

**GLOUCESTER COUNTY  
COUNTY ADMINISTRATOR'S  
JANUARY 2010 MONTHLY REPORT  
Presented Wednesday, February 10, 2010  
Prepared by Brenda G. Garton, County Administrator**

**CALENDAR ITEMS**

Upcoming events:

- Regular Board Meeting, Tue., Feb. 2, 7:00 pm.
- VACo/VML Rural Caucus Reception and Dinner, Wed., Feb. 10, 5:30 pm; Richmond Marriott.
- VACo/VML Legislative Day, Thu., Feb. 11, Richmond. (Garton, Woodard, Theberge attending)
- Gloucester Point Town Meeting, Mr. Crewe, Thu., Feb. 11, 7:00 pm, Abingdon Elementary School.
- County Presidents Day Holiday, Mon., Feb. 15.
- Regular Board Meeting, Tue., Feb. 16, 7:00 pm.
- Board's Resolution Presentation Recognizing The Gloucester Foundation, Sat., Feb. 20, 2:00 pm, Bethel Baptist Church.
- T. C. Walker Day Reception, T. C. Walker Elementary School, Thu., Feb. 25, 5:30 pm.
- Gloucester Point Business Meeting, Supervisor Crewe, Mon., Mar. 1, Abingdon Elementary School, 7:00 pm. [Rescheduled from Feb. 1.]
- 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.
- NACo Legislative Conference, Mar. 6-10, 2010, Washington, DC. (Woodard attending)
- Regular Board Meeting and Joint Budget Worksession with School Board, Thu., Mar. 25, Library Community Room, 6:00 pm.

**ABINGDON PARK CONSTRUCTION**

Burning of the debris at Abingdon Park was completed. Parks, Recreation, and Tourism Department staff met with the contractor in January to review the grading plans and assist with locating the corners of the proposed soccer field. The contractor has worked with the bulldozer grading the field. The grading work, along with removal of small sticks and roots, will continue for the next several weeks.

**ANIMAL SHELTER AREAS OF NONCOMPLIANCE**

In January, as a result of a December inspection at the County Animal Shelter, the County received a letter of notification from the State Office of Animal Care and Health Policy indicating an area of noncompliance, which was described, "There is not a designated isolation area maintained for incoming animals showing signs of potentially contagious illness." Administration, Public Works, and Animal Control staff met with the inspector from the state to hear recommendations on how we can create such an area in our shelter in order to come into compliance on this issue.

**ANIMAL SHELTER FIRE**

The Director of Public Works reported that there was a fire at the Animal Shelter on Tuesday, January 26. As was reported in the paper, both Gloucester and Abingdon Volunteer Fire Departments responded to the scene. (The two departments have agreed to have "automatic" mutual aid for structure fires.) Fortunately, the smoke was detected very early in the fire's progression. Investigation revealed that the fire started within the commercial sized dryer used to launder various items needed at the shelter. The dryer was completely destroyed and the adjacent washer is also likely not salvageable. Heavy smoke and heat damage was limited to the room in which the laundry equipment was located, with minor smoke damage to other parts of the building. MOST importantly, no person or animal was hurt during the incident. Our insurance

agent has already been to the scene, which allowed us to quickly mobilize a fire damage clean-up company under a pre-placed contract with the County. Clean up will probably take several days.

### **BICYCLE PEDESTRIAN STUDY**

Staff from both the Planning Department and the Parks, Recreation and Tourism Department attended a short webinar on a recent bicycle pedestrian study that was conducted by BikeWalk Virginia.

### **BOARD OF EQUALIZATION**

The Circuit Judge has entered an order appointing the members of the Board of Equalization. Judge Long appointed four of the eleven people referred to him by the Board of Supervisors: Jennifer Patterson (one-year term), Marshall Cook, III (two-year term), and William Fenstermacher and Patricia Snyder (three year terms), as well as one person not referred by the BOS, Daniel Stuck (three-year term). Staff is working on making the arrangements for these individuals to take the required instruction course given by the State Department of Taxation. Staff is also discussing options for a location for the BOE hearings. The deadline to file for an appeal to the Board of Equalization was February 4, 2010.

### **BROADBAND GRANT DISTRIBUTION – DELAY IN AWARD DECISION**

We received a report that there was a delay in broadband grant program decisions, with decisions pushed back by three months. Although the initial projected date for decisions was November, 2009, they expect to make grant award decisions by the end of February. The report said that one of the risks is to the required “maintenance-of-effort” rule under the stimulus law. Under that provision, agencies must show that stimulus grant recipients would not have proceeded with the projects “but for” or without the stimulus law funding.

### **BUDGET FOR FY 10-11**

The County Administrator, Director of Finance, and Director of Human Resources have been rigorously working on the FY 10-11 Budget. State funding in all areas is an unknown at this point because some decisions have not yet been finalized by the General Assembly. The County Administrator’s Proposed Budget will be presented to the Board and to the public at the March 2, 2010 Board meeting.

### **BURGH WESTRA**

The Historical Committee has provided the Planning Commission with a recommendation for correcting the district boundaries on the Burgh Westra Historic Overlay District. Staff plans to have the Planning Commission discuss the recommendation at its February meeting and potentially schedule a public hearing on the revised district in March.

### **CABLE COMMUNICATIONS PROGRAM COMMITTEE FEBRUARY MEETING**

The joint County & School Cable Communications Program Committee met this week and discussed all the new programming on Channel 47 (School) and the special interview on “Duke Report” that featured the County Administrator in her first local TV interview. There was some initial discussion and suggestions concerning the franchise agreement renewal process and pre-planning for the capital grant proceeds.

### **CABLE FRANCHISE RENEWAL PROCESS**

The County is currently in an informal negotiation process with Cox Cable to renew the cable television franchise agreement. The deadline for the renewal is December 2010. Currently three modifications to the existing franchise agreement are being discussed and considered in the areas of emergency alert capability, service provision, and Communications Sales and Use Tax. The issue of broadband access being expanded through the franchise agreement (brought to the County by a concerned citizen) is being researched, but as of this date, broadband services, which are considered “data services”, are not included in “cable television”, which is considered “video services.” This interpretation has been consistent throughout the

Hampton Roads area in regards to franchise agreements. County staff will be meeting with Cox Communication staff to have further discussions.

### **CARPET REPLACEMENT IN PARKS, RECREATION, AND TOURISM**

Although virtually all capital projects and much maintenance work has been on hold in the current budget climate, with prudent spending of budgeted funds, there is sufficient funding to perform a much-needed carpet replacement in the Parks, Recreation, and Tourism Department. The carpeting has become a safety concern. Public Works staff is working with the Purchasing Department to obtain quotes.

### **CELEBRATE FAMILIES EVENT**

Registration is currently being accepted for the March 6, 2010, (10:00 am – 2:00 pm), “Celebrate Families” event to be held at Gloucester High School. This year’s theme will focus on the “21<sup>st</sup> Century Family”.

### **CHAMBER OF COMMERCE**

A meeting was held, including a member of the Comprehensive Plan Steering Committee, the Planning Director, and the Executive Director of the Chamber of Commerce, to discuss the Comprehensive Plan update and encourage the Chamber to provide input and assist in spreading the word about the plan to its membership. The Planning Director was asked to speak at the Chamber’s Board meeting on February 4, 2010 about the Comprehensive Plan update, and planned to encourage their participation and support for the County’s planning efforts.

### **CHANNEL 48 VIEWER SURVEY**

The Department of Community Education will be conducting the annual viewer survey of Channel 48 to gauge the number of viewers who watch Channel 48 and the programs they enjoy watching. An info slide will be run on Channel 48 requesting that viewers call The Community Education Department any time, day or night, between Tuesday, March 2 and March 10 to report. All the regular Board and Planning Commission meetings will be shown live and replayed on their regular schedule. The survey slide will show all other times in place of usual programs and the bulletin board.

### **CHICK-FIL-A RECEIVES BOARD OF ZONING APPEALS VARIANCE APPROVAL**

The Board of Zoning Appeals unanimously approved a 5.5 feet variance to the side yard requirements in the Highway Corridor Overlay District (HCO) in favor of the applicant Chick-fil-A. The approval, citing unique characteristics of the site, development conditions of the adjacent properties, and new VDOT access guidelines, provides for the movement of the food chain’s proposed parking area an additional 5.5 feet ‘away’ from the Fox Mill Centre round-about intersection off Walton Lane. The approval further provides for Chick-fil-A to proceed with development plans and permitting. A Chick-fil-A representative indicated the potential for the store to open in 2010.

### **CLEAN COMMUNIQUE NEWSLETTER**

The Winter 2010 Clean Communiqué Newsletter is now available at <http://www.gloucesterva.info/clean/CleanCommuniqueWinter2010.pdf> .

### **COASTAL COMMUNITY COMMITTEE**

The Coastal Community Committee has forwarded a memo to the County Administrator for review regarding the Coastal Living Policy and the tasks involved. This committee was established by the County Administrator to determine how best to implement recommendations from an earlier report by the Water Use Conflict Committee.

### **COASTAL MANAGEMENT TRAINING**

Representatives of the Planning Department, Emergency Management, and other staff attended a free training session: “*Using Observation Systems to Address Coastal Management Issues*” hosted by the

Virginia Institute of Marine Science (VIMS). The purpose of staff attendance was to assimilate the advances in various coastal observation systems which may be available to help Gloucester County more adequately predict flooding events in specific areas of the County. The data they were able to gather will be used during the annual review and update of the County's Coastal Floodplain Management Plan, as well as other long-range planning efforts, such as the Comprehensive Plan. The seminar went in-depth how data was collected, but the output of the data will be helpful in citizen warnings and decision making in a flood emergency.

### **COLEMAN'S CROSSING PRELIMINARY SUBDIVISION PLAN**

The Planning Commission reviewed the Preliminary Subdivision plan for Coleman's Crossing, as required by the subdivision ordinance for any major subdivision. The plan met the requirements of the subdivision ordinance and complied with the proffers of the recently approved rezoning for this use; therefore, the Planning Commission voted to approve the preliminary plan and grant the exception pursuant to section 15-31 for the roads in the subdivision to private.

### **COMMUNICATIONS/DISPATCH UPGRADE**

The Director of Public Works reports that along with our regional partners, the County has reached an agreement with Sprint/Nextel over FCC mandated rebanding. We will be performing the Field Acceptance Test Plan (FATP) on the system in February. This testing ensures that all features of the system, including fail safe and redundancies, are working on our system in its installed state. Once the testing is complete (and all functions are shown to work), we will be ready to schedule the cut-over from the existing radio system to the new radio system and move from the existing dispatch room to the new (temporary) dispatch room. Staff is working on the details of the Memorandum of Understanding (MOU) with York and James City Counties for later approval. The Director of Public Works obtained a proposal from Motorola to replace our analog recording equipment at the Sheriff's office which records telephone traffic (911 and Sheriff's office). Replacing this now will essentially eliminate the sole remaining piece of "old" technology consolidate all maintenance service with Motorola. In November, the Director of Purchasing advertised an RFP for professional Architectural and Engineering services to provide "as needed" services. Interviews are currently being scheduled. One of the first projects for which the contract resulting from this RFP may be used is the design of the permanent dispatch center (Emergency Communications Center – ECC) to be located adjacent to the new communications tower at the Law Enforcement Office. The ECC project is currently funded within the overall communications/dispatch upgrade capital project which continues to remain within the appropriated budget.

### **COMMUNITY EDUCATION ACTIVITIES**

Activities of the Community Education Coordinators in January included:

- Supervised and coordinated four community use schools involving 55 activities with 2,089 participants for almost 400 activity hours during January.
- Placing 181 volunteers in the elementary schools during January for a total number of 2,026 volunteer hours of service.
- Coordinated 12 after-school enrichment programs with 399 participants for a total of 32 activity hours.
- Recognized 29 mentors and lunch buddies during National Mentor Week that assist 37 youth who are involved at the elementary schools.
- Working in cooperation with the Community Services Board to offer a nurturing parenting program at Petsworth Elementary School with a total of 30 parents participating.
- Updating and maintaining Real Estate Assessment Office's website (which is averaging over 200 visits per day) which included the online BOE appeals application.
- Completed all updates to community resource directory and boards/councils membership listings for 2010.
- Participated in a regional roundtable discussion with Hampton Roads area PIO's on "Limited Communications Budgets with Unlimited Possibilities."

- Scheduled, publicized and rescheduled Mr. Crewe’s Gloucester Point area business meeting.
- Distributed notices for upcoming Spring/Summer issue of *The Beehive* citizen newsletter to be printed in early April.

**COMPREHENSIVE PLAN**

The Planning Director continues to coordinate work on the Comprehensive Plan with Hampton Roads Planning District Commission (HRPDC) staff. Comprehensive Plan Steering Committee (SC) meeting was held in January. Ms. Theberge was welcomed as the new Board representative on the committee and John Hutchinson and Scott Shorland as new committee members representing the schools. The HRPDC staff discussed some over-arching issues, such as the green infrastructure approach that we would like to use as a tool to help the SC in making future land use decisions in the County and a discussion of the state mandated Urban Development Areas and how they may fit in with the comp plan process. Issues discussed also included transportation, housing, parks and recreation, and historic and cultural resources. HRPDC staff also showed the committee a proposed draft format for the plan which appealed to the members. The SC agreed to skip the scheduled February meeting to give the HRPDC staff more time to work on the plan and less meeting preparation time. The next meeting will be on Thursday March 18, 2010 and at that time, the HRPDC will have some drafts and maps ready for subcommittee review. The SC is also working on a vision statement.

**COMPREHENSIVE SERVICES ACT FUNDING**

The Gloucester Community Policy and Management Team, which oversees implementation of CSA services to at-risk youth and families, has made the County aware of the possibility of needing additional funding for services provided under the Comprehensive Services Act in the current FY10 budget. The CPMT will be keeping the Finance Director updated each month on the total local dollar balance, which on December 31, 2009 was a deficit of \$16,898. This amount will change and may increase or decrease depending on mandatory service provision to qualified youth and families.

**CONTRACT DEFAULT**

Central Purchasing issued a Declaration of Contract Default to a contractor for failure to complete the FEMA/Foundation-Masonry Services for one of the homes in the FEMA Hazard Mitigation Program. The County is currently pursuing options to finish the work.

**COURT HOUSE SQUARE HISTORIC DISTRICT PROPOSED BOUNDARY CHANGES**

The Planning Commission held a public hearing to consider proposed boundary changes to the Court House Square Historic District. After hearing favorable comments from the public, including those from two members of the Historical Committee, the Planning Commission voted to refer the proposed boundary changes to the Board with a recommendation for approval.

**COUNTY ADMINISTRATOR’S FY 09-10 CONTINGENCY FUND**

This is an update on the FY 09-10 County Administrator’s Contingency Fund. Estimates on unemployment costs have been revised.

FY 2010 Adopted Budget Amount	\$	316,291	
Estimated Employee Health Insurance Benefits	\$	(121,526)	Estimate
Replacement of Beaverdam Park Boat Motor	\$	(2,900)	
Jail Study for Occupancy Limits	\$	(12,800)	
Estimated Unemployment Payment	\$	(47,000)	Estimate
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 January 29, 2010	\$	109,537

**CREWE’S GLOUCESTER POINT BUSINESS MEETING**

Supervisor Crewe had scheduled a special meeting on Monday, February 1, 2010 at 7 p.m. in the Abingdon Elementary School cafeteria for Gloucester Point Area business owners to have an open discussion on ways to promote, unite and sustain business in the southern portion of the County. This meeting was subsequently cancelled due to the weather, and has been rescheduled for Monday, March 1.

**DENIM FOR DONATIONS DAY**

Friday, January 29, 2010, was the first Denim for Donations Day of 2010. The County’s Employee Plus Committee designated that the funds go to a memorial fund in support of an employee this month. Employees who donate \$5 to the named recipient/charity earn the right to wear jeans on that one day.

**DUKE TV INTERVIEW**

Liz Roberts, a student at Gloucester High School, interviewed the County Administrator in January for Duke TV. It has been airing on DUKE TV, Cox Channel 47, listed as “The Duke Report #6”, and is showing several times a day.

**EMERGENCY MANAGEMENT ACTIVITIES**

Emergency Management staff participated in many volunteer and donation management meetings in January. Gloucester CERT (Community Emergency Response Team) will be participating in a regional training on May 1 and planning for this training began this month. Staff is continuing to try to address our volunteer and donations management through creating a plan and reaching out to the faith based community. A mailing to survey churches on how they can help during disaster is planned. Staff has received positive feedback from the churches so far on this initiative. Staff also held an Animal Sheltering class that was well attended and certified people to be on the volunteer list for an animal shelter in a disaster.

**EMPLOYEE PERFORMANCE EVALUATIONS**

Employee Performance Evaluations were submitted to Human Resources for review in December, and will be reviewed by the Human Resources Director and County Administrator before being approved for review with employees.

**EMPLOYEE PLUS VALENTINES FOR VETS**

The Employee Plus Committee is sponsoring Valentines for Vets. Valentine cards will be collected through Feb. 10 and then distributed to vets at the VA Hospital in Hampton.

**EMPLOYEE SERVICE AWARDS LUNCHEON**

The Annual Service Awards Luncheon was held in January to recognize employees who reached service milestones in 2009. Employees are recognized for length of service beginning with 5 years of service and at each 5-year interval thereafter. Awards consist of a framed certificate and gift based on years of service.

**FARM FRESH FUELING CENTER**

The Certificate of Occupancy was issued in January for the opening of the Farm Fresh fueling center. Located in the Farm Fresh parking lot adjacent to McDonalds in Hayes, the Center has normal operating hours of 8:00 am until 10:00 pm, seven days a week.

## **FOX MILL CENTRE**

The Director of Codes Compliance reports that staff met with VDOT and Traffic Consultants to determine the extent of the Traffic Impact Analysis for the latest phase of the Fox Mill Centre's development to include an additional 220,000 square feet of retail space. The proposed development is located adjacent to the roundabout on the southwestern undeveloped parcel (south of Wal-Mart).

## **FROZEN COUNTY POSITIONS**

The following County positions are currently frozen. Positions listed as "frozen and unfunded" remain on the position chart, 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. A full time Planner I and the Major position in the Sheriff's office were frozen due to resignations. Approval was given to fill a full time Dispatcher position in the Sheriff's office.

<b>Office</b>	<b>Position</b>	<b>Type</b>
<b>Frozen and Unfunded:</b>		
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
<b>Frozen and Funded:</b>		
Parks, Recreation, & Tourism	Park Ranger	FT
Codes Compliance	Permit Technician	FT
Purchasing	Buyer	FT
Parks, Recreation, & Tourism	Program Assistant	PT
DIT	Application Programmer	FT
Planning	Planner I	FT
Sheriff's Office	Major	FT

## **GLO-QUIPS SALARIES FOIA REQUEST**

The Glo-Quips made their annual request for employee salaries which were compiled and provided by the Human Resources Department. Unfortunately, there was an error in the first printing of the salaries by the paper, and after being contacted, they agreed to a reprint. In the reprint, rather than printing three consecutive years of information, one year of salaries was omitted, which leads to erroneous conclusions about salaries and raises, as well as positions held by employees who have been promoted or transferred.

## **GLOUCESTER BUSINESS PARK TRAFFIC SIGNAL**

With regard to the Gloucester Business Park traffic signal, the second progress payment for reimbursement has been submitted. The permit for land disturbance was submitted on January 7, 2010 and the project is awaiting final approval of shop drawings.

### **GLOUCESTER COURT HOUSE VILLAGE PLAN**

The Planning Commission held a public hearing on the Gloucester Court House Village Plan. Staff requested that the Planning Commission consider this plan for adoption as an addendum to the current Comprehensive Plan, which then can be incorporated into the upcoming Comprehensive Plan Update. After hearing favorable comments from the public as well as from representatives from the Main Street Historic Preservation Trust, the Planning Commission voted to forward the study to the Board with a recommendation for the Board to adopt it as an addendum to the Comprehensive Plan for inclusion in the Comp Plan update.

### **GLOUCESTER INSTITUTE REQUEST FOR TAX EXEMPT STATUS**

Gloucester Institute was forwarded the information regarding requirements to apply for tax-exempt status with the County in November 2009 by the County Attorney. Representatives of Gloucester Institute report that they are compiling the information to make a formal application soon.

### **GLOUCESTER POINT LIBRARY**

County Administration, Public Works, Library, and Finance Department representatives continue to discuss options for relocation of the Gloucester Point Library, due to the termination of the lease at its current location in 2011. Funding for a possible relocation will be included in the budget requests for the FY 10-11 budget, but it remains to be seen as to whether or not the costs can be funded in the upcoming budget year.

### **GO GREEN GLOUCESTER ADVISORY COMMITTEE**

The Go Green Gloucester Advisory Committee held its annual organizational meeting in January, and elected Dr. William Dodson as Chair and Ms. Donna McDermott as Vice Chair. In addition, the committee immediately started work on their directive from the Board of Supervisors regarding wind energy. The group will be finalizing a bulleted list of recommendations to consider for the ordinance at the February meeting in order to provide them to the Board within the 60-90 day window requested. Once the recommendations go to the Board, the Board will likely send them to the Planning Commission so that staff and the Commission can formulate an ordinance for consideration.

### **HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION CHESAPEAKE BAY IMPLEMENTATION SUBCOMMITTEE MEETING**

Staff from the Planning Department attended the Chesapeake Bay Implementation Subcommittee meeting on Thursday at the Hampton Roads Planning District Commission offices after the regular joint meeting. At that time, staff from the Chesapeake Bay Local Assistance Division (CBLAD) of the Department of Conservation and Recreation (DCR) presented some draft changes that their Board will be considering in March relevant to compliance evaluations for localities. Gloucester County staff (Planning and Codes Compliance) have concerns over some of these changes, as do many other localities. CBLAD staff strongly recommended submitting comments, questions, and concerns in writing as soon as possible. Staff is currently following up on that suggestion.

### **HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION (HRTPO) CITIZEN'S ADVISORY COMMITTEE (CAC)**

Philip Olekszyk, a Gloucester County citizen in the Petsworth District and a member of our Comprehensive Plan Steering Committee, has been appointed to the Hampton Roads Transportation Planning Organization's (HRTPO) Citizen's Advisory Committee.

### **HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION (HRTPO) PROJECT FUNDING**

Two projects have been approved by the Hampton Roads Transportation Planning Organization (HRTPO) for Gloucester County, as recommended by our Planning Department Director's efforts as a member of the HRTPO Technical Advisory Committee, to be funded by federal highway dollars allocated through the TPO

to the participating localities. We are budgeted to receive \$300,000 of funding in FY2012 for a Planning Study to look at the traffic situation along the Business 17 corridor between its intersection with 3/14 and US 17 to evaluate the congestion and provide recommendations for improvement of traffic flow while also accommodating for pedestrian and other modes of transportation associated with a village area. We also are budgeted for \$2,200,000 in funds to be covered over FY 2013-2015 for Signal Coordination along US 17 from Gloucester Point to the Courthouse. This project is anticipated to help reduce congestion along this corridor, thereby helping reduce impacts to air quality resulting from congestion.

### **HISTORICAL PLANNING COMMITTEE – HISTORICAL SITE MAPPING**

The ad hoc Historical Planning Sub-Committee of the Planning Commission met in January to continue to work on two potential code amendments or planning initiatives. Progress has been made on digitizing information from the Farmer-Nicholson map, which was compiled in the 1970's by two local citizens using various sources. Bill Lawrence from the Historical Committee has been working with Department of Information Technology staff on this project. A representative from the Hampton Roads Planning District Commission (HRPDC) staff also attended the meeting and shared with the committee the work her organization is doing for the Department of Historic Resources to accurately map all their known historic and archeological sites. The committee hopes to use this information as a starting point for discussions regarding how the County may want to proceed with implementing the recent 2009 enabling legislation regarding cultural resources.

### **HISTORICAL PLANNING COMMITTEE – MAIN STREET PRESERVATION TRUST**

The ad hoc Historical Planning Sub-Committee received an update on the work the Main Street Preservation Trust (MSPT) is doing with regard to surveying Main Street for a new historic district to be nominated for the National and State Registers of Historic Places. The Preliminary Information Form (PIF) for this district was submitted by MSPT's consultants, Commonwealth Preservation Group, to the Department of Historic Resources (DHR). The proposal received a notice to proceed. The PIF received a score of 37, which is reportedly high, and it is assumed that the National Register nomination should go fairly smoothly. The new district will be separate from the existing Courthouse Square Historic District, but will include it. The MSPT is also looking at a façade improvement program based on Architectural Design Guidelines that will be developed using Gloucester's existing village design and scale. The Historic Planning Committee will be looking at the MSPT's program and discussing a potential local overlay district for the Village based on the Gloucester Village Plan and the community's support for such a district in the Courthouse Village area.

### **HOMELESS SHELTERS INQUIRY**

The Planning Department staff received an inquiry regarding homeless shelters and how the proposed transitional home/facility code amendment may also apply to homeless shelters using the same process. Apparently, there are groups looking to provide a homeless shelter to serve the homeless population in the County and it is unclear where such a use would be permitted. It was suggested that due to the broad nature of the language in the proposed code amendment, a homeless shelter could be interpreted to come under the definition of a transitional home or facility.

### **HUMAN RESOURCES HIRES, TRANSFERS, AND SEPARATIONS**

#### **New hires:**

- Katie Saulman, FT Dispatcher effective Jan. 1, 2010
- Jason Schnurr, FT Corrections Deputy effective Jan. 1, 2010
- Courtney Tharpe, FT Corrections Deputy effective Jan. 1, 2010

#### **Transfers:**

- Sandra Rose from Corrections Deputy to Social Services Benefit Program Specialist I effective Jan. 1, 2010
- Donna Danaher from Emergency Office Associate in Social Services to Benefit Program Specialist I effective Jan. 1, 2010

### Separations/Resignations:

- Alison Jones, Planner I effective Jan. 5, 2010

### Recruitment:

- Library Director position closed on Jan. 14<sup>th</sup>

### **INCLEMENT WEATHER ADMINISTRATIVE POLICY**

The County Administrator is working with appropriate staff to draft an administrative policy outlining procedures for notification of employees and the general public in the event county offices and facilities need to be closed or delayed in opening due to inclement weather. New features to notification will include the use of television scrolls, county website announcement, and automated phone calls through the school's AlertNow system.

### **INSURANCE OFFICE REVIEW**

Staff from Planning and the Building Office received the Insurance Service Office (ISO) review board's grading of the County's Floodplain Management Plan. The plan received 58 more points than during its initial submittal in 2008. The current score of 177 points out of a possible 294 points, while better, fell short of staff's expectations. After reviewing the scoring sheets the ISO used to grade the plan, staff found numerous discrepancies, and hopes to gain up to 50 additional points during the rebuttal, potentially raising the County's overall score on the plan to 227 points or higher. These points are used to calculate Gloucester's community "Class Rating" (10 rating being the worst and 1 rating being the best). The plan is not the only means of obtaining points toward this rating; rather, all of the community's efforts to reduce future flood damage in the area beyond the minimal national standards are used in this calculation. The rating impacts what citizens pay for flood insurance as well as the County's ability to continue in the National Flood Insurance Program (NFIP).

### **JAIL OCCUPANCY AND CANCELLATION OF JAIL EXPANSION CONTRACT**

The Public Works Director will recommend to the Board at its February meeting the termination of the architectural contract for the proposed jail expansion.

### **LIBRARY ACTIVITIES**

An Acting Library Services Director is in charge of library services until the Library Services Director position is filled. Library activities in January included:

- Twelve babies and their mothers attended Baby Garten in its first week.
- Forty-eight people attended the Gardening for Everyone Program in the Library community room.
- The Census Bureau continues to use the community room to accept applications.
- The Virginia Employment Commission (VEC) was here in January. They are sponsoring a special job fair for teens in conjunction with the high school.
- Fifteen people attended a two-day session of 55 Alive.
- Twenty tweens, teens, and adults are participating in the fall chess tournament.
- AARP has begun its training for tax preparers, who will start preparing taxes in February for the elderly, low income and first time taxpayers.
- Six tweens attended the Anime Manga Club.
- Montessori school has an art display located along the side and back of the Main Library.
- The Point Library has a new printer available to the public. It will make black and white or color copies.

### **LIBRARY DONATION**

Gloucester Library was the recipient of a \$25,000 private donation to be used over the next several years exclusively for the Library's Virginia Room and genealogical research materials.

### **LIBRARY ON FACEBOOK**

The Gloucester Library is now on Facebook. It can be accessed by logging onto the Library's Home page [www.gloucesterva.info/lib/home.html](http://www.gloucesterva.info/lib/home.html).

### **LITTERING TICKET HOUSE BILL NO. 1334**

The Gloucester Clean Community Committee has received notification that Delegate Harvey Morgan is sponsoring House Bill No. 1334 to amend and reenact § [33.1-346](#) of the Code of Virginia, relating to dumping trash, etc., on highways to include cigarette butts and to implement a choice of a "pay by mail" fine system in lieu of court appearance. Our Clean Community Coordinator has received an invitation to testify before the Virginia House of Delegates on the Gloucester Clean Community Committee's proposal to treat littering violations like speeding violations where tickets are issued and paid without having to go to court.

### **LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

The Local Emergency Management Planning Committee had its quarterly meeting in January. Emergency Management Staff will be working to bring formal speakers to future meetings as well as working with the Chair and Vice Chair to develop a Strategic Plan for the Committee.

### **MAIN STREET PRESERVATION TRUST**

County Administration and Planning Department staff met with representatives of the Main Street Preservation Trust (MSPT) to discuss the role of the MSPT, the Main Street Association, and the Cooke Foundation on Main Street. The Main Street Study, which will be coming to the Board for public hearing, was discussed, as well as some of the ideas for implementation of the study and the various roles and partnerships of the MSPT and other groups with the County.

### **MASTER GOVERNMENTAL DEPUTY TREASURER CERTIFICATION**

Several Treasurer's Office employees have completed the requirements for the Master Governmental Deputy Treasurer Certification program offered by the Weldon Cooper Center. This brings the total of certified deputies in the Treasurer's Office to seven out of a total of nine employees.

### **MINISTERS AND PASTORS INVITATIONS**

Sixty-three individual letters were mailed to our local ministers and pastors in January extending an invitation to offer an invocation during the first Tuesday meeting of the Board of Supervisors throughout 2010.

### **MONTHLY REPORTS**

Department Director and County Administrator Monthly Reports are now being posted on the County's website. All reports can be viewed on the Board of Supervisors page through a link provided. In addition, the County Administrator's Report is also posted on the County Administrator's page.

### **MUSEUM: DONATION TO THE FRIENDS OF THE MUSEUM**

The Assistant County Administrator reports that The Friends of the Museum have received a sizable donation to be used for various museum special projects. At the request of the donor, the amount of the donation and identity of the donor are not to be disclosed.

### **NACO AND ICMA AWARDS**

Department Directors were made aware of, and encouraged to participate in, the 2010 NACo and ICMA awards programs with entry deadlines in February and March. Community Education staff will coordinate with departments to compile all suggested entries and make appropriate nominations

## **NO WAKE ORDINANCE AND POLICY**

The Director of Public Works is developing an Administration Policy to go along with the proposed ordinance change regarding no wake. Once that work has been completed and reviewed, both will be presented to the Board for consideration at an upcoming Board meeting.

## **PARKS, RECREATION, AND TOURISM**

Activities in Parks, Recreation, and Tourism this month included:

- The boundary for clearing limits was marked by surveyors at Woodville Park. Depending upon weather, clearing work will begin soon.
- Minor repair work was completed to the Page Middle School football/baseball lights. The electrician reconfigured the wiring so that football lights could be turned on separately from the baseball lights. This was part of their original scope of work and no fee was assessed.
- The deadline for Daffodil Festival vendors was Friday, January 15.
- The County Fair dates for 2010 were set. The event will be held August 11 – 14. The fair will conclude on Saturday this year rather than Sunday. The Daffodil Festival Committee held a planning meeting in preparation for this year's event.
- Staff worked with the Extension Service 4-H Agent to determine dates for this year's Eco-Expo. It has been difficult to find dates that work for all 4<sup>th</sup> grade students.
- The 14-passenger van that was in accident in December has still not been repaired. The matter is being resolved by the insurance companies. The vehicle cannot be used until it is repaired.
- The older youth basketball league teams were formed this month and a coaches meeting was held.

## **PAYROLL AND W-2S**

In January, in addition to normal and routine payroll activities, the Human Resources Department completed processing of the 2009 W-2s for County employees. The W-2's were released this month and employees will view and print their W-2 this year via the Employee Access Center. This saves printing, personnel, and in some cases, mailing costs.

## **PERSONAL PROPERTY FINAL NOTICES**

Personal Property Tax final notices were mailed by the Treasurer's Office in January. As required by state law, the final notices provide notice to the delinquent taxpayers of the various collection tools the Treasurer may use to collect amounts due. The staff will begin active collection processes around March 1.

## **PLANNING COMMISSION**

The Planning Commission received an update from staff on the status of the sign ordinance, since it has been over a year since staff and the committee have actually worked on this ordinance. The Commission will also be reviewing their Annual Report for 2009 and setting priorities for 2010. The Planning Commission Chair has been scheduled to present the Planning Commission's Annual Report to the Board at the March 2, 2010 meeting.

## **PLANNING COMMISSION RULES OF PROCEDURE**

The Planning Commission reviewed its Rules of Procedure and adopted several modifications, including adding an invocation and pledge to their order of business and providing a procedure for the order of roll call votes. The Commission also discussed ways to provide for more input from the youth commissioner, but chose not to include any changes in the Rules of Procedure in this regard. The Commission has also requested clarification from the County Attorney regarding the wording that meetings may be "adjourned" or "continued" from day to day or time to time or from place to place. With this clarification pending, they adopted the revised Rules of Procedure.

## **PLANNING DEPARTMENT AUTOMATION**

Planning Department staff continues to meet with Department of Information Technology (DIT) staff to work on bringing the department online with the new Pentamation software. Staff is currently waiting on the company to correct an error in code so that we can continue setting up the system for our needs. In addition, they will be Beta testing a newer version of the software, which may contain other useful fields for what the Planning Department does and would like to track. Once the package is set up, the rest of the staff will be trained on its use.

## **PLANNING DEPARTMENT PLAT AND PLAN REVIEW**

Staff continually works on a variety of plans and plats, including meeting with applicants and potential applicants to discuss projects and the regulations that apply. With the increase in inquiries based on the reassessment and a frozen vacant position, the entire staff has become more involved in handling day-to-day inquiries and meeting with applicants to discuss issues related to proposals and applications.

## **POPULATION ESTIMATES FROM WELDON COOPER: 2009 PROVISIONAL AND 2008 FINAL**

New provisional data was released this week from Weldon Cooper and our demographic information was updated accordingly on our demographics page: <http://www.gloucesterva.info/planning/Information-Forms/Demographics.htm>. The 2009 provisional estimate for Gloucester County is 37,647 and the estimated 2008 County population is 36,109. The population count from the 2000 census was 34,780.

## **PRESENTATIONS FROM BOARD APPOINTED ADVISORY GROUPS**

Chairs and staff liaisons to the various advisory boards, councils, commissions, and committees appointed by the Board of Supervisors have been invited to give a brief presentation and recognize members during 2010 Board meetings. Our first presenters were the Advisory Board on Housing and the Board of Social Services at the January 19 meeting. Community Education will be working with the groups to coordinate and schedule.

## **PROCUREMENT ORDINANCE TRAINING FOR SCHOOLS**

The Purchasing Manager has begun a series of training programs for Schools that deal with the County's new procurement ordinance adopted by the Board of Supervisors in January. The first session was held in January with the school's administrative staff, followed by a session with the school's staff and bookkeepers in February. Additional training is anticipated in the future with both the County and School functions.

## **REASSESSMENT**

The Reassessment was officially closed out, signed, notarized, and delivered to the Circuit Court Clerk's Office on Monday, January 4, 2010. Final notices were mailed that week. The deadline for appeals to the Board of Equalization was February 4, 2010.

## **REASSESSMENT AND WETLANDS**

County staff met in January to discuss how evaluation of wetlands impacted the reassessment and how to deal with discrepancies between the Wetlands Inventory and actual on-the-ground wetlands. A summary was presented to the Board of Supervisors on January 19. The Assessor and staff continue to review properties for which appeals were filed and which may have factual errors. Those corrections are ongoing.

## **REASSESSMENT PUBLIC INFORMATION**

Community Education worked with the Reassessment Team to draft and distribute information on the reassessment process and the Board of Equalization appeal process for publicity in local newspapers. Updates and minor modifications were made to the Real Estate Assessment Office's website to highlight the February 4 Board of Equalization appeals application deadline. A major media push was also made to announce the deadline date through newspaper, radio and e-news networks.

### **REASSESSMENT TEAM**

The County Administrator's Reassessment Team met in January, and will meet only once a month now. The Team discussed the Board of Equalization (BOE), how to accommodate the administrative needs of the BOE, where hearings might be held, the appeals process, and various issues related to the reassessment, the land book, and the budget.

### **RECRUITMENT – COMMONWEALTH'S ATTORNEY'S OFFICE**

The Commonwealth's Attorney's office recently received a grant for a part-time Domestic Violence Advocate. The vacancy will be advertised in the coming weeks.

### **REGIONAL EMERGENCY MANAGEMENT TECHNICAL ADVISORY COMMITTEE (REMTAC) AND SPECIAL NEEDS COMMITTEE MEETINGS**

The Emergency Management Coordinator attended the monthly meeting of the Regional Emergency Management Technical Advisory Committee (REMTAC). The meeting went over goals under the Capabilities Assessment grant project and also announced the date for the Regional Exercise that will focus on County Officials, which will be May 27, 2010. The Special Needs Committee had a presentation explaining the efforts of 211. Emergency Management staff will be working with the Department of Information Technology to utilize the system and hopefully make it an additional resource for citizen information during future emergencies.

### **RURAL ADDITIONS – MEREDITH DRIVE**

The Planning Director composed a memo requesting that the County Administrator and the County Attorney provide a procedure to have roads dedicated to the County as part of the rural additions program. The County participates in the state's Rural Additions program in which 5% of the County's state allocation for roads is used to take existing private roads into the state's secondary system. The County has established a process for residents to request a road to be taken into the state system for maintenance and has set a policy for the process to be generally on a "first come first serve" basis. The Board maintains a list of ten applicants which it reviews and prioritizes annually. The policy and procedures used in the past are outdated and do not provide adequate protection for the County. A revised procedure is needed in order to move forward on the Meredith Drive project.

### **SAFETY TEAM SPEAKER**

The County Administrator's Safety Team met this week and listened to a presentation by Colleen Becker, a consultant and trainer, on indoor air quality, who reviewed numerous issues of mold in workspaces and how to deal with employee concerns. It was explained that a thorough visual inspection will usually determine if mold exists. If it exists, the County would find the source of the moisture which is causing the mold, correct, and remediate. OSHA provides guidelines on how to remediate. Quarterly building inspections are being conducted now and a new Hazardous Communications Program for the County, monitored by the Safety Team, will be going to effect in February.

### **SENIOR CENTER ANNEX**

The Director of Public Works has finalized efforts to secure a contractor to perform the work on the Senior Center Annex. Courthouse Construction, Inc. was selected to perform all work needed to replace the roof and to construct a single unisex public ADA accessible restroom. Further, this project is acceptable to the Main Street Preservation Trust (MSPT), which previously requested two bathrooms. The final project will renovate one bathroom. Staff will work through the contract steps to get the project moving. This project is jointly funded in partnership by the County, the Main Street Preservation Trust, and Courthouse Construction, Inc. Staff at Bay Aging will temporarily relocate while work is underway.

## **SHORELINE MANAGEMENT**

The Board heard a presentation regarding a potential Shoreline Management Project at the January 19 Board meeting. The feasibility of such a program will be dependent on availability of local match funding if a grant can be identified.

## **SHORELINE STABILIZATION AT GLOUCESTER POINT**

Staff from Parks, Recreation, and Tourism and Public Works will meet with VIMS (Virginia Institute of Marine Science) staff and their Design-Build Team working on their shoreline stabilization project. VIMS had hoped to get some stimulus funding for shoreline stabilization so we could link up with the planned VIMS project, but that did not happen. The meeting is scheduled to discuss how the new VIMS work will transition to the County's beachfront. The original plan was just to armor their shore with riprap up to our property line. The VIMS design-build team is proposing to construct a spur from our property line and extending diagonally into the water off our shore. This change looks promising and would be a no cost change with no cost to the County.

## **SMOKE TESTING BY UTILITIES DEPARTMENT**

Smoke testing by the Utilities Department is 90% complete.

## **SOCIAL SERVICES PROGRAMS**

The Social Services Director reported the following regarding services provided by Social Services to Gloucester County citizens:

- Supplemental Nutrition Assistance Program (SNAP) participation rate has increased from 66% last year this time to slightly over 77%.
- SNAP applications have increased for self-employed citizens. Typically, we see this time of year an increase in applications from watermen, but types of self-employment are not so much seasonally related as in the past.
- State Social Services notified the Director of an administrative funding cut for the current year. Final details have not been received but it does not appear that it will have much of an effect on their budget since they have delayed hiring or not filled some positions. This was the state social services' way of passing on furlough days required of State employees.
- The Department launched their yearlong department theme for 2010 to be known as Quality Customer Service in Emotional Times. This theme was selected as they have had more verbal assaults from customers than ever before, making it more difficult for staff to maintain their professionalism and deliver quality customer service.
- The Department was notified this week that mandated trainings for benefit program staff were being scaled back and that there would be less trainings available, thus staff will need to travel further – for example, to Roanoke and Warrenton -- for required trainings, which will increase the department's travel/training budget.
- Court ordered home studies related to custody disputes have seen a marked increase unusual for this time of year. Court holiday closings typically mean less cases for these months. Our new cases represent a 40% increase over same time last year.

## **SOCIAL SERVICES-REGIONAL EVENTS, LEGISLATIVE ACTIVITIES, APPLICATIONS FOR BENEFITS**

The Director of Social Services and her social work staff participated in a regional court improvement meeting in Mathews County. Participants from Gloucester, Mathews and Middlesex Social Service agencies, court services, attorneys, the Juvenile Judge, and her staff reviewed matters of concern to all, with specific focus on the Virginia Social Services Child Welfare Transformation, new mandates, and best practices. Newly appointed Guardian ad litem (who will be working with families in the County who are before the juvenile courts) were introduced and an overview of the relationships between the agencies was discussed. A follow-up meeting will be held in Gloucester in April. Additionally, the Director participated

in the Virginia League of Social Service Executives legislative meeting in which time was spent with legislators reviewing pros and cons of various bills of interest to the Department of Social Services. In an effort to reduce travel costs associated with mandated State training, a regional training was held at Social Services to educate social work staff on changes in the foster care and adoption programs. Social Service staff from as far away as Emporia attended the training. This eliminated travel cost and time for not just Gloucester staff but also staff from the surrounding localities.

### **STATE BUDGET**

The Treasurer and the Commissioner of the Revenue attended Senator Norment's pre-session legislative breakfast this month. The Treasurer attended the State Budget Public Hearing in Portsmouth and the Commissioner of the Revenue visited Delegate Morgan and other delegates to support restoration of funding for local Treasurers and Commissioners of the Revenue.

### **STRATEGIC PLAN UPDATE**

An update to the 350<sup>th</sup> Strategic Plan was completed and presented to the Board at the January 19 meeting by the Director of Community Education.

### **TASK FORCE ON COMMUNITY CONCERNS TOPIC FOCUS**

The Task Force on Community Concerns, with the endorsement of the Gloucester Sheriff's Office, the Social Services Department and the Community Services Board, will pursue educating itself, as well as preparing community education forums, on domestic violence issues in Gloucester County as its next undertaking.

### **T. C. WALKER HOUSE**

The Director of Economic Development met with the construction company as we examine stabilization of the T. C. Walker home. He will continue to meet with Hampton University (HU) to determine potential uses of all HU properties.

### **TIMBERNECK PROJECT**

The County was notified by Timberneck LLC that an additional three or four more graves were discovered on the property. The project archeologist believes they may be 17<sup>th</sup> century graves. They also found oyster pits and a large trash pit. The archeologist will be providing a report on these additional findings, which staff will make sure are filed with the Department of Historic Resources. The state has been contacted about the graves and it is hoped that they can be relocated to the graveyard that has been protected and designated in the common area. The Timberneck team has been very diligent in following through on their proffers and promises about protecting the cultural resources on the site and have been keeping us informed of their progress.

### **URBAN DEVELOPMENT AREAS (UDA)**

Planning Department staff is monitoring the work of the Athey-Vogel Commission regarding various land use and transportation legislation that was proposed by the General Assembly. These regulations are related to Urban Development Areas (UDA's), proffers, and impact fees.

### **UTILITIES DEPARTMENT ACTIVITIES**

The Utilities Department:

- Completed repair on potable water line to Kentucky Fried Chicken.
- Repaired an 8-inch water main break on Jan. 20.
- Presented sewer expansion options to the Board of Supervisors.

## **VACO COMMITTEE APPOINTMENTS**

The County Administrator was appointed to the 2010 VACo Finance Committee and the 2010 VACo Conference Planning Committee.

## **VDOT NOTICE REGARDING PRETREATMENT IN ANTICIPATION OF WEATHER EVENT**

Prior to the snow event the weekend of January 29-31, the County received an e-mail from Marcie Parker, Resident Engineer at VDOT, informing us that VDOT would be “pretreating Route 17 from the Coleman Bridge to Glenss on Friday morning in anticipation of the snow.” This was the first time VDOT had pretreated in Gloucester County. She indicated that “the pretreatment is a salt brine solution that we spray onto the road. We use one truck to spray two lanes. This requires us to perform a rolling roadblock using two crash trucks behind the spray truck. The maximum speed we can go is 35 MPH.... This is a very messy operation. Our crash trucks will be about 200 feet behind the spray truck to allow for the brine solution to dry a little. But solution will get on the vehicles that follow our crash trucks.” This pretreatment effort by VDOT helped make the roads safer during that unusual weather event.

## **WATERVIEW MOBILE HOME PARK**

Consultants that prepared a proposal to solve the sewage problem at Waterview Mobile Home Park presented their proposal to the Utilities Department and provided copies of the proposal to Supervisor Rilee to distribute to the Board. Staff will report to the Board on this proposal once it has been reviewed by the Utilities Advisory Committee and a recommendation formulated. Planning Department staff compiled some background work, which was forwarded to the Utilities Director, as he is preparing a chronology for the Board’s information as background on this situation.

## **WETLANDS BANK IN NAXERA AREA**

Codes Compliance staff met with Engineering Consultants concerning the potential development of a freshwater wetland bank in the Naxera area. The proposed bank would serve what is known as the Coastal Basin areas including the Severn, Ware, and North River basins for wetland mitigation requirements for development projects where freshwater wetlands are impacted.

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

In January, the County Administrator spent a Friday afternoon in the Department of Information Technology with staff, discussing their duties and responsibilities and the projects currently assigned. This visit is part of an ongoing effort to provide opportunities, in small group settings, for all County employees to discuss issues and concerns with the County Administrator as well as to familiarize the County Administrator with various operational issues in the County’s departments and facilities.

## **WIND ENERGY AND WIND TURBINES**

The County Administrator and the County Attorney, along with representatives from Codes Compliance, Planning, and Public Works Departments, met in January to discuss the potential for modification of County codes to provide for wind energy solutions, specifically windmills, as directed by the Board of Supervisors. Planning Department staff distributed copies of the ordinance currently under consideration in York County. After receiving direction from the Board of Supervisors regarding wind turbines, staff provided the Go Green Committee a link on the County’s website to the resources the Planning Department has already collected, hoping this information will help them begin their review of these ordinances and be better able to provide a recommendation to the Board. Additionally, staff from Planning and Codes attended a webinar on wind turbines this week focused on individual property owner wind power electric generating devices. The presentation was informative and provided staff with additional resources to use when considering a potential local ordinance modification. The webinar presented both pros and cons of the emerging hi-tech devices, with emphasis on the regulatory aspects. Staff has also posted the link to many of these resources on our Planning Department website at: <http://www.gloucesterva.info/planning/initiatives/projects.htm>.

## **WINTER STORM**

The Emergency Management Coordinator participated in several conference calls this month hosted by the Virginia Department of Emergency Management regarding the January snowstorm. These calls are coordinated by VDEM with the purpose of providing up-to-date information to localities so that staff can prepare to deal with the consequences of such an extreme weather event. Due to the type of snow, Gloucester experienced very little power outage, did not need to declare a local emergency, and did not open a shelter. The Emergency Management Coordinator was in contact with the Sheriff over the weekend and on standby to take actions as needed.

## **WOODVILLE AND BROWN PARKS**

The wet weather continued to prevent construction at Woodville and Brown parks.

## **WOODVILLE PARK MEMORIAL GARDEN**

Volunteers and staff met at Woodville Park to begin to lay out the proposed Memorial Garden. An application for the project was submitted to the Sustainable Sites Project to be a pilot project for testing the standards of sustainable landscaping. We will find out in mid-March if we have been accepted. Being a part of this program would be an honor and could help with fundraising and making grant applications more competitive. A follow-up meeting will be held next week with representatives of all of the garden clubs, the Abingdon Woman's Club, the Giving Garden, and the Master Gardeners to review the draft plan. It is hoped that planting can begin this spring.

## **YOUTH COMMISSION AND EVENT PLANNING**

The Gloucester Youth Commission is working on three special events planned for this year. They would like to conduct a "fun and field day" for elementary school students and a "wellness lock-in" for middle school students. All activities will depend on successful fundraising to support the events. They also plan to conduct the annual Outstanding Youth and Youth Advocate Awards program. In other matters, the Community Education Director received many compliments on the youth's attendance and participation at various commission and council meetings attended by the Youth Commission members.

Wednesday, February 10, 2010