Administrator is able to preserve sufficient funds in the Contingency Fund, they will be used to eliminate the two furlough days currently budgeted for all County employees.

COURTHOUSE SQUARE SUBDIVISION PAVING

As a result of complaints from some residents in Courthouse Square Subdivision that the roads had not been paved, Planning Department staff followed up with the developer who completed the paving in December. The entrance work, which was not completed, will be completed when the Belroi Road shoulder work is done.

DEPARTMENT OF INFORMATION TECHNOLOGY PROJECTS

Projects which staff in the Department of Information Technology worked on this month include:

- considering possibilities for public information call bank and support for the Emergency Services Coordinator.
- ongoing testing of Time Clock software and equipment.
- reviewing policy for records management and timeline for implementation of policy.
- working on Employee Suggestion #7 for online conference room scheduling in Building One.

- providing technical support for reassessment appeal meetings at the Library.
- contacting new BOS members to setup email and computers to access the County's network.
- reviewing needs and specifications for the new Uninterrupted Power Supply (UPS) for the computer equipment room.

DIGITAL FLOOD INSURANCE MAPS

In December, staff from the Planning Department, Codes Compliance, IT, and Public Works met with representatives of the National Flood Insurance Program (NFIP) to discuss the county's new DFIRM (Digital Flood Insurance Maps). Topics discussed included the County's official review of the revised map, the upcoming deadline for the maps to be commented on, the eventual adoption by the County, and the various flood insurance issues that the new maps may cause. Staff is still working to provide comments on the maps. With the new map comes updated, more accurate data, as well as a digital layer that will be used in our Countywide GIS. This new feature will allow the County to more accurately assist the public in determining the appropriate measures that should be taken when building in a flood prone area of the County (the type of flood zone, the purchasing of flood insurance, building and renovating houses to building specification, etc.). With these new maps, there is the potential that various properties previously not in a flood zone may now be in a flood zone, and those in a certain type of flood zone may now be in another type of flood zone. These kinds of shifts will inevitably affect the premiums of the required flood insurance for these properties. Staff from the NFIP proposed methods to help us handle these issues and provided County staff with educational material to explain what needs to be done.

DIRECTOR OF LIBRARY SERVICES RECRUITMENT

As previously reported, the County's Library Services Director submitted her resignation as Director of Library Services, effective December 31, 2009. The County Administrator did not freeze this position. Recruitment notices were posted starting at the end of November and applications will be accepted until January 14, 2010. The recruitment notice was posted on a number of websites, including MinorityJobs.net, as well as the BCALA - Black Caucus of the ALA, in an effort to encourage a culturally diverse range of applicants. Many of the online career websites utilized for the Director of Library Services position automatically send our job posting to other job boards & job search engines. The variety of resources listed will reach millions of viewers, and should attract a diverse and vast pool of quality prospects.

EMERGENCY MANAGEMENT TRAINING

The Virginia Department of Emergency Management (VDEM) hosted their annual Improvement Planning Workshop. This spring they will hold an Emergency Management Training Academy, and they will be offering the Rapid Assessment course at this Academy (held in March at the Tidewater Community College Campus in Portsmouth) which will benefit the people who do damage assessment. VDEM is also trying to identify a Senior Stakeholders Exercise that will be scheduled for sometime this spring, hopefully during Hurricane Awareness Week.

EMPLOYEE ASSISTANCE PROGRAM

In view of the amount of stress our employees are under, due to workload and economic stressors, the County Administrator has asked the Human Resources Director to research both the need for and the cost of an Employee Assistance Program (EAP). Typically, the cost of this program is an added benefit, at minimal cost, to the health insurance premium. The feasibility of adding this to our health insurance plan will depend on cost and available funds in the budget.

EMPLOYEE CHRISTMAS AND HOLIDAY LUNCHEON

The annual Employee Christmas and Holiday Luncheon was held in December. In addition to a \$5 fee paid by attendees and a small amount budgeted toward the event in the Human Resources Department budget, the cost of the luncheon was underwritten by funds raised throughout the year in various fund-raising activities by the Employee Plus Committee. Department Directors and Constitutional Officers served

employees in the buffet line. Continuing the tradition begun last year, the County Administrator shared a holiday reading. She discussed the background and read the editorial from the September 21, 1897 edition of the New York Sun, written by editor Francis P. Church, called "Yes, Virginia, there is a Santa Claus." Leftovers from the luncheon were donated and transported to The Laurel Shelter.

EMPLOYEE PERFORMANCE EVALUATIONS

The County is operating under a revised Employee Performance Evaluation instrument implemented by the County Administrator. We eliminated the system where employees are evaluated on their anniversary date, and switched the deadlines so that all employees are evaluated in the same time frame. Employee Performance Evaluations were due in December. Although there are no merit or cost of living raises available to employees connected with this year's performance evaluations, continued evaluation with an emphasis on noting areas where employees excel as well as areas for improvement is critical to maintaining a quality work force.

EMPLOYEE PLUS COMMITTEE

The Bylaws Subcommittee of the Administrative Employee Plus Committee reviewed comments and suggestions received from Employee Plus representatives and drafted revised bylaws, which will go before the Employee Plus Committee in January for adoption.

EMPLOYEE SUGGESTION PROGRAM (PAYS)

Two employee suggestions in the County Administrator's Employee Suggestion Program (PAYS) have been received recently to be considered by the review committee for feasibility and implementation. Suggestions are related to an online scheduling calendar for County conference rooms and an energy reduction proposal related to portable heaters.

FEMA'S COMMUNITY RATING SYSTEM (CRS) PROGRAM

The County participates in FEMA's Community Rating System (CRS) program, and in 1995 was awarded a Class 9 rating in the program. The rating directly affects the annual premiums of approximately 1,528 flood insurance policy holders within Gloucester County, decreasing premiums by 5 percent. To gain further reductions in flood insurance policy premiums the County must gain credits that will qualify the locality for a lower CRS rating. In December, the County had its five year review/audit, during which CRS Officials from the Insurance Service Office (ISO) review board examined, scrutinized, and documented every aspect of the County's participation in the program. Planning and Codes Compliance staff worked to collect data to support the review, which included gathering relevant sections of the County's Subdivision Ordinance, Zoning Ordinance, Floodplain Management Plan, and Open Space Plan, as well as numerous examples of approved plats that depict relevant required information. Staff also conducted a mandated tour of the southeastern portion of the County for the CRS Official, visiting properties that have been acquired by the County, dwellings that have been raised by the County, as well as conducting field verification of the County's low density zoning practices. Staff hopes to be able to achieve a CRS rating that will reduce flood insurance rates up to 15 percent. Staff anticipates the new rating will be available in 6 months, depending on the ISO review board's audit findings.

FOX MILL CENTRE

The Director of Economic Development is currently working with the Fox Mill Centre owner on a new commercial project. The current site plan will require a small variance to comply with commercial setback requirements. This request for variance will go to the BZA on January 26, 2010. The variance sought will be 5'5". The adjoining property is owned by the same corporation and is another national commercial retailer.

FREEDOM OF INFORMATION ACT (FOIA) STATISTICS

The Director of Community Education, who is also the County's Public Information Officer, reports that since January 2008, there have been 302 Freedom of Information Act (FOIA) requests processed by the Community Education Office which involved special circumstances such as media-related, legal issues, or considered outside normal or usual requests. This equates to the department processing a request every two days. The department has been 100% compliant in meeting FOIA provisions and timeframes, and in levying allowable fees related to reproduction and staff time. Additionally, the department addressed ten FOIA requests in one week in December.

FROZEN COUNTY POSITIONS

The following County positions are currently frozen. Positions listed as "frozen and unfunded" remain on the position chart, but were not budgeted for FY 09-10 and remain vacant. As positions have become vacant since the beginning of FY 09-10, each position is frozen and the County Administrator makes the decision, on a case-by-case basis, as to whether to allow that position to be filled or to fill one of the other vacant positions which has remained open for a longer period of time. Therefore, there are also some positions which are "frozen and funded", as those positions are funded in the current fiscal year, but have been vacated since the start of the fiscal year and have not yet been released to fill.

Office	Position	Type
Frozen and Unfunded:		
County Attorney	Assistant County Attorney	FT
Commissioner of the Revenue	Revenue Technician	FT
Codes Compliance	Inspector I	FT
E-911	Dispatcher	PT
Emergency Services	Administrative Assistant III	FT
Engineer	Public Works Engineer	FT
Buildings & Grounds	Custodian	FT
Tourism	Office Assistant	PT
Utilities	Assistant Director	FT
Utilities	Utility Worker I	FT
Frozen and Funded:		
Parks, Recreation, & Tourism	Park Ranger	FT
Codes Compliance	Permit Technician	FT
Purchasing	Buyer	FT
Parks, Recreation, & Tourism	Program Assistant	PT
Sheriff's Office	Dispatcher	FT
DIT	Application Programmer	FT
Sheriff's Office	Corrections Deputy	FT
Planning	Planner I	FT

GLOUCESTER COMMUNITY FOUNDATION GRANT RECEIVED

The Director of Community Education reports that the Gloucester Community Policy and Management Team and the Petsworth Full Service School project received a \$750 foundation grant to support Full Service School programs at Petsworth Elementary School. Petsworth Community Education Coordinator attended the GCF's grant awards program to accept the donation.

GLOUCESTER POINT BEACH CLEAN-UP

Staff in Parks, Recreation, and Tourism continued to move sand at Gloucester Point Beach as part of the clean-up from the recent storm. About 50% of the work has been completed. The County's boat landing pier also needs to be repaired.

GLOUCESTER POINT VANDALISM

The Director of Parks, Recreation, and Tourism reported that it was discovered that someone had broken into the concession stand at Gloucester Point and may have been using it as a shelter. The windows were re-secured to prevent this from happening again.

GOVERNMENTAL GAAP ANNUAL UPDATE

Staff in the Finance Department completed the Annual Governmental GAAP Update, which is a comprehensive and practical overview of all major developments in accounting and financial reporting during the past year that affect state and local governments. The session included special emphasis on activities of the Governmental Accounting Standards Board (GASB). GASB has issued several new statements, which will affect how we report intangible assets, fund balance, derivative instruments, and various other financial statement elements. This was the first year that staff was able to view this presentation through the Internet, which was a big time savings. In the past, staff had to go to Chesapeake to a satellite location.

HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

The Planning Director attended the Hampton Roads Transportation Technical Advisory Committee (HRTTAC) meeting this month, followed by Transit Vision Plan meeting. A main topic at the TTAC meeting was the VDOT allocations in the proposed Six Year Improvement Program Revision. The Hampton Roads region is getting less money during the initial years and no money in FY 2011, which is unprecedented. The HRTPO staff wrote a letter which was presented to the CTB at the public hearing in December. Based on the information distributed at the meeting, the funding for Route 615, Burleigh Road, has been reduced. The HRTPO is looking for comments on their proposed work plan; however, they are limited in the staff time to do corridor studies and the like for individual localities and will be focusing more on long range planning for the region. Planning Department staff is reviewing the work plan to see if comments are needed from Gloucester. There is a revised schedule for the project prioritization process to evaluate projects for the Long Range Plan (LRP). Based on input from the TPO, the process will include 2 step scoring – one for project utility – how important it is for the region, and one for project viability – how feasible is the project from funding and other aspects. This will give the TPO two points of information on which to base their decisions on which project should be included in the LRP, given the limited fiscal resources. Generally, the idea is that if it's not fiscally feasible, it doesn't make sense to place it high on the priority list.

HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION (HRTPO) CONGESTION MANAGEMENT AND AIR QUALITY (CMAQ) AND REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP)

There are two pots of federal dollars available through the Hampton Roads Transportation Planning Organization (HRTPO): Congestion Management and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) which are allocated based on a prioritization process, one for the benefits to Air Quality and the other criteria related to regional significance. The HRTPO staff evaluates the projects based on the applications submitted. With the help of the Fredericksburg VDOT staff, we were able to submit six complete applications for various projects for CMAQ funding. One project, a planning study to evaluate and make recommendations to best improve the congestion along the Business 17 corridor from its intersection at Route 3/14 to U.S. 17, was also submitted under the RSTP funding at the advice of the TPO staff. Due to the diligence and hard work of our Planning Director, who is the County's representative to this group, Gloucester made the list for two of the applications: a signalization coordination project for Route 17 to improve traffic flow and timing on Route 17 under the CMAQ funding for FY 2013-2015 and the Planning Study for Business 17 was included in the RSTP funding for FY 2012. These lists will go to the TTAC for their review and recommendation to the TPO who will make the final approval.

HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION TRANSIT VISION PLAN

The Planning Director met with the consultants working on Phase II of the Hampton Roads Transit Vision Plan. They asked about our development patterns and future growth areas in order to work on the second phase of this plan to address transit needs and options for the region. Phase I of the plan recommended an express bus on Route 17 between the Court House and Oyster Point in Newport News as a transit option in the 20-30 year planning horizon. This phase is meant to build on the previous study and better identify opportunities for realistic public transportation in the Hampton Roads region, focusing on more detail as to what is actually feasible and needed for Gloucester County. Using the work already done by staff for the Comp Plan update, we were able to provide them with information on commuting patterns and ideas for future growth. The study is being conducted by consultants, who met with each locality in December. The Department of Information Technology will be providing digital data to the consultants to help them complete their work. The Planning Director also met with the EDA in December to relay some of their plans for future economic development in the County.

HEALTH AND WELLNESS COMMITTEE INITIATIVE

The County Administrator established several internal teams, one of which was the Health and Wellness Team. This group was charged with initiating ideas and activities to improve employee health and wellness, though it can be a challenge to encourage participation. The team is currently working on developing an incentive based employee wellness initiative, which would reward employees who meet a pre-established goal of a number of health-improvement activities (like having an annual physical, having a dental checkup and cleaning, losing a certain amount of weight or reducing body mass index, stopping or reducing smoking, etc.). The goal is to begin the program in March. The ultimate goal is to improve employee health, but a side benefit is reduced sick leave, reduced health care costs, and reduced health insurance premiums.

HOUSING STUDY RECOMMENDATION UPDATE TO RESOURCE COUNCIL

The Gloucester Resource Council's strong advocacy and support of the housing needs assessment keeps them interested in staying abreast of the progress to address the Housing Study's recommendations. The Director of Community Education prepared and presented an update to the Council on the six recommendations (out of 22) that the Advisory Board on Housing presented to the Board of Supervisors and referred to the Planning Commission.

HUMAN RESOURCES STAFF TRAINING

In December, staff in the Human Resources Department participated in a webinar, "How to Perform Compensation Analytics."

HUMAN RESOURCES STATISTICS

For the November 30 payroll, 515 paychecks (includes election workers) and 30 payroll deduction/benefit checks were processed. Human Resources staff initiated deposit of employment tax payments in excess of \$300,000. Staff processed retirement and group life payments for 316 fulltime employees, health insurance premiums for approximately 250 employees, and compensation deferrals (Nationwide) for 90 employees. HR staff also set up payroll deduction of Gloucester County Real Estate and Personal Property taxes for approximately 75 employees; and new direct deposits for 4 employees. The annual Medicare Part D Creditable Coverage Notice, mandated by the Medicare Modernization Act, was distributed to 238 employee group health plan participants and 11 retirees.

I-9 SELF-AUDIT

The I-9 is the Federal Employment Eligibility Verification Form required to be completed for all new hires, along with production of documents by the new employee which establish both identity and employment authorization, which together establish eligibility to work in the United States. Human Resources (HR) staff

conducted a self-audit for appropriate filings for County hires. Following this Compliance Self-Audit, HR staff will insure that the County's personnel records are complete in this regard.

JAIL CAPACITY STUDY

The Jail Capacity Study, previously authorized by the Board, was completed and the Building Official and the State Fire Marshal's office found no fault with the report prepared by our consultant. The Building Official issued a revised Certificate of Occupancy and Capacity Certificate for the building. Previously, single occupancy limit for the whole jail (not including the adjacent two story law enforcement office) was artificially low, probably because it was generated when the jail was first built. At that time, a large portion was left unfinished with dirt floor ready for an in-fill expansion. That expansion came and went without apparently any corresponding adjustments to the occupancy limit. With this recent capacity study, the Jail has been divided into three distinct parts each with its own limit. They are:

- 1) Controlled Inmate Zone: 109. This area is the back hall where inmates are housed. This number (less a few guards on duty) represents the maximum inmate population.
- 2) Controlled Service Zone: 65. This area is the kitchen, recreation area, booking, holding, nurse, etc.
- 3) Public Access Service Zone: 48. This area is the public entrance and lobby, public bathrooms, jail offices, the Sheriff training room/EOC, and offices across the hall from EOC. (While it does not seem like it, these are part of the jail building and not the two story Law Enforcement building.)

TOTAL CAPACITY: 222

LIBRARY FAN PAGE ON FACEBOOK

The Library staff is working on creating a fan page on Facebook. Other libraries and the Library of Virginia's Library Development and Networking Department have created fan pages that are used to publicize programs and events and to give general information about the library. Many more people use Facebook on a regular basis than go to the library web page, and having a presence on a social media site is just a cool way to brag about what we do.

MAIN STREET PRESERVATION TRUST

The Planning and Economic Development Directors met with staff of the Main Street Preservation Trust (MSPT) and their consultants to discuss some of their initiatives on Main Street. The MSPT is trying to keep us informed about their plans and projects and will be approaching the County on some ideas for working with the County on some of these projects.

MARKETING MISSION

The Director of Economic Development participated with the Hampton Roads Economic Development Alliance in a marketing mission to Maryland, Pennsylvania, New Jersey, and Delaware. Additionally, the Marketing Committee of the Hampton Roads Economic Development Alliance met to discuss the work calendar for 2010.

MEREDITH DRIVE RURAL ADDITION

The Planning Department is working on how the County might need to proceed with acquiring the right of way in order for VDOT to continue their work on the Meredith Drive Rural Addition. None of the current staff have experience with an application for a rural addition where the right of way was not previously dedicated to the County and none of the recently completed projects involved right of way dedication. The Planning Director has received a recommendation from the County Attorney for a process. Since this will be a new process related to Rural Additions, she wants to make sure this process is acceptable before she asks the residents to do the work needed to have this project move forward. The road has been on the list for over 20 years.

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION (MPPDC) STRATEGIC PLANNING

As a part of the work by the consultant hired by the Middle Peninsula Planning District Commission (MPPDC) to conduct work relating to its strategic planning efforts, a survey related to the PDC was completed by five Board members and six staff members and forwarded to the consultant. Interviews with select members of the Board and staff are planned for January.

MONTHLY REPORTS FROM DEPARTMENT DIRECTORS

Beginning in January for December Monthly Reports from Department Directors, Constitutional Offices (who provide them), and the County Administrator, these reports will no longer be incorporated as part of a Board Packet. Rather, they will be posted monthly on the County's website.

NACO ANNUAL AWARDS

The "call for nominations" has been received from NACo for the 2010 Achievement Awards program. As in previous years, the Community Education staff will be working with County Department Directors to identify noteworthy programs to nominate by the February 12, 2010 deadline. There is a \$60 fee per nomination and we anticipate nominating between 5-10 programs. Last year, the County submitted eight nominations and received six awards! Receiving the award is beneficial to the community and to morale, and I believe it makes people feel good to be recognized for going beyond the norm or going the extra mile, and is especially important for our citizen volunteers to receive well-deserved recognition!

NEW SUPERVISOR ORIENTATION

Orientation for New Supervisors was held in December for Supervisors Borden and Northstein following their election in November. An initial orientation session was scheduled with the County Administrator and the County Attorney, followed by sessions with individual Department Directors and Constitutional officers (at their option). An informational notebook was prepared for both Supervisors, and copies provided to the other five Board members as well, including supplementary materials including the County's budget, Comprehensive Plan, Emergency Operations Plan, FOIA booklet, etc.

NOR'EASTER AFTER ACTION DISCUSSION

The Emergency Management Coordinator reports that at our Hampton Roads Emergency Management Committee (HREMC) meeting this month, they had an after action discussion with the region about the November Nor'easter. Ideas that came from the meeting which the group will pursue include the National Weather Service addressing tide gauges that are broken or missing (including Gloucester Point's), an information seminar on what Emergency Managers need to know about flood insurance to best help citizens, and having regional conference calls during the recovery effort to make sure we are all recovering as quickly as possible. Additionally, the Emergency Management Department held a local Recovery After Actions meeting following the Nor'easter with the Red Cross, Social Services, Community Education, and the Salvation Army. We clarified with the Red Cross that in the event of a disaster (not a family emergency like a house fire), we cannot count on them to provide us with temporary shelter and payment vouchers as they have done in the past. With this change we will begin including more volunteer groups into our Faith Based Organizations that already meet to meet this gap.

NO WAKE ORDINANCE

The County Attorney has developed a draft ordinance for No Wake. It has been forwarded to the Department of Game and Inland Fisheries (DGIF) for their review before we bring it before the Board. At this point, our plan is to present to the Board early in 2010, with a public hearing likely in March.

NO WAKE SIGN IN HEYWOOD CREEK

The Public Works Director reports that the sign in Heywood Creek is finally down at no cost to the County. The company that put it in for us agreed to take it out in exchange for keeping the pile (which we really did

not have a way to transport or store anyway). So, although it took longer this way, we incurred no cost. You may recall that our procedures require that the citizen who initiates the request pay to have the sign installed. Since a different group of citizens requested the removal of the sign, no determination as to how to pay for the removal was ever made.

OVERTIME

The County Administrator authorized some overtime which was reflected in the County's December payroll as a result of the Nor'easter in various departments and the processing of tax payments by the Treasurer's Office. We may be able to cover some of the overtime costs by transferring within the department, because of vacancy savings, for example.

PARKS, RECREATION, AND TOURISM RELATED DONATIONS

- Park Partners, Inc. received \$12,000 in donations this week for the Star program -- \$2,000 from the Abingdon Ruritan Club and \$10,000 from a private donation for the Star Camp. The Ruritan Club donation will be combined with other donations to provide funding for the purchase of the swing set for the inclusive playground at Beaverdam Park.
- The Parks, Recreation and Tourism Department, along with its partners, the Gloucester Historical Society and the Gloucester Sesquicentennial Committee, received a grant for \$3,425 to market the area to Civil War enthusiasts. The funding will be used to place advertisements in publications and to create a brochure that will be available to tourists visiting the court circle. The new Civil War Trail sign placing the court circle on the Virginia Civil War Trails Map will be installed in January.

PENINSULA EMERGENCY MEDICAL SYSTEM AGENCY

Our Emergency Management Coordinator has been appointed to the Board of Directors for the Peninsula Emergency Medical System (PEMS) Agency. This group meets once every quarter and directs policy in EMS. She will be serving as the Middle Peninsula County Government Representative.

PERSONAL PROPERTY AND REAL ESTATE TAXES

The second installment of real estate and personal property taxes were due in December, and the Treasurer's Office staff spent considerable effort and energy processing tax payments. The Treasurer's Office mailed out real estate and personal property late notices in December. Although payments made after the due date incur a penalty for late payment, interest on late payments does not accrue until January.

PLANNING COMMISSION CHAIR AND VICE CHAIR

The Planning Commission elected Dr. Keith Belvin as its new Chair and Ms. Natalie Johnson as Vice Chair.

PLANNING DEPARTMENT INQUIRIES RELATED TO REASSESSMENT

The Planning Department staff has been handling a lot of inquiries related to reassessment and, as a result, have been researching older files and assisting citizens with their concerns and questions. They are working with DIT to resolve some issue related to the WebGIS as they relate to rezonings.

PLANNING DEPARTMENT WEB PAGES

Planning Department staff have completed the first phase of work for converting the Planning Department web pages (all 12 of them). Once DIT lets them know that all is well, they will complete the final phase by integrating all of their web information into the new web format. Staff is very excited about our new look and making the site as user friendly as possible for the citizens, surveyors, etc. who use it.

PORTABLE METAL DETECTOR

The County Administrator authorized the Sheriff to order a portable walk-through metal detector, which will assist his staff in providing security at any number of locations, including the Colonial Courthouse and school functions. In order to provide that type of security now, the sheriff has to uninstall the metal detector

from the County Courthouse, and reposition it at the off-site location needing security. Obviously, if Court is in session, he would not be able to remove the equipment to use at another function or location. The Sheriff will cover the cost in his budget.

PRESERVED ACREAGE IN GLOUCESTER COUNTY

Planning Staff worked with the GIS office to complete a request by the State to determine the number of acres preserved in Gloucester County during the 2005-2009 timeframe. The Virginia Department of Conservation and Recreation (VA-DCR) has been tracking Virginia's progress towards the 400,000 acre land protection goal since Governor Kaine took office in January 2006. Including FEMA acquisitions and preservation parcels from cluster subdivisions, Gloucester has preserved 459.8 acres during this time frame.

PROBATE TAX

The County Attorney has drafted an ordinance for a Local Probate Tax, which is being circulated among staff for review. As you may recall, this was recommended by the Circuit Court Clerk during the discussions regarding cut-backs in state funding for Constitutional Officers, and the Board authorized the staff to prepare and present a draft ordinance.

PSAP GRANT APPLICATION

The Director of Public Works submitted our information for the FY11 PSAP (Public Safety Answering Point) Grant process this month. We submitted as a single locality a request for the maximum of \$150,000 to help cover the cost of our new 911 equipment. This is a non-matching grant with basically no strings attached. We received \$150,000 from the FY08 cycle and another \$150,000 from the FY10 cycle. There is no guarantee that we will be funded this year.

REASSESSMENT

Although the 2010 Reassessment was finalized on December 30, the official notarized filing with the Circuit Court Clerk will be made on January 4 and the final batch of notices will be mailed during that week. Administrative reviews were conducted with citizens during January. Any changes to the model were made before the reassessment was finalized, but corrections of errors will continue to be made after the first of the year. Therefore, for some property owners, a revised assessed value may be determined after receipt of the reassessment notice in January. All citizens who may feel their property value is incorrect are encouraged to complete a request to file with the Board of Equalization. This gives citizens the best opportunity for a careful consideration of the assessed value of property. It is significant to note that less than 10% of the 24,000+ total parcels in the County have been applied for review. Many of those are factual problems with the existing data used by the model. The focus of this reassessment has been the development of a working model to assess property. The Department has developed the underlying structure for a system that will carry the County into the future. With the correction of the existing data that feeds the model, the results will be increasingly accurate. Staff's next goal is to provide the necessary documentation for the reassessment process. The staff in the Reassessment Department has been working extraordinarily long weeks for several months, and select staff in the Department of Information Technology (DIT) has provided considerable support for the Reassessment process.

REASSESSMENT EXTENSION

At the December Reassessment Team Meeting, the County Administrator discussed her recommendation that the County request an extension of time for the Reassessment from the Circuit Court Judge. In addition to the Board member present at the meeting, who agreed that it was the prudent thing to do, subsequently, the County Administrator contacted all six remaining Board members to ensure that there was sufficient support for the County Administrator to request that the County Attorney pursue the extension. The Judge granted a three month extension.

RECEPTIONS FOR SUPERVISORS ALLEN AND ALTEMUS

Receptions honoring Supervisors Allen and Altemus for their years of service on the Board were held in December at the Library Community Room.

ROTARY CLUB INVITATION TO PLANNING DIRECTOR

Our Planning Director was invited to speak at the Rotary Club's breakfast this month. She used the opportunity to distribute bookmarks made by Planning Department staff (with assistance from the Community Education office), encourage people to get involved in the comprehensive planning process, and spread the word to others about the planning process. She gave an overview of the comprehensive plan and its status to date, and discussed the different projects her office is working on, including the Main Street Study, Historic Districts and Ordinances, transportation planning, flood plain management, affordable housing, and multi-family zoning and development. Additionally, she talked about some of the new VDOT regulations which impact development in the County. She was also able to speak with several people individually after the meeting about planning in the County and appreciated the opportunity to more closely interact with members of the community.

SENIOR CENTER ANNEX

The Public Works Director has been working on a project to repair and renovate the Senior Center Annex. As a result of the County's advertised Request for Proposals for firms to submit "Design-Build" solutions for the Senior Center Annex project and following staff analysis of the proposals received, the cost to install two bathrooms was much more than anticipated. The County's budget for the project is \$40,000, including the contribution by Main Street Preservation Trust (MSPT) of \$25,000 and a \$15,000 contribution by the Board of Supervisors (recognizing we would need to, at a minimum, spend this to raze the building). Staff is working on a modification of the most responsive proposal to meet the budget.

SEWAGE PUMP STATION

Codes Compliance staff held a pre-construction conference for approved Hampton Roads Sanitation District (HRSD) Sewage Pump Station Site on Route 14 across from the 7-11.

SPECIAL ORDER BY CONSENT FOR WASTE WATER COLLECTION SYSTEM

The Utilities Director met with CDM and URS (companies/consultants) regarding the hydrologic model for our waste water collection system as required by the regional Special Order by Consent.

STATE PARK

The Parks, Recreation, and Tourism Director, the Planning Director, and Supervisor Rilee are participating on the advisory committee for developing the Master Plan for the Middle Peninsula State Park, which will be located off of Aberdeen Creek Road on the York River. The first meeting was held in December in the Gloucester Library. The park location will be important in our long range planning for this area. Public input will be sought this spring.

STRATEGIC PLAN REVIEW AND UPDATE

The Community Education Department Director reports that the department and agency staff's review and input for the 2009 update has been compiled into a draft report. Final editing is underway with a planned presentation to the Gloucester Board of Supervisors at their January 19, 2010 meeting.

SWEARING-IN CEREMONY

A Swearing-In Ceremony was held for newly elected members of the Board of Supervisors and the School Board on Monday, December 14, in the Colonial Courthouse. After a few brief welcoming and introductory remarks by the County Administrator, the Clerk of the Circuit Court administered the oath of office to newly elected School Board members, in alphabetical order, then similarly to newly elected Board of

Supervisors members. Those in attendance, including the press, were given the opportunity to take pictures of individuals and of the group.

T. C. WALKER HOUSE

At the Economic Development Authority meeting in December, the members discussed the T. C. Walker project with representatives from Hampton University with regard to stabilization of the house and potential uses. Also, the T.C. Walker House was placed on the National Registry on December 4, 2009.

THREE RIVERS HEALTH DISTRICT MIDDLE PENINSULA MOBILE DENTAL CLINIC

The Three Rivers Health District hosted a Middle Peninsula Mobile Dental Clinic in Gloucester County during December.

TOTAL MAXIMUM DAILY LOADS (TMDL)

Staff from the Planning, Codes Compliance, and Utilities Departments attended a public meeting at Hampton Roads Planning District Commission (HRPDC) this month regarding the upcoming TMDL (Total Maximum Daily Loads) regulations EPA is establishing for the Chesapeake Bay watershed due to excess nutrients and sediment. A draft TMDL and accompanying draft implementation plans are scheduled to be prepared by August 2010. At this time we don't know what Gloucester will have to do, but significant ordinance changes may come from the required "pollution diet". Staff from the Departments of Codes Compliance, Utilities, and Planning are working together to make sure each is aware of how these regulations may impact our various ordinances and programs. The Comp Plan Steering Committee has already incorporated some of the TMDL language in its draft environment portion of the Comp Plan. A fact sheet on these regulations is available at:

http://www.epa.gov/reg3wapd/pdf/pdf_chesbay/BayTMDLFactSheet8_6.pdf

TRANSITIONAL HOMES

The Planning Commission (PC) held its public hearing on the transitional homes and community facilities code amendment. The proposal is to use a Conditional Use Permit (CUP) process to allow these facilities in certain non-residential districts. The CUP process gives substantial flexibility to the PC to recommend conditions on a case-by-case basis and for the BOS to impose conditions when issuing the permit. The Planning Commission voted to forward the proposal to the Board with a recommendation for adoption. Since we now have the Planning Commission recommendation, on January 5 we will be asking the Board of Supervisors to either (1) authorize us to move forward to advertise the proposed ordinance amendment for the first meeting in February or (2) request an in depth discussion of the proposal at the January 19 Board meeting, with advertising for a public hearing then to be scheduled for the first meeting in March, depending on how much time the Board needs staff to spend going over the proposal sent forth by the Planning Commission.

UNINTERRUPTED POWER SUPPLY (UPS)

The Director of the Department of Information Technology reports that a new Uninterrupted Power Supply (UPS) has been delivered and now needs to be installed and brought on line. The old one is over 8 years old and is running at 91% capacity. The new one will take part of the load and the old one will still be used.

UTILITIES DEPARTMENT SAVINGS ON PURCHASE OF COPPER SULFATE

The Utilities Department Director reports that the Utilities Department bid and won a purchase of Copper Sulfate from Newport News. This is used as an algaecide in Beaverdam Reservoir. The price represents a savings of approximately \$25,000.

UTILITIES DEPARTMENT SMOKE TESTING

The Utilities Department Director reports that the Utilities Department conducted smoke testing on December 28 and 29, and no major leaks were detected. Work will continue after the first of the year.

VACO NEW SUPERVISORS CONFERENCE

At the invitation of the Virginia Association of Counties (VACo), the County Administrator has been invited to be a co-presenter of the budget portion of the VACo 2010 County Supervisors Forum to be held in Richmond in January. Newly elected Supervisors Borden and Northstein will attend the weekend seminar. Due to the speaking request, the County Administrator's registration and Saturday night lodging is complimentary.

VDOT ROAD CLOSING

The following announcement was received from VDOT in December, and distributed: "We will close the eastern section of Route 1206 (between Route 17 and Route 1208) on 01/04/10, and traffic will have to use the new Greate Road to access Route 1208. I will send more details Wednesday concerning timeframes, work to be performed, etc. Please send me any questions you may have. With the new signal at 17, Greate Rd., and Camp Okee being activated today, the afternoon traffic flow did not appear to be affected and traffic was moving smoothly." Additional information received from VDOT: "Lafayette Height (east) will be closed 01/04/10 until early spring for utility work, drainage, curb and gutter, rebuild the road way, and permanent signals installation."

VDOT TIER I GRANT RECEIVED

The Planning Director reports that we have been selected to receive a Tier I Grant from VDOT. This grant money will help the County with transportation planning, including meeting the state mandated requirement for Urban Development Areas. At this time we have been notified by the Assistant Secretary of Transportation via email, but should receive the formal grant agreement in the next 2-3 weeks and begin working with consultants by January or February. Planning staff will be working very closely with the consultant, as part of the application was that we assign a senior staff member to assist with the project. We will be also working with Hampton Roads Planning District Commission (HRPDC) staff to coordinate this process with our comp plan update and the various other planning money we've received for transportation planning.

VIMS AND COMPREHENSIVE PLAN

The Director of Economic Development is meeting with VIMS concerning future needs during 2010 VIMS and County planning reviews in an effort to insure that this important County asset and major employer has its future needs voiced during the upcoming Comprehensive Plan discussions.

VIRGINIA PENINSULA MAYORS AND CHAIRS LUNCH MEETING

In December, Chair Ressler and County Administrator attended the meeting of the Virginia Peninsula Mayors and Chairs, at which localities shared information about next year's budget prospects. Based on what was shared at the meeting, though a couple of localities are trying to find a way to include raises for employees in their annual proposed budget for next fiscal year, most said there was no way they could give employees raises again next year. Localities expressed concerns about moderate to significant declines in local revenues (localities which rely heavily on lodging and meals tax and consumption-related income seem to be hurting the most), declines in state funding, significant reductions or loss of funds for education, and loss of services to citizens. Most projections were either worse than the current year, or level funding at best.

WETLANDS BOARD AND CHESAPEAKE BAY PERSERVATION & EROSION COMMISSION APPOINTMENT

Due to Mr. Carter Borden's election to the Board of Supervisors, he resigned from the Wetlands Board and Chesapeake Bay Preservation & Erosion Commission and this vacancy will need to be filled. This appointment will be considered at the January 5th Board Meeting.

“WHERE IN THE WORLD IS...BRENDA GARTON?”

The County Administrator is continuing the initiative of visiting various County facilities and meeting with staff. This month, the County Administrator attended a “Where in the World Is...Brenda Garton?” scheduled visit at Beaverdam Park, where she met with all available County staff assigned to the park. Staff talked about their jobs, what they do, what it takes to maintain the park, fee structures and potential for increased revenue, impacts of the Nor’easter on the park, usage of the park by boaters and horseback riders, volunteer efforts by citizens to help maintain the park, issues related to the water treatment plant and use of the lake, and various other issues. She was taken on a brief tour of the lake by boat, with a discussion of shoreline issues, wildlife, the water perspective of the water treatment plant, and other points of interest.

WINTER CONTINUING EDUCATION CLASSES AT G.H.S.

In partnership with the school system, the Community Education Department is once again sponsoring continuing education classes at GHS beginning in January 2010. Classes being offered include: Asthma 101: Basic Training; Computer Basics; Crystal Beading; Dessert For All Occasions; Introduction to Digital Photography; Drawing; Introduction to Photoshop; and Photoshop II. Visit the website at <http://www.gloucesterva.info/commed/services/adulted.htm> for more information.

WINTER STORM DEVELOPMENT

Emergency Management Staff conducted conference calls with VDEM and the National Weather Service in December in anticipation of the state-wide winter storm in mid-December. Gloucester County actually received less snow than originally anticipated. Although Gloucester received some snow and ice during the severe winter storm that hit Virginia, there was no need to open the EOC, no significant events, and no need to declare a local emergency.

WORKFORCE DEVELOPMENT CONSORTIUM MEETING

Georgette Hurley reports that she attended a Workforce Development Consortium Management meeting in Newport News in December. Topics of discussion included: WIA Youth Funds used to support area Youth Career Cafes, a pilot project serving ex-offenders being released from the Beaumont Juvenile Corrections Center, and the outlook for future program funding.

YOUTH COMMISSION

The 2010 Gloucester Youth Commission members, though off to a late start, have been assigned to the Library Board, the Parks and Recreation Advisory Committee, the Clean Community Committee, the Advisory Board on Housing, Extension Leadership Council, Planning Commission, and Tourism Committee to represent the youth and the commission. The Youth Commission will meet the second and fourth Tuesday of every month at 7 p.m. in Botetourt Elementary School.

Thursday, January 21, 2010; 12:00 pm