

**GLOUCESTER COUNTY  
COUNTY ADMINISTRATOR'S  
MAY 2010 MONTHLY REPORT  
Presented Thursday, June 10, 2010  
Prepared by Brenda G. Garton, County Administrator**

**CALENDAR ITEMS**

Upcoming events:

- Continued Board Meeting as Joint Meeting with Board of Equalization, Tue., June 29, 7:00 pm.
- Regular Board Meeting, Tue., July 6, 7:00 pm.
- Board Strategic Planning Retreat, Fri., July 9, 12:00 noon, Whitcomb Lodge.
- NACo Annual Conference, July 16-20.
- Regular Board Meeting, Tue., Aug. 3, 7:00 pm.

**ADULT DAY BREAK OPEN HOUSE**

In honor of Older Americans Month, Gloucester Adult Day Break, a Bay Aging program for adults with special needs, located on Fiddlers Green Road, held an open house during May.

**BEEHIVE PRINT SCHEDULE**

With funding being provided for four issues, the Community Education staff is working with Parks, Recreation, and Tourism, the Gloucester Library, and Cooperative Extension to establish the most effective print schedule to benefit publicizing and promoting classes, activities, and programs. The fall issue will be printed either in mid-July or early August.

**BOARD OF EQUALIZATION**

The Board of Equalization (BOE) completed its hearings and finished its administrative work in May. The BOE Report was delivered to the Board in its packet for the June 1 meeting. The Board of Equalization will meet with the Board of Supervisors at a work session on June 29. This report is available on the County's website: <http://www.gloucesterva.info/assessment/pdfs/Boereport.pdf>.

**BOARD OF SUPERVISORS STRATEGIC PLANNING RETREAT**

The Board of Supervisors is scheduled to hold a Strategic Planning Retreat on Friday, July 9, beginning at noon at Whitcomb Lodge for the purpose of reviewing the County's Strategic Plan and prioritizing the individual goal items in the plan.

**BROWN PARK AND SKATE SPOT**

The Director of Parks, Recreation, and Tourism anticipates the completion of the Skate Spot at Brown Park during July. Funding was made available by the Board (through a donation) and a small amount of additional funds were raised. A private engineer was hired to revise the site plan and go through the entire permitting process. The very wet winter has affected the progress of the project. All permits have been issued and the property has been staked. Construction of the skate spot started this month.

**BUDGET FY 2011**

Public copies of the Adopted FY 10-11 Budget have been placed in the two public libraries and the County Administrator's office. The web version was placed on the County's web site this month and is available at: [http://www.gloucesterva.info/acct/Adopted%20FY%2011%20Budget%20Print%20\(1\).pdf](http://www.gloucesterva.info/acct/Adopted%20FY%2011%20Budget%20Print%20(1).pdf).

**BURGH WESTRA REZONING - Z-10-01**

The Planning Commission held a public hearing on the rezoning of the Historic Overlay District for Burgh Westra to correct a discrepancy between the original district and the official map. After hearing no comments from the public, the Planning Commission voted unanimously (with two absent) to forward the proposed rezoning to the Board of Supervisors with a recommendation for adoption.

### **CABLE CHANNEL 48 SUPPORT**

Channel 48 had problems with color bars being broadcast this month and DIT along with Community Ed staff did trouble shooting and fixed the problem. The vendor helped and will continue to monitor the problem.

### **CANOE CLASSES**

In cooperation with Beaverdam Park and the Parks, Recreation, and Tourism Department, canoe classes were offered to the elementary schools and coordinated by Community Education as part of the after-school enrichment programs. Several of the elementary schools participated by sending the maximum number of students (14) to the classes, where they were taught basic canoe and paddling skills and safety on the water. This event culminates with the Paddle Jam at Beaverdam and helps to increase participation of families and youth in this event.

### **CAPABILITIES ASSESSMENT MEETING**

Emergency Management hosted a team of consultants that are working with the Hampton Roads Urban Security Initiative (UASI) Program to answer questions concerning planning, preparedness, emergency operation center (EOC) management, evacuation, transportation, and communications. Those who participated in the assessment were Abington Volunteer Fire and Rescue, the Buildings and Grounds Department, the Utilities Department, and the Sheriff's Office. The Assessment Report will be published in September 2010 and will help future funding for the UASI.

### **CATEGORICAL FUNDING OF THE SCHOOL BOARD**

Based on an inquiry from the Board of Supervisors, Country staff is researching options for categorical funding of the School Board. Per Virginia Code, the Board of Supervisors can provide lump sum appropriation funding for the School Board, which is currently Gloucester County's practice, or can appropriate the School Board budget in categories defined by state code, which include (1) instruction; (2) administration, attendance and health; (3) pupil transportation; (4) operation and maintenance; (5) school food services and other noninstructional operations; (6) facilities; (7) debt and fund transfers; (8) technology; and (9) contingency reserves. Staff expects to provide a summary to the Board at its July or August meeting.

### **CENSUS 2010 SUPPORT**

The Census Bureau used the Department of Information Technology's front room for training of field workers in May. The training was to support workers who went into the field to homes where residents did not turn in their census forms.

### **CERT (COMMUNITY EMERGENCY RESPONSE TEAM) GENERAL PREPAREDNESS INFORMATION**

The Community Emergency Response Team (CERT) Steering Committee met for its monthly meeting and had a guest speaker on General Preparedness. John Ertel, a CERT member, gave the presentation, which covered extensive planning procedures and preparedness kits.

### **CHESAPEAKE BAY 'POLLUTION DIET' TMDL EPA WEBINAR**

The Environmental Division of Codes Compliance hosted three EPA webinars this month concerning the upcoming regulations pertaining to Chesapeake Bay clean-up programs. Attendees included staff from the Departments of Codes Compliance, Planning, and Public Utilities, as we continue to learn more about how

the new initiative will impact these County functions. The ‘Pollution diet’ or TMDL (Total Maximum Daily Load) concept for our area waters and the Chesapeake Bay is being developed through new forms of monitoring and analyses, as well as review of historic information collected over the last decade or so. The federal and multi-state initiative is expected to be formalized by the end of 2011. The lawsuit recently settled between the EPA and the Chesapeake Bay Foundation (CBF) has reinforced the commitment by the EPA to set finite pollution limits for Bay contaminants. Once set, the Bay States must develop programs to reduce, monitor, and allocate pollutants, and administer programs for the control of stormwater runoff and other pollution sources. The States, including Virginia, are fully expected to require cities and counties to develop and administer such programs at the local level. Exact ramifications at the local level are unknown at this time, but are expected to place the County in the position of enhanced permitting review/oversight and administration of evolving stormwater programs impacting Codes Compliance, Planning, and Utilities Departments.

### **CLEAN COMMUNITY COMMITTEE UPCOMING EVENTS**

The Clean Community Committee assisted Abingdon Elementary School in organizing a cleanup on Saturday, May 15 on Old Hickory Fork Road around Haynes Mill Pond. The site was selected in consideration of where it would be safer for students to pick up trash. The Committee just completed a cleanup at the end of Kings Creek Road on May 1 to address the light bulbs and other dumping on that road.

### **CLEAN COMMUNITY COORDINATOR RESIGNATION**

The Clean Community Program Coordinator has resigned to accept a full-time position outside of Gloucester County. As this program coordinates several essential services, such as the state’s abandoned vehicle program, mandated state recycling report, and management and coordination of all programs and services of the litter prevention and recycling grant, the position will be advertised and filled. There are grants which supply some funding for this position and these programs.

### **CLEAN THE BAY DAY CREEK CLEAN-UPS**

The Environmental Programs Administrator in the Codes Compliance Department was a guest speaker on the WXGM Sunday morning show with Karl Brubaker this month to talk about the annual Creek Clean-ups, which were held Saturday morning, June 5. The annual event, now observed and associated with the Chesapeake Bay Foundation’s Annual Clean the Bay Day, began at 9:00 am at three locations in the County: South Chesapeake Marina (Severn River), York River Yacht Haven (Sarahs Creek/York), and Crowne Point Marina (Perrin River). Pizza lunch was provided as folks finished up at each location around noon.

### **CLIMATE CHANGE FORUM**

A member of the Planning staff represented the County at the “Climate Change Forum”, sponsored by the York River Group of the Sierra Club and the HR3C which was held on May 19 at the Sandy Bottom Nature Park in Hampton. Other localities represented included Hampton, James City County, New Kent County, Newport News, Norfolk, Poquoson, York County, and Williamsburg, as well as staff from the Hampton Roads Planning District Commission. An estimated 30 – 40 citizens and Sierra Club members attended the event. Each speaker discussed highlights of the various actions that their locality has taken to reduce emissions (energy use) and any future measures being considered for further mitigation actions and/or climate change adaption planning. Several items that Gloucester County has implemented were highlighted, including: the County’s two Go-Green committees and the Board’s adoption of the “Gloucester County Green Policies and Procedures”; Gloucester’s award of the Energy Efficient Block Grant (EEBG), which will assist in the weatherization of 12 – 14 homes in the County for moderate income residents; Congestion Mitigation Air Quality program (CMAQ) funding for Signalization Coordination along Route 17; and the County-wide enforcement of the Burn Ordinance. Also highlighted were the adoption of the County’s Floodplain Management Plan and Open Space Management Plan, and the County’s assistance with the Middle Peninsula Planning District Commission (MPPDC’s) update of the Regional Flood Mitigation Plan

and the Regional All Hazards Mitigation Plan. Also discussed was the work Virginia Geographic Information Network (VGIN) has done to obtain a \$500,000 grant from United States Geographic System (USGS) to have Light Detection and Ranging (LIDAR) mapping in Gloucester, Mathews, and Lancaster Counties. The meeting was a great opportunity for Gloucester to mention various projects in the County which are helping to make Gloucester more efficient and environmentally conscious.

### **COGNOS TRAINING FOR SUNGUARD PENTAMATION USERS**

The Department of Information Technology (DIT) had a webinar with Sunguard on the Cognos 8 web report writer. This new report writer Cognos 8 and Query Studio will be an excellent way to efficiently retrieve data from the new system. Planning staff, along with staff from multiple other County departments, attended the web based training course.

### **COMMUNICATIONS/DISPATCH UPGRADE**

The Director of Public Works met with Motorola representatives at the Sheriff's office to establish the schedule for the cutover to the new system (dispatch room, 911 call taking system, 911 mapping system, and 800 MHz radio system). Additionally, the Director of Public Works reports that the Commonwealth of Virginia Wireless E-911 Services Board (911 Board) met in May to discuss their continued funding of 911 trunk telephone lines. A long-standing contract with Verizon recently expired, resulting in significantly increased costs for 911 telephone services that route 911 calls to each locality's 911 center. The 911 Board decided to continue paying for the 911 lines directly, to enable the continued cost benefit of lumping costs for each locality into one contract. To fund the increase in cost, the 911 Board decided to use funds previously budgeted for annual PSAP grants (Public Safety Answering Point). This act will drastically reduce the amount of funding available for these grants. Gloucester has received \$300,000 in PSAP grants over the last three funding cycles and has requested another \$150,000 this year. It is expected that the 911 Board will make grant selections at their July meeting after the full impact of their recent decisions are known. Grant funds, if received, would help pay for our new 911 equipment, which would free up funding to act as contingency for the balance of our overall Public Safety Communications System/Dispatch upgrade project. Also, conflicts with the frequencies assigned to the County for our new communications system have been resolved. We anticipate receiving an updated schedule that identifies all of the remaining tasks necessary by Motorola and the County, including physical improvements, FCC license requirements, and training for dispatchers and system users. Once in the temporary dispatch center, dispatchers will be connected to the new radio system and the old radio system, which will be linked together, enabling a smooth transition for all of the field radios (subscribers).

### **COMMUNITY EDUCATION ENRICHMENT PROGRAMS**

Enrichment programs, funded by donations, are underway in four elementary schools. Programs are being offered to sixty-four identified students who are being provided one hundred hours of instruction, learning reinforcement, and/or homework assistance.

### **COMMUNITY POLICY AND MANAGEMENT TEAM POLICY UPDATE**

Community Policy and Management Team representatives from Social Services and the Health Department are working in conjunction with the local Comprehensive Services Coordinator to bring local policy in line with recent State changes. A complete overhaul of the local policy is being undertaken. The CPMT makes funding and policy decisions regarding use of state and local funds to serve children under the State's Comprehensive Services Act.

### **COMMUNITY USE OF SCHOOL FACILITIES**

Due to the new school calendar adopted by Gloucester County Public Schools, changes to community usage and the rescheduling of activities, including use by Parks, Recreation, and Tourism for the various camps and programs, is underway to accommodate the many groups utilizing community schools on designated

nights. Many of the reduced days are Mondays, which will impact groups meeting in the schools on Mondays. All attempts are being made to accommodate on other community use nights.

### **COMPREHENSIVE PLAN UPDATE**

Planning Department staff has been working with Hampton Roads Planning District Commission (HRPDC) staff on drafting and updating the Comprehensive Plan, including substantial input on the Transportation Section of the plan. Three public meetings were planned for June, in an open house forum format rather than a presentation style format, in the hopes of engaging citizens more and providing flexibility for citizens to come and go based on their schedules. The meetings include a survey with questions regarding the main issues so that we get their feedback in writing to be able to incorporate citizens' needs into the plan. Staff and committee members will participate in the meetings and explain some of the ideas and the direction being proposed for this comp plan update. The meetings were scheduled to run from 5:00 pm to 8:00 pm with the following dates and locations:

- Tuesday, June 15, 2010 at Achilles Elementary School
- Tuesday, June 22, 2010 at the Piankatank Community League Building in Harcum
- Thursday, June 24, at the Gloucester County Library in the Main Street Center

### **COMPREHENSIVE SERVICES ACT FY 2010 APPROPRIATIONS**

The Community and Policy Management Team, which administers the work for the Comprehensive Services Act (at-risk youth), continues to report increasing expenses for the program. An additional appropriation of \$150,000 was approved by the Board of Supervisors at their June 1 meeting. This appropriation will be 100% additional state funding and will not require any additional County transfer. The request was approved by the State, and represents the first time in many years that the locality has requested a supplemental allocation from the State to meet the mandated population to be served. Efforts to cap this State funding failed in the recent General Assembly Session.

### **CONGRESSMAN WITTMAN VISIT**

The Republican Committee reserved the Colonial Courthouse for a visit by Congressman Wittman on the afternoon of Monday, May 31.

### **CONSENT ORDER**

The Department of Public Utilities received the equipment necessary for the re-monitoring of sewage flow required by the DEQ to meet the requirements of the EPA Special Order on Consent. Arrangements will be made for the installation of the equipment as soon as practicable. Additionally, staff in the Public Utilities Department attended a meeting focused on the North Shore regional hydraulic model.

## **CONTINGENCY FUND**

The balance in the contingency fund is \$20,368:

FY 2010 Adopted Budget Amount	\$	316,291
Estimated Employee Health Insurance Benefits	\$	(113,709)
Replacement of Beaverdam Park Boat Motor	\$	(2,900)
Jail Study for Occupancy Limits	\$	(12,800)
Estimated Unemployment Payment	\$	(33,798) 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	\$	1,500
FEMA Grant (Warranty Repairs)	\$	(300)
Furlough Days	\$	(91,686)
Broadband Study for Regional Grant (Round 2)	\$	(5,000)
Animal Control Court Cases	\$	<u>(13,202) Estimate</u>
Balance Remaining May 31, 2010	\$	20,368

## **CONTINUITY PLANNING**

Several department heads met to discuss Continuity of Operations Planning (COOP). The Emergency Management Coordinator will continue work on this plan, as it will be County wide and will include pandemic planning.

## **CORR STREET ACCESS FROM COURTHOUSE ROAD**

VDOT has removed the traffic counting devices that were in place on Corr Street and preliminary efforts are underway to analyze the results with regard to opening the courthouse access road to Corr Street. The access road will remain open while the overall situation is reviewed and considered. No complaints about increased traffic or associated problems were reported during the period of time that the entrance was reopened.

## **COST ALLOCATION PLAN**

The County has received the completed Central Services Cost Allocation Plan for the Year Ended June 30, 2009. This plan identifies, accumulates, and distributes allowable direct and indirect costs, and identifies the allocation methods used for distributing the costs, with the goal of maximizing reimbursements from the state for services provided by the County to Social Services. In addition, the County will receive \$104,397 in a May 31 wire transfer, which is approximately 29.44% of the amount reported for FY 2008. Please note that the process involves quite a bit of time delay in filing the reports and the State determining the amount and receipt of reimbursement.

## **COURTHOUSE HISTORIC DISTRICT RENOVATIONS APPROVED**

At their May 18 meeting, the Historical Committee approved two applications for renovations/repair around the Court Circle. The Committee approved window and door replacement, as well as a Historic Building Plaque, for the Botetourt Masonic Lodge #7 at 6494 Main Street. Additionally, the Committee approved an application to repair/replace rotted siding on the rear of the Kern's Building at 6527 Main Street, and to replace an existing window unit air conditioner with a heat pump system.

## **CULTURAL RESOURCE SURVEYS**

Discussions continue regarding requirements for cultural resource surveys based on known historic and cultural resources. The Department of Information Technology (DIT) provided a map of the sites that have been digitized by a volunteer Historical Committee member from a paper map prepared in the 1970's, which led to some detailed discussions regarding the many aspects of this potential code amendment. The committee will continue to work with DIT on the data and mapping and to discuss possible uses for the information, not just for regulation, but also education and outreach to property owners.

## **DARE GRADUATION**

Community Education coordinators provided valuable services and support to the DARE instructor and annual graduation ceremonies in our elementary schools.

## **DAY CARE PROVIDERS PRESENTATION FROM SOCIAL SERVICES DAY CARE STAFF**

An informational meeting was held with all day care providers in the County who serve Social Services clients through the Subsidized Day Care program. New Virginia requirements on Subsidized Day Care services will be implemented July 1, 2010. These changes represent substantial changes which require a memorandum of agreement being signed by the Social Services Department and the local providers. Stricter limitations are being placed by the State on the services paid with state and local dollars. Parents who receive these services will see changes in their responsibilities within this program, to include potential increased payment requirements on their end.

## **DEPARTMENT DIRECTORS PLANNING RETREATS**

The County Administrator designed and scheduled Planning Retreats for County Department Directors and Constitutional Officers on June 7 and 15, held at Whitcomb Lodge.

## **DISTRIBUTION AND COLLECTION SYSTEMS**

During this month, the distribution crew in the Public Utilities Department repaired water lines at three locations, installed a 4" water main valve and new blow-off hydrant at Village Woods, performed preventive maintenance at Pump Station #15, repaired two water line breaks, and responded to a blocked sewer line.

## **EMERGENCY COMMUNICATIONS CENTER (ECC) DESIGN**

A space programming meeting for the new ECC (Emergency Communications Center) was held this month, where it was noted that the project was funded solely as an ECC and not in an amount suitable for a joint ECC/EOC (Emergency Operations Center). However, staff worked with the architectural firm to have them estimate the potential additional cost to build a combined ECC/EOC instead of the currently budgeted amounts to include a minimum additional expenditure needed to develop empty shell space only for future EOC development and use. With a design goal for the ECC of accommodating our needs for the next 20+ years, a similar approach would be appropriate for an EOC. Three alternative site designs/building plans were prepared by the architects, including consideration of the additional cost to incorporate shell space for a future EOC. Each concept considered a stacked design with an ECC on an upper floor and a future EOC on a lower floor. One option provided the additional shell space at a cost not substantially more than the current budget. These options were reviewed by the Public Works Director at the Board's June meeting, and the Board approved the plan to design this option with the EOC shell space on the bottom floor.

## **EMERGENCY SERVICES MEDIA & ESSENTIAL CONTACT LIST**

Community Education staff are updating the listings for media and essential contacts in preparation for hurricane season to ensure all the appropriate media and essential contact information is current and correct.

## **EMPLOYEE GROUP HEALTH, DENTAL, AND VISION INSURANCE RENEWALS**

The Director of Human Resources reported this month that final renewal rates for group health, dental, and vision insurance were received. Health insurance premiums for County staff will decrease 9.4% for all plan options, dental premiums will increase 2.4%, and VSP vision will renew at current rates. All rate changes are effective on the July payroll for a coverage effective date of August 1. The health insurance decrease is especially welcome news, given that rates increased 26.3% for the current year, and represents a health insurance premium cost savings for the county-paid portion of this employee benefit as well as employee paid portions. Open enrollment meetings were held this month for County employees to present renewal rates and review health, dental, vision, and flexible benefit plans. Representatives from each of the carriers (Anthem, Delta Dental, & VSP) and Flexible Benefits, Inc. were available to provide information and answer any questions.

## **EVACUATION MEETING**

The Emergency Management Coordinator attended the Virginia/North Carolina Annual Evacuation Meeting that was held in Currituck County. The meeting format was an exercise of a category three hurricane forcing the Outer Banks to evacuate into Virginia. This type of evacuation affects the evacuation route of US 17.

## **FATHER-DAUGHTER DANCE AT PETSWORTH FULL SERVICE SCHOOL**

The annual Father-Daughter Dance at Petsworth Elementary School was conducted with 26 fathers or significant father figures joining 27 daughters in an evening of dinner and dancing. Guest speaker Karen Mortensen with the Victim/Witness program presented "The Most Important Man in a Girl's Life: Her Father." Material was provided on "10 Tips for Dads and Stepdads with Daughters" and "The Meaning of Father Involvement for Children."

## **FATS, OILS, AND GREASE (FOG) ORDINANCE**

The Director of Public Utilities and the County Attorney are drafting a proposed FOG (Fats, Oils, and Grease) Ordinance for presentation to the Board this summer. The ordinance is related to commercial establishments on the County's sewer system, not residential customers.

## **FINANCIAL ADVISOR SELECTION**

The selection committee for evaluating and recommending our next financial advisor has been chosen by the County Administrator. The proposals were reviewed by the committee members and interviews conducted in June. Final contract negotiations for the firm selected were to continue in June.

## **FISCAL YEAR END**

The Finance Department notified County departments and agencies of the need to review their FY 2010 expenditure transactions for accuracy. In addition, Finance is cautioning departments and agencies not to overspend appropriations. These are routine fiscal year-end procedures.

## **FITCH RATINGS**

Gloucester has received the results of Fitch Ratings' recent recalibration of the Economic Development Authority Lease Revenue Bonds (Courthouse Project), which moved us from an "A" (with bond insurance) to an "A+". In 2008, Fitch undertook a new review of its municipal ratings framework, which demonstrated the continued very low default history of municipal bonds with other sector bonds. The intent of the recalibration is to ensure a greater degree of comparability across Fitch's global portfolio of credit ratings, which is not to be interpreted as an improvement in the credit quality of our securities. In addition, we must remember the credit rating Fitch provides is their opinion on the relative ability of Gloucester County to meet its financial commitments.

## **FLOATING HOMES COMMITTEE**

The County Administrator made three appointees to represent Gloucester County on the committee working on issues related to floating homes through the Middle Peninsula Planning District Commission (MPPDC): Anne Ducey-Ortiz, Marion Clements, and Joe Heyman. The project is funded through a grant from the Virginia Coastal Program and is based on the results of the *York River Use Conflict Committee Report and Recommendations*, which were adopted by the Board of Supervisors. Per the outlined focus from the MPPDC, the committee will study and follow up on the following issues related to floating homes, provided by MPPDC:

- What is a floating home
- When should local government become concerned about management issues
- What public services should or could be required
- How might these homes be taxed
- Definition of transience
- Discussion of visually appealing versus visually appalling
- Use of zoning as a tool to manage areas of moorage
- Recommendations for a policy to restrict floating homes

The committee held its initial meeting this month, and work through the summer is expected to generate a final report in early fall to include recommendations for local governments to be better prepared to address this issue based on their community's needs and vision.

## **FLOOD ZONE DATA FOR CODES**

The GIS group used the new FEMA flood zone data and overlaid it on the County's GIS mapping to provide a list of all homes that are in the flood zones. The Codes Compliance Department will use this list to send a direct mailing to all homes to inform them about being in the newly defined flood zones.

## **FLOODPLAIN MANAGEMENT COMMITTEE MEETING**

The County Administrator appointed members of the Gloucester County Floodplain Management Committee, which was established by Board action to review the County's Floodplain Management Plan. The committee is comprised of designated staff representatives as well as citizen representatives, and is required to include at least 50% citizen representation per the Board's directive. The purpose of the committee is to complete an annual evaluation report and five year update of the Floodplain Management Plan to ensure that there is a continuing and responsive planning process. Mr. Borden has agreed to be the BOS representative on this committee. The first meeting of this committee was held in June.

## **FLOODPLAIN ORDINANCE**

The Director of Codes Compliance is working with the County Attorney to incorporate required modifications to the County's Floodplain Ordinance to be presented to the Board in the near future for approval to hold a public hearing on the proposed ordinance modifications.

## **FOIA (FREEDOM OF INFORMATION ACT) POLICIES AND FEES**

The current County FOIA (Freedom of Information Act) policy and administrative procedures are being reviewed for modification to the fee schedule and payment method for improved consistency and updates.

## **FOSTER PARENT RECOGNITION AND TRAINING**

May was Foster Parent Appreciation Month. Social Services foster care staff presented training for Gloucester, Mathews, and Middlesex foster families, combined with an appreciation dinner. Ongoing training is a requirement for foster families. At this event, staff provided the families, to include their children, with a full dinner meal as well as small door prizes provided by organizations in the community who support the foster care program. Children were engaged in games and activities while their parents received training.

## **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.

<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
Sheriff	Major	FT
Reassessment	Senior RE Appraiser	FT
Reassessment	RE Appraiser II	FT
Reassessment	RE Assessment Tech III	FT
Sheriff	Deputy Corrections	FT

## **GLOUCESTER BUSINESS PARK**

The Economic Development Director met with Dagan Electric regarding electrical inspections and pouring concrete for the support poles and mast arms for the traffic signal at Gloucester Business Park. The project time line for completion anticipates the work to be completed in June.

## **GLOUCESTER GOES GREEN DAY**

The County’s internal (employees) Green Initiatives Team hosted a “Gloucester Goes Green Day” on Saturday morning, May 8 in the parking lot of the Main Street shopping center, next to the library. At this very successful event, held for the second year, residents took advantage of shredding services, participated in a plastic bag swap (swapping plastic bags for a reusable shopping bag), learned about rainwater recycling, and picked up information on environmental issues. Ink and toner cartridges were collected to benefit the Boys and Girls Club, and old cellular phones were collected for reformatting and distribution to victims of violent crimes. In addition, aluminum cans were collected and donated to the Giving Garden Foundation, a nonprofit organization in the County which uses the money raised from the cans to help support cancer patients throughout the County.

## **GLOUCESTER/MATHEWS FREE CLINIC PROGRAM TRAINING**

A Social Services Benefit Program Supervisor spoke to the Gloucester/Mathews Free Clinic staff in an effort to educate staff about the potential Social Services programs to which their patients may be entitled.

Medicaid was a popular topic, with the supervisor being invited to speak with the Board of Directors in the near future.

### **GLOUCESTER POINT LIBRARY PROJECT**

The Procurement Manager prepared an RFP (Request for Proposals) for Gloucester Point Library space. The Library Board of Trustees was given an opportunity to review the RFP prior to its issuance. The RFP allows for maximum variety and flexibility in proposals, including lease or purchase of space for the branch library by the County. Proposals will be considered and reviewed once the submission deadline has passed.

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

Due to a lack of quorum, there was no formal meeting of the Go Green Gloucester Advisory Committee on the regularly scheduled date of May 25. The members of the group in attendance discussed the next meeting and there is potential to change the date if needed in order to better accommodate Committee members' schedules. The next meeting date is currently set for June 22.

### **GREAT AMERICAN CLEAN UP**

To date, 280 volunteers have donated over 800 hours collecting 484 bags of litter from Gloucester roadways in the Great American Clean Up, which ended May 31.

### **GREENWAYS WEBINAR**

Planning Department staff participated in a free NACo webinar on the importance of greenways in revitalizing communities. Greenways and a green-infrastructure approach are planned to be an integral part of the Comprehensive Plan update. While some of the material was already familiar to staff, there were some excellent examples of how other localities have used green-infrastructure in their long-range planning, subdivision approvals, and recreational programs. Staff obtained great links to various resources which will help in our current planning efforts, as well as potential code amendments, to implement the goals of the plan.

### **HAMPTON ROADS EMERGENCY MANAGEMENT COMMITTEE**

The Emergency Management Coordinator attended the monthly Hampton Roads Emergency Management Committee (HREMC) meeting, which covered a WebEOC test and updates for the upcoming tabletop exercise held at the end of May.

### **HAZARDOUS COMMUNICATIONS TRAINING**

The final group of employees have completed required on-line Hazardous Communications training.

### **HEALTH AND WELLNESS COMMITTEE**

The Health and Wellness Committee asked County employees to complete a short survey about their current health this month. The survey was a good tool to gauge whether one was making progress towards leading a healthier lifestyle and what areas could be improved upon. Employees could earn 50 BE HIP-Get Fit incentive points for completing the survey. The BE HIP-Get Fit Program is an initiative of the County Administrator to encourage County staff to improve their overall mental and physical health and well-being.

### **HEALTHCARE ORGANIZATION EMERGENCY PREPAREDNESS SEMINAR**

The Emergency Management Coordinator served as a panelist in the Healthcare Organization Emergency Preparedness Seminar (HOEPS) that was hosted by the Hampton Roads Planning District Commission Special Needs Committee. The seminar allowed those in healthcare organizations to learn about emergency planning, disasters, and transportation issues and to meet the emergency managers from their localities.

### **HISTORIC DISTRICT APPLICATION BY MAIN STREET PRESERVATION TRUST (MSPT)**

The consultants working for the Main Street Preservation Trust (MSPT) have completed the application process for the designation of a new National and State Registers of Historic Places Historic District along Main Street. This district will qualify the properties within the district for certain federal and state tax benefits. This is not a local district and does not have any regulatory implications. As part of the requirements for designation, a public hearing and property owner notification is required. Staff from the Planning Department worked with the MSPT to provide a list of property owners within the proposed district and those adjacent to the district using the tax maps and property records.

### **HISTORIC PLANNING COMMITTEE**

The Historic Planning Committee, a subcommittee of the Planning Commission, met on May 24 to continue their discussion of planning for the historic Courthouse Area, as well as looking at the opportunities to implement the enabling legislations for cultural resources surveys for development on properties with known historic or archeological resources. The committee provides an excellent forum for communication and idea exchange between the various groups working on different aspects of similar issues and areas of interest and concern. The Main Street Preservation Trust (MSPT) is working on implementation of several of the recommendations in the Gloucester Courthouse Village Plan. The public hearing on the designation of a Village Historic District on the National and State Registers of Historic Places has been scheduled for August 17 at 5:30 pm at MSPT's office in the Main Street Center. A committee has been formed to review the proposed Design Guidelines for the Façade Improvement Grant program that the MSPT will be undertaking. David Brown and Thane Harpole of the Fairfield Foundations discussed their plans for the Edgehill Texaco, which they recently purchased.

### **HOT SPOTS ALONG MAIN STREET**

The Department of Information Technology is working to have all public hot spots on a separate network and internet connection. Staff is working to create a Virtual Private Network for all public internet traffic. This will affect all of Main Street, both Libraries, and the Senior Center. Once complete, traffic will be easier to monitor and have more efficient access to the Internet.

### **HURRICANE AWARENESS WEEK**

Hurricane Awareness Week in Virginia featured a sales tax holiday (May 25–31) to encourage Virginians to prepare for the upcoming hurricane season (June through November). During this time, purchases of items designated by the Department of Taxation as hurricane preparedness equipment were exempt from state sales tax.

### **HURRICANE PREPAREDNESS MEETING**

The Emergency Management Coordinator represented Gloucester County at the yearly Mathews Hurricane Preparedness Meeting. Bill Sammler from the National Weather Service provided a hurricane update. In this update, he noted that storm surge will no longer be measured in relationship to the Saffir-Simpson Scale for hurricane warnings. Gloucester and Mathews Counties are also discussing a potential mutual aid agreement for sheltering.

### **INFORMATION TECHNOLOGY DEPARTMENTAL SUPPORT**

The Department of Information Technology (DIT) staff supported the following significant activities this month:

- Worked with the Commissioner of the Revenue (COR) and the Real Estate Assessor to facilitate the export of the updated assessment data and the import of the data into the COR's application to produce the Land Book.
- Worked with the Public Works Department to get additional phone lines installed to support the radio system.

- Configured and tested the time sheet card readers for nine locations to continue the testing of the County's time sheet software. This software integrates with our payroll software and should help increase efficiencies with time sheets and payroll.
- Used the new FEMA flood zone data, overlaid it on the County's GIS mapping, and provided a list of all homes in the flood zones for the Codes Compliance Department.
- Worked with Economic Development on their new website in Dot Net Nuke (DNN), spending time on the development of the web pages and graphics, as well as taking photos of businesses as part of the new site.
- Worked with the Human Resources Department to update the Employee Access Center (EAC) website. The website was updated to provide more information on the employee benefits information page.
- Worked on the computer in the lab at the water treatment plant. This computer supports the lab, which is being used seven days a week for water analysis. DIT staff replaced the power supply on the monitor, which had failed.
- Supported the moving of 9-1-1 trunk lines to the new computer room to support the new phones and mapping application installed by Motorola.
- Worked with the real estate assessment department to update reports for all permits with a certificate of occupancy (CO). This will allow them to run reports on all completed permits.
- Reviewed DIT staff support of the Sheriff's office, which will begin after July 1.
- Worked on both the program and the equipment for the Library's Summer Reading Program.

### **LAND BOOK**

The Land Book was completed and filed by the Commissioner of the Revenue in May. The Treasurer worked on preparation of the file and has arranged to outsource the billing this year as an efficiency measure. Real estate and personal property tax bills were mailed in June.

### **LIBRARY ACTIVITIES AND PROGRAMS**

The Library is almost ready to be in the microfilm/fiche business again. After many months of being without a microfilm reader/printer, the new computer and the ProScan 2000 are in place in the Virginia Room. Staff is being trained and services were offered to the public in May. The Gloucester High School art students exhibited their work May 21 through June 4. Examples of photography, painting, drawing, sculpture, and 3D art were on display throughout the Main Library. A reception was held on May 27 for the very talented teens and the community, with refreshments provided by The Friends of the Library. All entries for the annual filmmaking contest were due on May 22. A reception and viewing of the entries was held on Saturday, May 29. Online registration for the summer reading program began on June 1.

### **LIBRARY BOARD OF TRUSTEES**

The Assistant County Administrator met recently with the newly elected Library Trustees Officers to brief them on the Library Director's interview progress and membership appointments, and to receive the Trustees' input on the Draft RFP for the Gloucester Point Branch Relocation Project.

### **LIBRARY DIRECTOR'S POSITION ADVERTISEMENT CLOSES**

The re-advertisement for the Director of Library Services position closed on May 14. The seated interview panel screened candidates and conducted interviews. An offer of employment in June is anticipated.

### **MAIN STREET PRESERVATION TRUST (MSPT) DESIGN REVIEW COMMITTEE**

Based on the recommendations of the Gloucester Courthouse Village Plan, the Main Street Preservation Trust (MSPT) will be sponsoring a façade improvement grant program for the commercial portion of Main Street. As part of this program, MSPT has contracted with Frazier Associates to prepare design guidelines for use by the committee to evaluate the applications for the grant. A design review committee has been established to review the guidelines and once the guidelines for the grant have been established, to use the

guidelines for review of the applications. The Planning Director was asked to serve on this committee, along with other members representing various sectors of the village and the community.

### **MARILYN MORRIS RETIRING**

Marilyn Morris, the Family and Consumer Science Agent and Unit Coordinator for the Gloucester Office of the Virginia Cooperative Extension, announced her retirement effective July 1. A reception is planned for Mrs. Morris in June, acknowledging her thirty-two years of service for Virginia Cooperative Extension, of which twenty-two years have been in Gloucester County.

### **MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**

The annual FY 10-11 budget and work plan for the Middle Peninsula Planning District Commission (MPPDC) were adopted this month. Additionally, the Commission voted to authorize the Chair and Executive Director to seek out a facilitator for a MPPDC Strategic Planning meeting to be held later in the summer.

### **MIDDLE PENINSULA REGIONAL AIRPORT AUTHORITY**

The Director of Economic Development, the County's representative on the Middle Peninsula Regional Airport Authority (MPRAA), attended the monthly meeting of the MPRAA. The principal discussions centered around the Life Evac III hanger, an update on improvements to the Airport's web site, and Capital Improvement Projects. The financial picture of the Authority appears promising, as the Profit and Loss Statement through April 30, 2010 reflected a Net Income of \$104,866.27. This projected net income is in contrast to last year's net loss situation.

### **MIDDLE PENINSULA STATE PARK**

The master planning committee for the Middle Peninsula State Park met this month and discussed comments from last month's public meeting. A draft layout for the park was reviewed. The Directors of the Planning and the Parks, Recreation and Tourism Departments attended the public input meeting on May 17, at which the Master Plan and design for the park located at the end of Aberdeen Creek Road were formally presented. Many attendees were concerned about road improvements on Aberdeen Creek Road to accommodate the increase in and diversity of traffic. There was a discussion of avoiding impacts to adjacent properties and views. The potential unique thematic nature of the park based on the archaeological and historic resources in the area was also discussed and the idea of using it as an outdoor recreation and learning center will be presented in the Master Plan. The draft master plan includes 30 camp sites, housekeeping cabins, a lodge, a visitor's/educational center, fishing, swimming beach, trails, and hand carry boat launches. If additional property is obtained, horse trails and motor boat launching will be added. Based on the current size of the park and the limitations due to natural features, no horse trails will be provided at this time. The need for adequate horse trails and facilities was a primary topic of the previous public input meeting. The plan was to be presented to the Department of Conservation and Recreation (DCR) Board on June 15, and is scheduled for adoption in July. Names for the park are also being solicited.

### **NACO DEFERRED COMPENSATION PROGRAM PLAN SPONSOR MEETING**

A member of the Human Resources Department staff attended an all expense paid trip to a NACo Deferred Compensation Program Plan Sponsor meeting in Ohio this month. She met with representatives of six other localities around the country at Nationwide's corporate headquarters to discuss the 457 plan and make recommendations to NACo regarding what their work plan mission should include for the upcoming year. Attendees developed a list of areas on which NACo's should focus: (1) Use the NRS field force and the outstanding education outreach and retirement planning services of Nationwide to increase enrollment and deferrals at the local level; (2) Improve the communications and training for plan sponsors in order to assist in the education, training and improvement of the financial literacy of public employees, thereby assisting them in increasing their savings for retirement and increasing their net worth prior to retirement; and (3)

Improve the communications and information to elected officials about the importance of supporting their employees as they save for retirement.

### **NATIONAL MILITARY APPRECIATION EXHIBIT AT GLOUCESTER LIBRARY**

During May, the Library displayed an impressive National Military Appreciation Exhibit honoring Gloucester Veterans Past & Present. Additionally, the staff extended an invitation to all County citizens to share personal memorabilia of their loved ones who are serving or who served in the military to be placed on a “Wall of Honor” located in a highly visible area at the front of the Library, near the circulation desk.

### **NATIONAL PREPAREDNESS WORKSHOP**

The Emergency Management Coordinator represented Gloucester County and the Hampton Roads Region in the National Preparedness Workshop from April 26-28. This workshop was the first of its kind to gather those from around the Nation that are participating in the Regional Catastrophic Planning Grant Program to discuss best practices and share ideas. She was also a panel discussion leader for Mass Care. Expenses for the attendees were covered by grant funds.

### **NEW HIRES**

Gloucester County welcomes the following new hires:

- Michael Clark – Gloucester Point Beach Park Attendant, effective May 5, 2010
- Shirley Tinker - Gloucester Point Beach Park Attendant, effective May 5, 2010
- Aleta Lemon – Social Services Emergency Worker effective May 17, 2010
- Suzanne Ripley – Park Aide effective May 26, 2010
- C. Ann Gentry – Temporary Deputy Clerk I effective May 26, 2010
- Lukas Mohnach – Gloucester Point Beach Park Attendant effective June 3, 2010

### **NEWPORT NEWS/WILLIAMSBURG INTERNATIONAL AIRPORT**

On Saturday, May 1, the Economic Development Director attended the Air Tran and Frontier event opening the new concourse at the Newport News/Williamsburg International Airport. Economic Development Authority member Warren Deal also attended the event. The Director also attended the May 3 Regional Airport Service meeting, which welcomed the Frontier Airlines inaugural flight, which now offers direct service between Newport News and Denver.

### **PARKS, RECREATION, AND TOURISM SCHEDULE AND FEE CHANGES FOR PROGRAMS HELD IN THE SCHOOLS**

The change in the school calendar will have a significant impact on the programs and services offered through the Parks, Recreation, and Tourism (PR&T) Department. Classrooms and gyms are routinely used on Mondays and many schedule changes will have to be made. The department was notified that we will be expected to cover all of the cost for utilities during non-community night events, which includes heat or air conditioning and custodial services. For example, the hourly rate for the use of gymnasiums will increase from \$25.00 to \$37.50, which will mean the fees for classes and programs that require utilities will need to increase.

### **PARKS, RECREATION, AND TOURISM VOLUNTEER RECOGNITION**

Through the generosity of donations and sponsorships, a pizza dinner was held for Parks, Recreation, and Tourism Department volunteers. Numerous awards were presented. A press release with pictures of the award winners was submitted to local media.

### **PERSONAL PROPERTY BOOK**

The Personal Property Book was delivered to the Treasurer’s Department staff and bills went out the second week in June.

### **PLANNERS ATTEND APA VIRGINIA ANNUAL CONFERENCE**

The Planning Director and two staff planners attended the sessions of the annual American Planning Association Virginia Chapter Conference in Norfolk. This year's sessions followed four different themes: Placemaking, Innovations, Transportation, and Environment, where staff learned a great deal which can be applied in our current Comprehensive Plan update, as well as other planning projects.

### **POOL SAFETY EMPHASIS FOR BUILDING SAFETY MONTH**

The Building Official emphasized pool safety as a primary topic for Building Safety Month in May. Each year, many tragic deaths, mostly small children, result from unsafe or unprotected residential pools. He prepared pamphlets and information regarding Building Code safety enclosures, where and when such enclosures are required, permitting and inspection, and other pertinent information to make your summer pool experience a pleasant and safe one. Citizens can stop by the Codes Compliance Office for the pamphlet and/or view a PowerPoint presentation on pool safety on the County Channel 48. Additionally, the full pamphlet is available on-line on the Codes Compliance Department page using the following link: <http://www.gloucesterva.info/codes/Information-Forms/SwimPoolPamphlet.pdf>.

### **PRIVATE ROAD REQUIREMENTS**

Based on review of a plat for division of parcels for agricultural purposes, Planning Department staff reviewed the requirements for road improvements for private roads. Section 15-14.1 of the Subdivision Ordinance provides that lots greater than 20 acres are not required to have a septic system if no development requiring such a system is proposed. However, if the lot is served by a private road, the ordinance does have requirements for improving that road to minimum standards so that emergency vehicles can access these roads. Typically divisions pursuant to 15-14.1 are used for agricultural lands and the private road requirements were meant to provide access for residential development. The Planning Director, as Subdivision Agent, is implementing a policy that would waive the private road construction requirements for lots created pursuant to 15.14.1, providing a note is put on the plat indicating that the driveway would be improved when any development occurs, similar to the note required in 15-14.1. Staff feels that requiring road improvements on a lot to be used for agricultural purposes does not meet the intent of the Subdivision Ordinance or the recommendations in the Comprehensive Plan to help preserve farming and forestry. Staff presented this policy to the Planning Commission at its May meeting and they endorsed it. Since this situation does not occur frequently, staff feels that a policy rather than a code amendment is appropriate at this time; however, a code amendment addressing the issue of agricultural divisions would be appropriate at some future date.

### **PROPERTY AND GENERAL LIABILITY INSURANCE FOR FY 2011**

The Central Purchasing and Finance Departments, with the aid of the County's insurance consultant, have completed negotiations for County property and general liability insurance coverage for FY 2011. We will continue to carry coverage with VACo Insurance Programs, and negotiations will result in a savings of approximately \$51,205 for FY 2011. This represents a significant amount of work by staff and our insurance consultant, and a significant savings for the County.

### **PROVIDENCE BAPTIST CHURCH SEWER EXTENSION**

As appropriate right of way documents were not provided to the County by the Board imposed deadline which would allow this project to move forward, a Board agenda item stopping the project was presented to the Board on May 4. Following passage of a resolution by the Board, work on this project has been stopped.

### **PUBLIC UTILITIES DEPARTMENT FINANCES**

The Board of Supervisors directed the Director of Public Utilities to meet with the Utility Advisory Committee to develop recommended approaches to address the ongoing financial issues in the department. The Utility Advisory Committee met on May 13, and a special meeting of the Committee was held on May

20, to discuss this situation. Staff is working on analyzing options and expects to give the Board recommendations in the next month or two. Additionally, the Board has approved an appropriation of \$500,000 from the County’s Fund Balance to the Public Utilities Fund in order to meet requirements for Bond Indenture and Financing agreements for our utility debt.

**RECOGNITION OF BOARD-APPOINTED GROUP MEMBERS**

Procedures are being developed and drafted for review by staff to recognize the members of the many boards, commissions, committees, and councils that provide valuable advice, expertise, and services to the County and the Board of Supervisors.

**RECRUITMENT**

<b>Snapshot for May 2010</b>			
<b>Position</b>	<b>Department</b>	<b>Closing Date</b>	<b>Status</b>
Part-time Custodian	Buildings & Grounds	Open til filled	Interviews Scheduled
Concession Attendant	Parks, Recreation & Tourism	Open til filled	Offers Pending
Park Aide	Parks, Recreation & Tourism	4/2/2010	Interviewing
Application Integration Coord	Dept of Info Technology	4/14/2010	Interviews Scheduled
Maintenance Specialist	Buildings & Grounds	4/30/2010	Phone Interviews Complete
Director of Library Services	Library	5/14/2010	Phone Interviews Scheduled
Pretrial Officer	Probation/Pretrial	5/26/2010	Closed
Deputy Clerk I	Clerk of Circuit Court	6/4/2010	Recruiting
Grounds Technician	Buildings & Grounds	6/4/2010	Recruiting
Custodian - Fulltime	Buildings & Grounds	6/11/2010	Recruiting
Clean Community Coordinator	Community Education	6/18/2010	Recruiting

Visit us on the web at [www.gloucesterva.jobs](http://www.gloucesterva.jobs).

**REGIONAL CATASTROPHIC PLANNING TEAM MEETING**

The Regional Catastrophic Planning Team (RCPT) held their monthly meeting and approved the Evacuation Transportation Study that was completed. This study is the first of a three part series which the grant funds (Transportation, Mass Care and Commodities).

**REGIONAL EMERGENCY MANAGEMENT EXERCISE FOR CAOs**

The County Administrator and Emergency Management Coordinator attended a regional exercise held in May in Hampton, primarily aimed at the Chief Administrative Officers in the Hampton Roads Planning District. The event was a Category 3 hurricane on Labor Day weekend requiring evacuation of the Hampton Roads area. The primary focus of the day was brainstorming ideas, issues, and problems which the localities might face in such an event, both as a result of the evacuation and also the devastation that would be caused by a Category 3 storm afterward, which was described as “Isabel times 10”.

## **RESOURCE COUNCIL MAY MEETING**

Community Education staff were present at the May 5 meeting of the Gloucester Resource Council, where a briefing paper was distributed to all members on the Council's poverty initiative. In addition, a report was provided on the state's universal referral/eligibility process that the Council was hoping to replicate in Gloucester, but due to financial costs and complicated procedures, it appears this will not be feasible at this time. In addition, an update on the Affordable Housing Trust Fund program and the application process for the two homes now available through the program was shared.

## **RESOURCE DIRECTORY LISTING**

Community Education staff is conducting their bi-annual update to the Community Resource Directory which lists all of the 450+ county, schools, community, and faith-based organizations in Gloucester and relevant regional areas.

## **RISK MANAGEMENT AND HUMAN RESOURCES CONSULTING SERVICES**

The proposals for the RFP for risk management and human resources consulting services were reviewed and evaluated against the established criteria: (1) Demonstrated qualifications and capacity of the offeror; (2) Demonstrated understanding and explanation of the insurance advisory services offered as it relates to the desired outcomes as outlined in the scope of services; (3) Demonstrated capabilities of the offeror; (4) Past performance and related experience; and (5) Proposed fee/costs/and/or rates associated with the offered insurance advisory consulting services. The top three choices were given to Central Purchasing Department to proceed with interviews to determine final selection, with interviews conducted in June.

## **RURAL ADDITIONS - MEREDITH DRIVE**

The Planning Department staff, the County Attorney, the VDOT Residency Administrator, and other VDOT staff members met with three representatives of Meredith Drive to discuss the process for having Meredith Road accepted into the state system. The meeting was very productive and it appears that the residents are willing to fund the required title search and survey required by the County in order for the road to be dedicated and accepted by the County.

## **SAWGRASS POINTE AREA SEWER EXTENSION**

Design of the collection system for the Sawgrass Pointe project is being conducted by Bay Design. A meeting was held by the Director of Public Utilities with Bay Design to review the Preliminary (working) design. Primary design is due in June.

## **SCHOOL BOARD ADDITIONAL APPROPRIATION IN THIS YEAR'S BUDGET (FY 09-10)**

As a result of questions asked by members of the Board, School Superintendent Dr. Kiser provided clarifications about the appropriations made by the School Board at their May meeting for FY 09-10. He noted that he asked the School Board to approve expenditures "using end-of-year savings out of the fiscal 2009-10 budget." He reported that savings resulted from "(1) asking staff to withhold spending 15% of their non-compensation lines until after the March 31 ADM verification, (2) absorbing positions as they became vacant throughout the year, (3) having a few more students this year to boost projected Basic Aid revenue that is based on enrollment, and (4) utility savings." He further added that "the approved expenditures included:

- o 3 new school buses (\$219,000)
- o Tires for school buses (\$15,000)
- o Repair of bus seats (10,000)
- o Repair of roofs (approximately \$100,000)
- o Gratuity payment to all staff except the Superintendent and Assistant Superintendent (\$400 per person at approximately \$380,000)"

He further requested, "Based on the Board of Supervisors' plan to discuss its funding methodology for public education in July, I am requesting the opportunity for the School Board and my office to be a part of

that conversation.” In response to a further question about the total appropriation, he provided the following: “The total for the expenditures approved by the School Board, to be covered by end-of-year savings, is \$724,000.”

### **SENIOR CENTER ANNEX RENOVATIONS**

The Senior Center Annex roof replacement and bathroom installation was completed. Due to cost savings in the overall project, additionally we were able to install new carpet in the front office area and perform other building improvements. The flooring in the interior bathroom was replaced by new flooring donated by Lockwood and installed by Gloucester County Buildings and Grounds (B&G). Buildings and Grounds staff installed an air conditioner which was a spare unit saved from a previous retrofit to the DIT server room and which represents a large improvement (in cooling and security) over the window unit that previously served that building. Courthouse Construction replaced the glass for the large front plate glass windows. The replacement windows will incorporate new double pane thermal/tempered glass that will vastly improve energy efficiency and the safety of the building occupants. In the end, the building will be nearly completely renovated within the original budget due to diligent cost savings measures, donations by Courthouse Construction and Lockwood, staff work on certain aspects of the project, and the cooperation between the County, the Main Street Preservation Trust, and Courthouse Construction to provide as much upgrade to the building at the most efficient cost, remaining within the original budget. The building now has a handicap accessible rest room, with external access, which can be opened during Main Street Community Events. A ribbon cutting for the Senior Center Annex was held in June.

### **SEPTIC PUMPOUT -- 5 YEAR PROGRAM -- CODES COMPLIANCE**

The Environmental Division in the Codes Compliance Department is preparing to send out the Notices for the State 5 year pump out requirement, to be mailed in July. The County initiated the State required program in July, 2005, with huge success within approximately the first 18 months. It should be noted that failing and/or improperly maintained septic systems have been identified as contributors to the poor health of the Bay, which can and must be remedied.

### **SIGN ORDINANCE**

Planning Department staff worked on incorporating the comments from the Planning Commission (PC) after its work session last month, but in writing various sections, had additional questions for both the PC and the County Attorney. Staff reviewed the questions with the PC and plans to provide a draft which incorporates their suggestions, as well as the requested legal direction from the County Attorney, in the near future. There was a lengthy discussion on digital (LED or electronic) signs and the PC will review two options with the next draft that will consider not permitting them at all or allowing them with conditions.

### **STREET MAP GIS UPDATE**

The GIS (Geographic Information System) group started work on updating the County street map. All new roads have to be placed and the layout updated since the last street map was produced. This project will continue until all road additions are drawn and all quality control work is complete. The GIS group is shooting for a July completion date, when the map will be sent to the printers.

### **SUPERVISOR CREWE’S GLOUCESTER POINT BUSINESS MEETING**

The Planning Director, along with the Director of Economic Development, attended Mr. Crewe’s second meeting for business owners in the Gloucester Point area on May 3. While the attendance was light, there was constructive and positive discussion. Staff gave an update on the Urban Development Area (UDA) grant that the County received from VDOT, as well as an update on the Economic Development Authority’s new committee structure. A representative from VIMS, Lyle Varnell, gave an overview of the various business activities and partnerships underway at VIMS. The next meeting was scheduled for July 13 and the group decided to conduct visits to as many local businesses in the area as possible for personal invitations to attempt to increase support and interest. Additionally, Community Education staff will be

assisting Mr. Crewe in designing an informational flyer to help promote and publicize the next meeting of the Gloucester Point area businesses to continue discussions on supporting businesses in the southern portion of the County.

### **SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM (SNAP) SPECIALIST BRINGS TRAINING TO GLOUCESTER SOCIAL SERVICES**

New federal policies are being implemented statewide July 1, 2010, in the Supplemental Nutritional Assistance Program (SNAP). Local Benefit Program staff received direct hands-on training in the local Social Services Department. This was a tremendous savings for the department, as travel and time away from the office was eliminated by having the State staff travel to Gloucester. This represents the second time this particular State staff member has accommodated the request to come to Gloucester.

### **TASK FORCE ON COMMUNITY CONCERNS WEBSITE UPDATE**

Community Education staff is working with the task force to update the website information on the Task Force on Community Concerns.

### **TAX ON RVs**

The issue regarding tax on RVs will be placed on the Board of Supervisor's agenda in the upcoming months. An initial meeting has been held between the County Administrator, the Commissioner of the Revenue, and the Finance Director to discuss the issue, though work on Land Book, year-end financial matters, and personal and real estate tax bill preliminary work has pushed this matter to the back burner for this month. The Board previously directed staff to provide information to the Board on this matter, based on comments made during the FY 10-11 budget and tax rates public hearings.

### **TERRAPIN COVE ROAD AREA SEWER EXTENSION**

The questionnaires regarding the extension of public sewer into the Terrapin Cove area were received by the Public Utilities Department. Eighty Eight (88) questionnaires were received, and additional analysis of the responses will be performed.

### **TIMBERNECK AFFORDABLE HOUSING**

Planning staff continued to work with Bay Family Aging, a Division of Bay Aging, on the implementation of the proffers from the Timberneck LLC for two of the five homes to be provided for workforce housing in the County. Aside from the required two weeks of legal advertising, staff sent a PSA to the media, and both the Gazette Journal and the Daily Press published articles about the program. Additionally, we advertised on the County's Community Calendar, Community Connection, and on the Planning Department and County's home pages. During the initial two week advertising period for the homes, Planning Department staff received a total of 21 inquiries about the program. As of the deadline, we received a total of three applications, two of which were deemed complete and one of which needed additional supplemental documentation. The two complete applications were entered into the lottery, with the third application to be used as an alternate in case one of the two drops out or does not qualify. The lottery was held on June 2 at the Resource Council Meeting, with the order of the drawing determining which of the two new homes would be made available for purchase by the two applicants. Bay Family Housing will begin the qualifying process and we will move forward with closure of the homes.

### **TREASURER ATTENDED PRESENTATION BY SUNTRUST'S CHIEF ECONOMIST**

The Treasurer attended a presentation on the state of the economy by SunTrust's Chief Economist, Gregory Miller, at the Ferguson Center in Newport News.

### **TREASURER'S OFFICE PROCESSES WITH CHESAPEAKE BANK AND SUNTRUST BANK**

The Treasurer's Office has signed a contract with Chesapeake Bank for remote deposit service. The County has several accounts with Chesapeake Bank, and prior to implementation of this service, a courier from the

Bank came to the Treasurer's office each day to pick up deposits and deliver deposit slips from the previous day's work. With the new system, staff can scan the County's deposits in-house and transmit them electronically to the bank. Additionally, the Treasurer's Office is working with SunTrust Bank to become an "electronic payee" for online bill-pay services. Most of us personally have the opportunity to use our bank's website to pay bills without physically cutting a check and mailing it to the vendor. Currently, Gloucester County is recognized as a "check payee" for these services. This means that while you may make your payment electronically, the bill-pay processor actually cuts a check for your payment and mails it to the County. With this new service, Gloucester County will receive these payments electronically. While for now we will still need to post the payments to the appropriate accounts manually, the process will be much more streamlined from the citizens' perspective as well as ensuring the County has use of the money more quickly.

### **URBAN DEVELOPMENT AREA (UDA) PLANNING GRANT**

The Planning Department received a notification to proceed on the planning work associated with the Urban Development Area (UDA) Grant from VDOT, as approval to participate was given by the Board of Supervisors last month. The on-call consultant that has been assigned to Gloucester is Mr. Frank D. Cox, Jr. of The Cox Company in Charlottesville. A formal scope of work, schedule, and project budget that works for the County's needs has been drafted. Once the County has determined a final draft, VDOT's UDA Oversight Committee will provide a formal scope of work review in order to proceed.

### **VACO CONFERENCE**

The Virginia Association of Counties (VACo) will hold its annual conference and meeting in November. Supervisors Northstein, Theberge, and Woodard, as well as the County Administrator, plan to attend.

### **VERIZON ATTEMPTS TO GET PROPERTY VALUE REVALUED**

Verizon has filed an action with the State Corporation Commission (SCC) to have its property revalued, arguing that it is overvalued. According to Phyllis Errico, legal counsel for VACo (the Virginia Association of Counties), "Verizon and Verizon South challenge assessments and seek over 50% reduction in value of their personal property statewide...by filing actions with the State Corporation Commission. Under Virginia law, the SCC assesses the property of telephone companies and then local governments apply the personal property tax rate of the locality to the Verizon property based on the SCC's work. In this major litigation, Verizon claims among other things, that changes in technology have greatly reduced the value of its property." Following deliberation between the Commissioner of the Revenue, the County Attorney, and the County Administrator, it was determined that given the deadline for filing the objection and that the County does not have sufficient time and resources to make a filing, we did not file an objection. The Commissioner of the Revenue's position is that he has no means to determine the fair market value of Verizon's property, since that assessment is done by the SCC.

### **VESTED RIGHTS WEBINAR**

Planning Department staff coordinated the viewing of a free Land Use webinar provided by the law firm of Sands Anderson PC on May 19 on *The State of Vested Rights Law in 2010: after Hale, Crucible, and House Bill (HB) 1250*. The staff from the Planning and Codes Compliance Departments attended the webinar, which provided important information and recommendations about vested rights and the impacts of HB 1250 on the significance of written determinations by a Zoning Administrator. The webinar provided recommendations for "best practices" that can be followed to be pro-active in addressing the standards of HB 1250.

### **VIRGINIA GOVERNMENT FINANCE OFFICERS ASSOCIATION (VGFOA)**

The Finance Director attended a VGFOA Executive Board Meeting in Virginia Beach on May 11-12, where she serves as the Association's Conference Chairman. Immediately following the Board Meeting, the 2010 Spring Conference was convened. Approximately 280 registrations were received (the high was in 2008

with approximately 325 registrations) and the conference offered 14 hours of continuing education for the membership. The County's Finance Director is a CPA, and she has to meet continuing education requirements in order to retain that license.

### **VIRGINIA MUNICIPAL GROUP SELF INSURANCE ASSOCIATION**

Human Resources staff attended the Virginia Municipal Group Self Insurance Association (VMGSIA) annual meeting in Glen Allen in May. VMGSIA provides the County's worker's compensation and employers' liability coverage. Effective July 1, the Virginia Municipal Liability Pool (VMLP) and VMGSIA will merge into one entity called VML Insurance Programs. An overview of their value added programs and services were provided. The Board of Supervisors approved the appropriate paperwork at its June 1 meeting. Two additional programs were presented at the May meeting: "Terminations without Litigation: Avoiding Legal Disaster with Workforce Reductions," by Jennifer Lee Parrish, and "Coaching Your Staff through Transition," by Melissa Lubin. A Member Panel discussion: "Maintaining a Strong Safety Culture in Difficult Economic Times" was led by Angela Clem, Town of Woodstock; Steve Corbit, City of Winchester; and Frank Pitchford, York County Schools. The business portion of the meeting included election of officers and presentation of awards to various localities for their safety programs.

### **VRS OPTIONS**

The Human Resources Director made a presentation to the Board at the June 1 meeting about VRS benefits to employees. Due to legislation passed in the last General Assembly, the County had an option about how contributions are made to VRS on behalf of employees hired after July 1 who do not have any amounts in VRS. That is, the option only applies to new employees, hired after July 1, 2010, who have either never been employed in the VRS system or who, if previously in the VRS system, withdrew their contributions. These employees become Plan 2 employees. The County could have opted to require these new Plan 2 employees to pay up to 5% of their VRS contribution. At this time, there is not an option to have current employees, who will be classified as Plan 1 employees, pay part of the VRS contribution. The Board opted to pay the 5% portion for Plan 2 employees (which is what we are currently doing). This option will be in effect for the upcoming fiscal year and can be changed later, effective the following July 1. The School Board, which is a different VRS group, chose the same option for School Board employees.

### **WATER TREATMENT PLANT**

The Director of Public Utilities reported the installation of a splash aeration tank at the Water Treatment Plant. Following installation, tests were run to determine the effectiveness of the splash aeration tank to reduce the residual chlorine concentration in the plant's discharge. Analysis indicates that the aeration tank does reduce residual chlorine in the discharge to below detectable levels. Work on this tank will continue. The State DEQ Water Discharge permit for the Water Plant was due May 21 and submitted. Sampling and laboratory analysis for this permit were conducted this month. Additional sampling and analyses may be required.

### **WEBSITE**

Department of Information Technology (DIT) staff is working with departments that are having problems working on their new website in Dot Net Nuke (DNN). Staff spent time on development of the web pages and graphics, and is working with several departments to help keep the conversion on track for a summer completion.

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

During May, the County Administrator continued her visits with employees in various County building sites. She visited with several members of the Pretrial and Probation staff in the Courts Building, reviewing what they do and discussing money saved by working with offenders on probation vs. how much it costs for incarceration. She also visited the Commonwealth's Attorney's Office and had an informal breakfast with his staff, including several relatively new attorneys in that department. Further, she met with the folks

in the Clerk of the Circuit Court's office. That office is very short handed at the moment, and she discussed with them the operation of the office and specific employees' tasks and duties. During the month, the County Administrator also visited the County Attorney's office, where opportunities to enhance communications and efficiencies between County departments and the County Attorney's Office, including ways we could improve the way we respond to FOIA requests and questions from citizens and the press, were discussed. Future scheduled "Where in the World Is...Brenda Garton?" visits will be made to the Sheriff's Department and Jail in June, the Water Treatment Plant and Public Utilities Maintenance Yard in July, and the offices in Building 2, including Treasurer, Commissioner of the Revenue, and Real Estate Assessment, in August.

### **WIRELESS BROADBAND TOWER APPLICATION DENIED BY BOARD OF ZONING APPEALS (BZA)**

At its regularly scheduled meeting on May 25, the Board of Zoning Appeals (BZA) denied an application for a 110 feet tall, single use, wireless broadband tower (wooden data pole) proposed on private property on Denise Drive off Clay Bank Road in Abingdon Magisterial District. The application sought ten imbedded variances to the County Zoning Code regulating commercial communication facilities. After lengthy presentations and discussions, the Board unanimously voted to deny the application. Citing the nature and number of variances requested and potential precedent-setting, the BZA also promoted the concept of ordinance change for end mile users in rural areas in its decision. Staff from the Planning Department and at least one member of the Planning Commission attended the public hearing, hoping to learn more about the current process to obtain a permit for a tower or "data pole" in order to receive broadband for high-speed internet. Comments made by the applicant and the public at the hearing will be helpful in addressing some of the concerns with the current process, as well as potential impacts from these structures that concerned nearby residents. Staff was able to discuss the process after the public hearing with the applicant's representative from Northern Neck WiFi, who was very informative and offered to discuss the issues with staff and the Planning Commission if they desired. This issue has been directed to the Planning Commission for study and recommendations to the Board of Supervisors.

### **WOOD RECYCLING FACILITIES -- CA-08-03**

The Planning Commission (PC) held a public hearing on a code amendment to allow wood recycling facilities in the Rural Countryside (RC-1) agricultural zoning district by Conditional Use Permit (CUP). After hearing no comments from the public, the PC voted to forward this code amendment to the Board of Supervisors with a recommendation for approval. The PC also reviewed a draft CUP application that was prepared by staff, reviewed applications used in other localities, and provided staff with some recommendations to include in the application that will be used for CUP's.

### **WOODVILLE PARK**

Although there have been some issues with the Woodville Park project in June, construction of the road at Woodville Park moved along nicely in May. The culvert piping was delivered and installed this month. Through numerous contacts and cooperation of VDOT and Branscome Contractors, excess material from the Gloucester Point road improvement project was brought to Woodville to be used in parking lots and along the dirt road. Over 275 truckloads (still counting at the time of the report) have been delivered to Woodville Park. The material is a good mix of sand and gravel that is excellent roadbed and parking lot material. Chris Clifford pushed the material with his bulldozer, and the material will be used on the parking lot. Based on the value of each load, the estimated total value to the County to date is over \$90,000. This effort represents a GREAT cooperative effort between our staff, the contractor, and VDOT, and represents a win for everyone, as the contractor gets rid of the material, we get free material for our park, and VDOT, presumably, may get a project finished more quickly, as there's less time involved for the contractor to transport the unneeded material. A meeting with representatives of Gloucester Point Rotary Club was held to walk through the proposed boardwalk path for the memorial garden. Tentative plans are to construct the boardwalk this fall. A sand soccer court was constructed by Chris Clifford. Play on the court will begin

immediately. Though the park is not open to the general public, use of this field is being permitted to the Baystars soccer group for limited usage. They have insurance and will supervise the park and maintain the site.

**YOUTH AND YOUTH ADVOCATE AWARDS**

Nominations were received and honorees selected for the 2010 Outstanding Youth and Youth Advocate Awards. The awards program and reception was held on June 3 at Walker Elementary School. Twenty-four recipients (a record number) were honored, including George Bains, the County's Department of Information Technology Director, for his years of work with the Boy Scouts.

Thursday, June 10, 2010