

**GLOUCESTER COUNTY
COUNTY ADMINISTRATOR'S
NOVEMBER 2009 MONTHLY REPORT
Presented Tuesday, December 1, 2009
Prepared by Brenda G. Garton, County Administrator**

CALENDAR ITEMS

Upcoming events:

- Regular Board Meeting, Tue., Dec. 1, 7:00 pm.
- Christmas and Holiday Parade, Saturday, Dec. 5.
- Swearing-In Ceremony for recently elected Supervisors and School Board members, Mon., Dec. 14, at 4:00 pm, Colonial Courthouse.
- County Christmas Holiday, Thu., Dec. 24 – Fri., Dec. 25.
- County New Year's Holiday, Fri., Jan. 1.
- Regular Board Meeting and Organizational Meeting, Tue., Jan. 5, 2010, 7:00 pm

ABINGDON PARK

Per the Director of Parks, Recreation, and Tourism, the site plan revision to create an additional soccer field at Abingdon Park was approved. An update on the project was sent to the Superintendent of Schools. Construction of the new soccer field at Abingdon Park began this week. The stumps and debris were moved into piles, which will be burned over the school's winter break. The Department is obtaining a burn permit and coordinating the supervision of the fire. Once debris has been removed, the field will be graded and seeded. The timeline goal is to plant Bermuda seed this Spring.

ALTERNATIVE SEWAGE DISPOSAL SYSTEM (ASDS) AGREEMENTS

Staff made a change in the authorization to execute Alternative Sewage Disposal System (ASDS) agreements to include several Department Directors in addition to County Administration staff in order to expedite customer service, make it one less building for citizens to have to stop by, and ensure appropriate review by qualified Health Department personnel. This change was an attempt to make sure that when administrative staff has to review and execute the ASDS Agreements, we are certain that the Health Department has reviewed the technical aspects of the system being approved in the agreement. Staff wrote up a draft procedure for signing these agreements by the authorized County personnel.

ANTI-LITTER LAW RECOMMENDATION

As a result of the committee meeting with Delegate Harvey Morgan, the Clean Community Committee is drafting a litter law recommendation for Delegate Morgan's review and consideration for a possible legislative bill that would recommend littering violations be handled similar to speeding tickets.

BAY COMMUNITY ACTION PARTNERSHIP PROGRAM

The Community Education Department has been notified of Bay CAP funding that will be provided to support mentor programs in our elementary schools. Training will be funded for staff to receive "Effective Practices" training and plans are to provide training for mentors and buddies in January. The Bay Aging Community Action Program (CAP) will provide \$900 for scholarships for people who do not have adequate funds to register for youth recreational programs. The Parks, Recreation, and Tourism Department will promote the funding opportunity and use the financial requirements provided by the CAP to ensure qualified people receive the scholarships. Funds are to be spent prior to September 30, 2010.

BLOODBORNE PATHOGENS TRAINING

The Safety Team and Human Resources (HR) Department rolled out the County's On-line Safety and HR Training Program this month. The first module, Bloodborne Pathogens, which is mandatory for all employees, was well received, with 121 employees successfully completing the training within the first week. This training is beneficial to all employees, but it also helps us meet OSHA requirements. Human Resources has sent e-mail notices to all employees, tracked who has taken the training module so far, followed up with Departments who have not yet started the training, let other departments know how they are progressing, and answered questions about the training.

BOARD OF EQUALIZATION

Community Education staff posted the Board of Equalization information and interest form on the Volunteer Board Bank to solicit interested citizens. The deadline for applications was November 13, and the Board will consider potential recommendations to the Circuit Court Judge at the December 1 Board meeting.

BOARD PACKETS TO NEWLY ELECTED BOARD MEMBERS

Board packets for the newly elected Board members were distributed to them for the November 17 and December 1 Board meetings.

BROADBAND PROJECT

The Executive Director of the Northern Neck Planning District Commission (NNPDC) received information regarding our ARRA Broadband Grant application. A grant application reviewer has requested that we complete the Environmental Questionnaire for our project. The environmental assessment is one of the requirements if you have made it to Step 2. The grant reviewer who contacted NNPDC indicated he was only responsible for the environmental review and that we could get additional requests from other reviewers. There will be an additional cost of approximately \$15,000 (spread across all participating localities) for them to complete the task, and the consultants were authorized to proceed.

BUDGET LETTERS FOR FY 10-11 BUDGET

The memo from the County Administrator requesting budget submissions for the FY10-11 Budget went out this month, with requests due in January. The County Administrator's Proposed Budget is tentatively scheduled for presentation to the Board on March 2.

BURN ORDINANCE MEETING

A meeting was held with appropriate County staff and Volunteer Fire and Rescue Chiefs to discuss issues with the County's Burn Ordinance and enforcement. There are instances where Volunteer Fire and Rescue Companies are called out by citizens at all hours in response to complaints that someone is allegedly conducting an illegal and dangerous burn. As a result of the meeting, the volunteers and the Sheriff have agreed as to how the Sheriff's Office can back up the volunteers in situations where citizens are angry and/or uncooperative.

CERT (COMMUNITY EMERGENCY RESPONSE TEAM)

The Emergency Management Coordinator attended the Region 5 CERT (Community Emergency Response Team) meeting. We will participate in the Regional Exercise for CERT which is tentatively scheduled for April 17.

CHESAPEAKE BAY PHASE III COMPLIANCE CHECKLIST

Planning and Codes Compliance Department staff responded to the Chesapeake Bay Phase III compliance checklist in preparation for a conference call with the Department of Conservation and Recreation Chesapeake Bay Local Assistance (CBLA). CBLA is "auditing" all the bay localities by going through our ordinances to see how well we are implementing the Bay Act. In order to insure that DCR had the most

accurate information, staff went through the checklist and provided the appropriate code references or policies in those cases where we could respond “yes” to a question. The end result will be a report with recommendations on how the County can improve, but it is purely advisory.

COASTAL COMMUNITY COMMITTEE

The Coastal Community Committee, which the County Administrator created to address the recommendations of the York River Conflict Study that were adopted by the Board in February 2007, met this month and discussed the work plan and draft policy. Issues regarding public boat landing conflicts were discussed, and the committee decided to include review of this issue as a task under the existing recommendations regarding public access. Staff plans to bring forth some recommendations to the Board before spending substantial time on this work to make sure that the Board wishes to pursue the ideas. The committee also discussed including the recommendations and their implementation in the revised 350th strategic plan.

COLEMAN’S CROSSING DEVELOPMENT

The Director of Utilities met with representatives regarding the Coleman’s Crossing Development and the potential for sewage service to adjacent areas.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND AUDIT REPORT

The Comprehensive Annual Financial Report (CAFR) and Audit Report by Robinson, Farmer, Cox Associates will be presented to the Board at the December 1 Board meeting.

COURTHOUSE SQUARE HISTORIC DISTRICT

At its November meeting, the Planning Commission (PC) reviewed the recommendations from the subcommittee on the Courthouse Square Historic District. They did not recommend any changes and decided to hold a public hearing in January. The proposal recommends including County buildings that front on Main Street as part of the district to protect the character of the Court Circle area, but also to provide an opportunity for the Historical Committee to comment on any changes to these County buildings, including the house next to County Building One, which was purchased by the County in anticipation of expanding County facilities.

COURTHOUSE SQUARE SUBDIVISION OFF BELROI ROAD

The Planning Department received a few calls regarding Courthouse Square Subdivision off Belroi Road. This subdivision is built out but the roads have not been paved. Staff contacted the developer, Centex Homes, and apparently there was some issue with properties along Belroi Road that needed to be resolved before they could put the final coat down. The paving equipment is at the site and the contractors replaced some rough road, however, due to the weather, the paving is not complete. Centex has agreed to contact the Planning Department once the paving has been completed.

DENTAL SERVICES -- MISSION OF MERCY FREE DENTAL PROJECT

Social Services staff met this week to further define the role of Social Services in the community wide Mission of Mercy free dental project coming to Gloucester on February 13, 2010. They anticipate serving 500 folks. Social Services will be helping to pre-register some of those that seek the service, as well as serve in a multitude of different capacities throughout the daylong event. We also have helped with publicity thus far and are continuing to do so. Three River’s Health District will sponsor a Middle Peninsula Mobile Dental Clinic in Gloucester on December 7-10, 2009 for those in need of cleanings, filings, and extractions for all ages.

DOG PARK GUIDELINES

In response to recent citizen inquiries, staff has inquired, through Tedd Povar with the Virginia Institute of Government, to solicit Dog Park Guidelines to assist the Animal Control Staff, the Director of Parks, Recreation, and Tourism, and other staff in researching the potential for such a park in Gloucester County.

ELECTION CENTRAL

Community Education personnel, along with a few volunteers, staffed Election Central 2009 in the Community Room at the Main Street Library, with 127 phone calls received for local election results.

EMERGENCY MANAGEMENT

The Emergency Management Coordinator met with the Director of the Peninsula EMS (PEMS), who gave an overview of his program. She will be sitting in as the representative for the Middle Peninsula on their quarterly board meetings.

EMERGENCY PERSONNEL

The Sheriff is forming a Public Safety group consisting of the Sheriff, the two Fire and Rescue Chiefs, and the Emergency Management Coordinator. This group will have monthly meetings to discuss any pertinent public safety issues. This is an excellent outcome, as it will encourage communication among those various groups.

ENERGY EFFICIENCY COMMUNITY BLOCK GRANTS

The Director of Public Works reports that two applications for Energy Efficiency Community Block Grants (EECBG) were submitted by the County for the School System. The County is participating in a regional EECBG application through the Middle Peninsula Planning District Commission.

FOIA SEMINAR AND RECENT REQUESTS

The Director of Community Education attended training on FOIA and reported that the County's process and procedures are in compliance. The fee structure for charging reasonable fees for staff time and copies will be revisited to ensure the county is within acceptable guidelines recommended by the Virginia FOIA Advisory Council. We are all trying very hard to be responsive to citizens' requests and questions; however, we continue to have a large volume of FOIA requests. Given that the intent of FOIA is to provide access to documents to citizens, we are doing that, but are unable to answer detailed questions or provide analysis as is sometimes requested by citizens. We are charging for FOIA requests consistent with the FOIA itself and with guidance and training received by staff through the FOIA Information Council.

FRIENDS OF GLOUCESTER LIBRARY

Library staff is planning programs for 2010 in order to create a budget for the Friends of the Gloucester Library, which routinely provides the financial support for summer reading, publicity, and other program expenses.

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

FUEL ASSISTANCE PROGRAM

The Fuel Assistance program ended this month. It was extended through Monday, November 16th (rather than Friday the 13th) due to the State having the emergency declaration by the Governor. We received 719 applications for assistance, compared to last year's high of 636 applications.

GLOUCESTER POINT LIBRARY

County Staff and the Chair of the Library Board are considering the feasibility of potential relocation sites for the Gloucester Point Library, as its lease at the current location expires in August, 2011 and the lessor (the Gloucester Library Foundation) has indicated that the lease will not be renewed. Absent an approved new location and funding, the Gloucester Point Library would have to close upon expiration of the lease.

GLOUCESTER YOUTH FOOTBALL PROGRAM CONTRIBUTION TO PAGE MIDDLE SCHOOL LIGHTING

The Gloucester Youth Football program submitted their pledged annual payment of \$5,000 to help with the cost of the new lighting system at Page Middle School. The payment was their second installment of a ten year pledge for a total of \$50,000.

GO GREEN GLOUCESTER

The Go Green Gloucester Advisory Committee passed a set of bylaws which are included in the December 1 Board meeting agenda for consideration of approval by the Board of Supervisors.

HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Planning staff is participating with the Hampton Roads Transportation Planning Organization (HRTPO) on Phase II of the Transit Vision Plan. The Transit Vision Plan Phase 2 will continue the planning process from Phase 1 by evaluating the transit corridor proposals, analyzing future land use patterns along the corridors given market expectations, and making recommendations for policies or strategies to guide coordinated short and long-term transit and land use planning. In addition, Phase 1 ridership and cost methodologies will be reviewed and potential improvements will be documented. Recommended cost ranges will be developed for transit options identified in Phase 1. Locality involvement will be emphasized throughout the study and the consultant team will be in touch shortly to schedule site visits to each HR city

and county the week of December 14. We submitted several projects for CMAQ funding; however, project funding is extremely competitive in the region.

HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION'S (HRTPO) CREATION OF CITIZEN TRANSPORTATION ADVISORY COMMITTEE (CTAC)

Information was posted on the County's website, conveyed through the e-news mail service and publicized in the local newspapers for Gloucester citizens interested in serving on the CTAC. Gloucester County is one of thirteen jurisdictions involved in this intergovernmental transportation planning body serving the Hampton Roads area and it would be beneficial to have a local person serving. In addition the HRTPO has a draft Public Participation Plan available for review and comment. The link for this information can be found at www.hrtpo.org/.

HAMPTON ROADS TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (HRTTAC)

Our Planning Department representative to the Hampton Roads Transportation Technical Advisory Committee (HRTTAC) provided updates from this month's meeting. Through participation in the HRTTAC, she has participated in discussions regarding funding and VDOT changes in the Six Year Plan and the Hampton Roads Transportation Planning Organization (HRTPO) project prioritization and selection process being prepared by Kimley-Horn and Associates, Inc. (which ranks like projects based on weighted factors and is proposed to be used to help the TPO decide on projects for the Long Range Plan). The committee also heard VDOT's overview of the statewide transportation plan, Vtrans2035, which will identify eleven corridors of statewide significance required by law for the CTB to designate, and a VDOT update on the SAFETEA-LU Rescission, which will have no impact on the current budget. The TTAC approved the public participation plan and the TPO is still collecting candidates to participate in the Citizens Advisory Committee.

HEALTH AND WELLNESS TEAM

The Health and Wellness Team, created by the County Administrator, met to discuss plans and events for 2010. This team is promoting activities focused on enhancing the health and wellness of employees, including planning sports activities and providing information on various health and wellness topics.

HISTORIC PLANNING SUBCOMMITTEE

The Courthouse Square Subcommittee of the Planning Commission met this week to continue discussing a potential overlay district for the Village area and to discuss the new enabling legislation allowing localities to consider documentation of historic and archaeological sites in our ordinances. The committee renamed themselves the Historic Planning Subcommittee to reflect their broader work with this new enabling legislation. The committee recognized that this will require a lot of work but decided to first tackle what we would consider "known" sites using existing data and a map that was done by Frank Farmer in the 1970's. This project will take some time working with DIT to compose a map of "known" sites that we can use. This committee has representatives from the Historical Committee to assist with these recommendations.

HISTORIC SITE CLASSIFICATION

The Gloucester County Historical Committee members are working on a project classifying 192 historic sites within Gloucester County, which were previously identified as historically significant in the 1970s by Dr. Frank Farmer.

HISTORICAL COMMITTEE CHAIR

Walter "Skip" Breyfogle was elected Chair of the Gloucester Historical Committee.

HOSPICE HOUSE

Planning Department staff are having discussions with a citizen interested in starting a Hospice House. The County might need an ordinance amendment to permit this use in the County.

HUMAN RESOURCES PROCESSED BACKGROUND CHECKS

The Human Resources Department processed 170 new hire and volunteer background checks during the months of September and October.

ID BADGES

In the weeks prior to the November 3rd election, ID Badges were processed for approximately 88 election workers.

INCOME TAX PREPARATION SERVICES IN MAIN LIBRARY

AARP will be providing tax preparation services in the Main Library Community Room beginning February 1, 2010.

LEAK AT NEW COURTHOUSE

We experienced significant water infiltration within a secure area of the new Courthouse during the Nor'easter. This is the second time we have had such a leak. Corrective measures were taken following the first leak, but apparently did not address the cause of the leak. On staff's request, representatives from the building designer traveled to town on the second day of the storm to inspect the building while it was still leaking. Staff placed temporary plastic sheeting within the affected areas and adjusted their schedules to prevent damage until the storm subsided and infiltration ended. Following a meeting with designers, staff began to work on corrective measures which should correct the problem. These corrective measures can only be tested next time we have a similar prolonged wind driven rain from the north.

LIBRARY BIBLIOSTAT REPORT

Library staff is working on preparing the FY09 Bibliostat report for the Library of Virginia. This annual statistical report is fed into a national database and allows libraries of similar sizes to compare and contrast budget, usage, collections, and staffing.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Phil Olekszyk was recently elected Chair of the Local Emergency Planning Committee/Citizen Corps Council Committee (LEPC/CCC Committee).

MAIN STREET PLAN

Planning Department staff gave an overview of the Main Street Plan and asked the Planning Commission (PC) to recommend it for adoption. The Commission scheduled a public hearing on the plan for its January meeting, which will work well with the public hearing on the Courthouse Square proposed ordinance since they both relate to Main Street.

MAIN STREET PROJECT WITH MAIN STREET PRESERVATION TRUST

Planning staff met with representatives of the Main Street Preservation Trust (MSPT) to discuss potential projects that they are considering, including retail recruitment and a façade improvement program with design guidelines for this program. The MSPT wants to make sure that their programs are consistent with the County's plans and ordinances. Staff has also asked for a more formal proposal from the MSPT regarding how they want to work with the County, so that we can bring it to the Board for their review and approval before staff gets too involved in any project or proposal.

MATHEWS SEWER LINE -- HAMPTON ROADS SANITATION DISTRICT (HRSD)

According to staff at Hampton Roads Sanitation District (HRSD), four crews worked on pipe installation this month: installing pipe in the median using the trench method and working at the crossovers using the jack and bore technique. The work will progress from near Crab Thicket Road in Gloucester towards Mathews County along Route 14. The two inside lanes are closed to traffic each morning to allow construction to proceed safely. Motorists are asked to proceed carefully through this work zone, especially

at dusk when workers are removing the traffic control. Work on Route 14 is expected to continue until March of 2010. The four pump stations will be built by a different contractor, Southwood Builders, Inc., who is still in the process of obtaining the necessary permits. More information on the schedule will be provided at a later date.

MIDDLE PENINSULA BAY TRANSIT CENTER

Bay Aging is negotiating with property owners for an approximately four acre tract of land on Fiddlers Green Road to construct a Middle Peninsula Bay Transit Center. Funds were made available by the late Congresswoman Davis' initiatives.

NEW BUSINESS

Tractor Supply opened at the old Wal-Mart Center by Ollie's. Air Heads opened at White Marsh Shopping Center, with pizza and game and party rooms similar to 'Chucky Cheese'.

NEW HIRES, SEPARATIONS, AND RESIGNATIONS

Listed are recent separations and resignations:

- Julie Churchill, Assistant Commonwealth's Attorney I, resigned effective 11/13/09.
- Melissa Malcolm, Library Director, resigned effective 12/30/09.

Listed are the recent new hires:

- Eric Jewel, FT Assistant Commonwealth's Attorney I, effective 10/16/09.
- Michael Smith, FT Assistant Commonwealth's Attorney I, effective 11/16/09.
- Jessica Hazelwood, PT Gymnastic Assistant, effective 11/16/09.

NEW HIRE AND BENEFITS ORIENTATION

Human Resources staff conducted New Hire and Benefits Orientation for two new employees, which includes a review of personnel policies and procedures, viewing the sexual harassment video, and benefits explanation.

NEWS OF INTEREST TO GLOUCESTER CITIZENS REGARDING UNEMPLOYMENT AND WITHHOLDING

The following items may be of interest to not only County employees, but to Gloucester County citizens in general:

- Virginia Employment Commission (VEC) will be providing Federally Funded Unemployment Benefits up to an additional 14 weeks. This is good news for those in the community who may qualify.
- Federal legislation signed into law on Nov. 11, 2009 provides tax relief for spouses of military personnel. Spouses who qualify can immediately complete the new VA-4 form and eliminate withholding of Virginia income tax.

NOR'EASTER

The County experienced a severe Nor'easter event in Gloucester County on Thursday and Friday, November 12-13. On Wednesday, when the Emergency Management Coordinator started getting information from the Virginia Department of Emergency Management, County staff started planning and called a meeting of the Emergency Management Team on Thursday morning at 9:00 am, which included Chair Ressler. The County opened a shelter on Thursday, though no citizens utilized the facility and it was closed later in the day. On Friday, staff conducted our last briefing and closed the EOC and phone lines for the Nor'easter event. A summary of the storm and County actions:

- Damage Assessment teams worked on Friday and Saturday to complete a 24 hour damage assessment, which was submitted by Emergency Management to the State via WebEOC. Codes Compliance coordinated the Initial Damage Assessment (IDA). The IDA is approximately \$490,500 in damages. A total of 120 man-hours was spent conducting the IDA and 1000 miles were traveled.

- The phone lines closed at 8:00 am and the EOC closed at 9:00 am on Friday. The National Guard was still on call and stationed at the Bena Fire Station on Friday, when we released them. We had requested a unit for potential evacuations.
- We opened Peasley Middle School from 12:00 noon until 7:00 pm. Opening the shelter ended up being a great training exercise, as it was staff's first time being the Shelter Director and Shelter Manager. Furthermore, Animal Control also benefitted from opening the pet shelter for the first time ever, with volunteer assistance to set up the pet shelter.
- Three people were evacuated from their homes on two separate occasions. The evacuations were made by Sheriff's Department staff and Auxiliary.
- Abingdon Fire and Rescue was a staging area for the evacuations and also for the National Guard Unit. Gloucester Fire and Rescue provided support for EMT's to be on standby for the Shelter.
- VDOT responded to many tree removals off roadways during the evening.
- Follow-up discussions included the need for notification and communication with the public through a rapid mass communication system. The County Administrator appointed a team to address this issue and provide cost estimates and recommendations.
- Situation reports and resource requests were made through the State's WebEOC Board, which worked well. During the next month we will begin training on our local WebEOC to make use of it during the next event.
- Over 100 calls were received on the helpline, which was staffed by Community Education personnel from 7:00 am to 8:00 pm on Thursday and 5:00 am to 8:30 am on Friday.
- Many roads were still impassable on Friday, and it was anticipated that flooding would be a concern over the next 36 hours.
- Social Services participated through the Emergency Services office in the post storm assessment of needs and resources to meet those needs. Social Services also provided \$300 to the Salvation Army for their post storm mobile canteen, which was able to reach far more citizens than our direct assistance to the citizens could possibly have reached.
- Social Services staff worked hard in the shelter readiness process. They did an excellent job of getting up and running on November 12 and for the seven hours that we were open while still managing to keep the agency open with no disruption in services.
- The Utilities Department supplied a potable water distribution unit at the Bena Fire Station which allowed citizens to obtain potable water from the fire hydrant, as requested by the Emergency Management Coordinator.
- Damage to County owned buildings, property, and facilities attributable to the storm were negligible. We experienced some wet ceiling tiles in various buildings, possibly a damaged PC monitor, a wet rug at Main Street Library with likely no long term impact, small tree limbs and branches down, similar negligible issues in schools, some damage and cleanup required at Gloucester Point Pier and Beach, and damage to the gravel road and a parking lot at Ark Park.

PENINSULA COUNCIL FOR WORKFORCE DEVELOPMENT

County Staff and Supervisor Rilee attended the quarterly meeting of the seven locally elected officials and their administrative staff for the Peninsula Council for Workforce Development. In reviewing the Summer Youth Employment Program for the localities, it was noted that the Gloucester County Public Schools Program served nineteen high employment risk youth and young adults from a Stimulus Grant of \$53,000. The total Summer Program was funded at \$707,630 and was scheduled to serve 292 youth from the region. Additionally, Mr. Rilee was elected Vice-Chair of the WIA Consortium of Local Elected Officials. Also, the Assistant County Administrator is in the process of working with the Chamber of Commerce to have a local business representative named and seated on the Peninsula Council for Workforce Development.

PERSONAL PROPERTY TAX BILLS

The Treasurer reported that the Personal Property Tax bills were mailed this month.

PET SHELTERING

Per the Emergency Management Coordinator, Emergency Management staff met with the State Pet Shelter Planner. We will be hosting pet sheltering classes January 12 and 19. All who come will be certified to work in our shelters and will also be in the State Pet Shelter volunteer cache.

POVERTY SIMULATION

In partnership with the Gloucester Resource Council, Gloucester County Extension conducted the "Rollercoaster of Life" Poverty Simulation this month. Twenty community members, including representatives from faith-based organizations, County offices, and non-profits, participated in the event. Fifteen community volunteers served in the role play. Participants were able to experience the realities of life faced by people with low-incomes and the hardships that they struggle with daily. For example, there were life situations that pop up, such as a broken tooth, car repairs, being robbed, etc. One participant reports that it was enlightening to all of the participants and after the simulation was over, the group discussed lessons learned. Some of those included dealing with the transportation challenges of just getting to and from places, limited time to deal with everything, from a child with special needs to getting to the bank before it closed, and dealing with assistance providers. Most participants expressed this was an eye-opening experience.

PROVIDENCE ROAD SEWER PROJECT

Due to difficulties in obtaining necessary easements from landowners, the Providence Road Sewer Project is on hold for the time being. The Board will be briefed on this matter at the December 1 Board meeting.

PURCHASING ORDINANCE

The Purchasing Manager has been working hard on developing a Purchasing Ordinance for Gloucester County. A public hearing on adoption of this ordinance is planned for January.

RADIO INTERVIEW

The County Administrator was interviewed by Carl Brubaker at the radio station this month, covering two topics: the reassessment and the Nor'easter, with probably 75% of the interview focused on the reassessment. It aired late in November.

RADIO SYSTEM

The Director of Public Works reports that new 911 equipment has arrived and is being installed. He is working with the Sheriff's office staff to expand the CAD (Computer Aided Dispatch) software and equipment from three positions to six positions. This expense will be borne by the project and we still remain under budget.

REASSESSMENT NOTICES

With the exception of a little more than 200 notices, Reassessment Notices have all been mailed. The deadline for filing for an Administrative Appeal was November 30. Note that for citizens who received late Reassessment Notices, a later deadline for Administrative Appeal is noted on the notice. Staff is currently working to finalize the last set of notices (which will go out this week), establish appointments, process Administrative Appeals, and work on the documentation for the Reassessment, which will not likely be finished until January. It is important to note that when corrections are made in the data on file with the County as a result of an appeal, we will now have the capability to change it in our system, so those discrepancies should not be a problem in future reassessments. For any properties whose assessments change after the initial notices went out, there will, of course, be a second reassessment notice that will go out:

1. Folks who filed an appeal and get notice of their new (or unchanged) value. In these cases, the value may go up, or down.

2. Folks who didn't file an appeal, but their property value got changed because of changes to the methodology or data found in considering other appeals. These people will get a different explanation as part of their notice

Both types of second reassessment notices will get information on how to file with the Board of Equalization (BOE), as it would be too late at that point to file an administrative appeal. Staff is working on drafting a form for the BOE to use, which the BOE will finalize and approve once seated. It is also important to note that even after December 31, when data errors are discovered, those can be corrected, resulting in different assessed value. E.g., someone might file a BOE appeal, and when staff looks at the information submitted and finds a data error, they will just correct that problem immediately.

REASSESSMENT NOTICES -- RELATED INQUIRIES

The Planning Department and the Department of Codes Compliance have been responding to a lot of inquiries based on the reassessment notices. The assessment office has been referring people to Planning and Codes Compliance to determine if the lots are "buildable", or to vacate lines when they are assessed for two adjoining lots serving only one residence. Property line vacations are relatively simple, although a plat meeting the subdivision ordinance is required. However, staff can only inform people of zoning and setback requirements. Staff cannot address other issues that impact a property's ability to support development, such as private easements, septic requirements, impacts to wetlands, impacts from Resource Protection Areas (RPA), and other site specific information that require additional field work or research.

REASSESSMENT PUBLIC RELATIONS

With regard to the County's reassessment, Community Education continues to provide updates to media to keep citizens informed of progress on outstanding reassessment notices, review and application process and procedures, and recruitment of interested citizens for the Board of Equalization. The newspaper articles have been accurate and informative. A special meeting with media reporters was held to provide more specific information about the reassessment process and to answer any questions, which was intended to provide more in-depth information for the public. Additionally, the website is being utilized by citizens with close to 3,500 visits since the review application and 2010 property info was posted, averaging about 300 visits per day. An article was prepared for the Beehive.

RED CROSS

Emergency Management Staff is working on building our relationship with the Red Cross. We are starting by offering Damage Assessment Training and Shelter Management Training to our CERT members. Emergency Management Staff are looking into becoming certified Red Cross instructors so we can teach the Damage class to future CERT classes.

REGIONAL LONG RANGE TRANSPORTATION PLAN'S TECHNICAL REPORT

The Planning Department staff provided comments to the Middle Peninsula Planning District Commission (MPPDC) regarding the Regional Long Range Transportation Plan's Technical Report. This is the rural transportation plan, which is in an early draft and does not yet contain recommendations. MPPDC staff did look at the roads that the Planning Department requested be included for detailed review – Route 198, Route 606 (Fary's Mill Road to Harcum Road), and Route 614 to Route 610 (Hickory Fork – Pinetta Road). Staff is sending them pictures of Rural Roads and Working Waterfronts for use in the plan as they requested.

RHOADES SEWER AGREEMENT

Despite prior approval by the Virginia Department of Emergency Management (VDEM), the Federal Emergency Management Agency (FEMA) has confirmed that the arrangement with the Rhoades, per the previously approved and executed agreement regarding their sewer system, is unlawful according to FEMA guidelines. The Board acted in November to negate the previously approved agreement between the County and the Rhoades.

ROUTE 614 IMPROVEMENTS

The Planning Director coordinated with other departments and the Fairfield Foundation to provide comments as requested by VDOT on the proposed improvements to Route 614 to assist in the required environmental review. These comments related to potential impacts to land use, public utilities, and important environmental, historic, and archeological resources in the area of the project.

SAFETY TEAM

The County's Safety Team reviewed the building inspections submitted, blood borne pathogens training, and the hazardous communications plan. The Team worked with the Director of Parks, Recreation, and Tourism on the draft Hazardous Communications Plan the week before and submitted to the committee what had been developed so far.

SEASONAL FLU SHOT CLINIC AND H1N1 FLU

A Seasonal Flu Shot Clinic for County employees was held this month, with one hundred twenty-four employees receiving free seasonal flu shots. The County has experienced some employee absences attributed to H1N1 Flu, which has hindered capability to handle the work load in some departments.

SECURITY CONCERNS

The Sheriff spoke to all Board members regarding security concerns for the November 17 and December 1 Board Meetings, and possibly further meetings after those two. He has instituted security measures to ensure the safety of all attendees at the November 17 and December 1 meetings, and until such time as he deems it appropriate to reduce security.

SENIOR CENTER ANNEX

The Director of Public Works held the pre-bid meeting for the repairs and improvements to the Senior Center Annex, following the issuance of an RFP for design-build services to fix the roof and add the two bathrooms that the Main Street Preservation Trust requested in exchange for their proposed donation. The budget on this project is \$40,000, and proposals received were high. The proposals were to also break down the cost of roof repair and bathroom costs. We will report on results once staff has analyzed them and possibly negotiated for modification of the project to bring the cost within amounts available.

SKATE SPOT

The Director of Parks, Recreation, and Tourism reported that the bid for the concrete pad for the skateboard equipment was re-released in November. The bid for the skateboard spot was awarded to Stotesberry Construction, Inc. The concrete pieces that will sit on top of the pad are in production and will be ready for delivery as soon as the pad is poured. Unless temperature becomes a problem, the construction should occur within the next three weeks. Scheduling of the work will begin as soon as the revised site plan is approved. A civil engineer is completing this work.

SNAP (SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM) BENEFITS

Social Services staff has worked on replacement SNAP (Supplemental Nutrition Assistance Program) benefits (previously known as "food stamps") due to the flooding storm. Federal SNAP policy allows for the replacement of benefits in certain circumstances. Prior to Thanksgiving, the Department had processed four requests for replacement of food to food stamp recipients equal to half of their monthly SNAP allotment, in amounts ranging from \$6 to \$250. The deadline was November 25.

SOFTWARE COORDINATION

Planning and IT staff have begun meeting regularly again on the Pentamation software currently used by other departments to work on getting the Planning Department's applications and information as part of the system. This is part of our ongoing effort to computerize the development process and coordinate the work

product flow through the various departments involved. The ultimate goal is to make the whole process more friendly, accurate, streamlined, accessible to all involved parties, and efficient.

STATE PARK IN GLOUCESTER

The Director of Parks, Recreation, and Tourism accompanied Virginia State Park Manager Tim Schrader to the Gloucester Rotary Club meeting to speak about plans for the new state park which will be built in Gloucester. He explained that the master planning process will begin shortly and that a plan should be completed in the spring of 2010.

STORMWATER REGULATIONS – NACO WEBINAR

Staff participated in a NACO WEBINAR on pending Stormwater Regulations at DIT on November 12.

STRATEGIC PLAN UPDATE

All departments have responded and provided updates to the 350 Strategic Plan. Work is now underway to compile all the updates for a report to the Board. While a November 17 report date was previously set, the Community Education Director has requested more time to ensure proper review. We anticipate a final update being ready in December.

SUBDIVISION STREET ACCEPTANCE REGULATIONS

Planning Department staff worked with DIT to provide VDOT with a clearer map of the area types (compact, suburban and rural) for the recently approved Subdivision Street Acceptance Regulations. They are working with DIT to have these types as a layer on the GIS so that developers will know what subdivision street requirements will be needed for their development based on its location in the County.

SWEARING-IN CEREMONY AND NEW SUPERVISOR ORIENTATION

A Swearing-In Ceremony in the Colonial Courthouse for new elected officials has been scheduled for 4:00 pm on Monday, December 14. For this election cycle, three members of the Board of Supervisors and three members of the School Board will be formally sworn in. Staff is also working on a New Supervisor Orientation, to be coordinated with newly elected Supervisors.

T. C. WALKER PROPERTY

The monthly meeting of the T. C. Walker Committee with Hampton University was held this week to review national registry nomination and to continue our examination for the potential uses for the T. C. Walker house and property. We anticipate the nomination to the registry to be officially proclaimed at the Virginia Historic Resources meeting on December 17, 2009. There is a meeting next week with a construction company that has completed a number of historic renovations to begin looking at costs for renovations, understanding that meeting registry requirements will be absolute. We continue to work with Hampton University on potential uses for the property.

TASK FORCE ON COMMUNITY CONCERNS

The Task Force on Community Concerns has decided that it will focus for the upcoming year on domestic violence.

TENTATIVE DEVELOPMENT

Planning Department staff met with developers looking to develop property on Guinea Road behind the York River Crossing Shopping center for multi-family housing. These developers own apartments in Grafton and want to do a similar development at this site. They discussed traffic and affordability as well as environmental concerns and buffers. They are working on their Traffic Impact Analysis and staff suggested they meet with Board and Planning Commission members to discuss their concerns prior to submitting the application.

TERRAPIN COVE ROAD AND SAWGRASS POINT SEWER PROJECTS

The Utilities Director reports that the Utilities Department reviewed the Preliminary Engineering Reports for both the Terrapin Cove Road and Sawgrass Point Areas.

TIMBERNECK

Representatives from the Timberneck project report that they have purchased the project's first affordable housing lot, and offered to brief the Housing Advisory Committee on the status of that proffer and provide some insight and recommendations regarding their experiences in trying to meet the proffer. It has been suggested that the County should look at providing funding to rehabilitate existing substandard housing to provide improved sustainable affordable housing without creating new houses when there are so many existing older houses already available. Timberneck is gearing up to start working on the road at the site. Codes Compliance has approved the start of construction, and work began in November. The developer has been diligently keeping us informed on their compliance with the proffers. Planning Department staff witnessed the archeological training that was conducted for the construction workers, which was one of the proffers to provide for any artifacts missed during the Phase I Cultural Resources Assessment so that they wouldn't be destroyed during construction. Planning staff also attended the pre-construction meeting to insure that other construction related proffers were being met. (Planning typically doesn't get involved in these pre-construction meetings unless there are proffers involved.)

TIME CLOCK PLUS

Human Resources and the Department of Information Technology continue to work with the Time Clock Plus software in a test environment. Biometric scanners and card readers have been installed and tested. This computer based timesheet software will integrate with our current Pentamation payroll system.

TOUR DE WARE NECK

The Parks, Recreation, and Tourism Director reported that the Tour de Ware Neck was held on October 31 to raise funds for a swing set for the all inclusive playground at Beaverdam Park. T-shirt sales and a raffle were held in conjunction with the ten mile bike ride. Additional fund raisers will be planned in the near future.

TRAFFIC IMPACT ANALYSES

Planning Department Staff worked with VDOT and the traffic consultant on the traffic impact analysis for the proposal in front of the York River Crossing Shopping Center and for the potential multi-family rezoning proposal on Guinea Road, east of the York River Crossing Shopping Center.

TRAFFIC SIGNAL IN COUNTY BUSINESS PARK

Dagan Electric continued to work on shop drawings for submittal to VDOT for the traffic signal in the County Business Park. These drawings and the approval of the drawings are critical to ordering mast arms for the signal.

TRANSITIONAL HOMES PROPOSED ORDINANCE

The Director of Planning reports that the Planning Commission (PC) reviewed the proposed Transitional Homes and Transitional Community Facilities Ordinance and the proposed Conditional Use Permit (CUP) process, and has scheduled a public hearing for December 3, 2009. There was a lot of discussion on the fee, for which staff had proposed \$500. The PC suggested \$1000 based on the need for 2 public hearings and the amount of staff work. A Special Exception is \$275 and a rezoning is \$1200 plus \$50 per acre.

VACO CONFERENCE

The County Administrator and Supervisors Ressler, Woodard, and Altemus attended the VACo Conference in Bath County on November 7-10. A significant amount of discussion, committee work, and sessions were related to the economic climate, the state budget, and the fiscal strain on localities resulting from both.

VDOT PUBLIC HEARING

Planning Department staff attended the VDOT public hearing on the proposed improvements to the Route 17 crossovers from the Courthouse to the Point this month. Just over a dozen citizens attended and viewed the changes and drawings, which we plan to post on our website soon. All comments will go to VDOT and the project will go out to bid in Spring 2010, with project completion in 2011. This project is being funded through ARRA money funneled through the Hampton Roads Transportation Planning Organization.

WEB EOC TRAINING

The Emergency Management Coordinator and staff coordinated training for appropriate staff on the new WebEOC Software in November.

WEEKLY "TOWN CRIER" E-NEWS SERVICE

Community Education staff have received rave reviews on the weekly Town Crier e-news service which provides upcoming County and community meetings, events, and important announcements. There are almost 1,000 subscribers to this service.

"WHERE IN THE WORLD IS...BRENDA GARTON?"

During November, the County Administrator visited Building Three, spending a little over an hour with each of the three departments in that building: Planning, Utilities, and Codes Compliance. Each department provided light refreshments, and she spent time either in a group meeting with the employees in the department or meeting with employees individually so that they could explain key elements of what they do. Employees were given opportunities to ask questions and comment. The next scheduled visit is Beaverdam Park in December.

WINDMILL ORDINANCE

A citizen has inquired with the Planning Department about a County small windmill ordinance. Although staff has collected some information on windmill ordinances, drafting this ordinance is not on the list of current planning projects for staff or the Planning Commission. Staff suggested that the citizen bring this issue to the Board if he wishes for this project to be placed ahead of the current projects being worked on by staff and the Commission.

WOODVILLE PLANTATION PARK

The Director of Parks, Recreation, and Tourism reports that the purchase order for the construction of the roadway at Woodville Plantation Park was processed. The contract for construction of the road at the park was signed and work will begin when weather permits. The agreement with Baystars was executed. Additionally, following discussion and action by the Board, staff will advertise a public hearing for the January meeting for consideration of the name of the Park, as it is one of several County parks named in our ordinances. The suggestion has been put forth to change the name from "Woodville Plantation Park" to "Woodville Park", as it is already routinely referenced as Woodville Park anyway. Consideration of changing the name therefore requires a public hearing to change the ordinance.

Thursday, December 3, 2009; 3:45 pm