



Board of Supervisors of Northampton County
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County Administrator

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BOARD OF SUPERVISORS
H. Spencer Murray, Chairman
Larry LeMond, Vice Chairman
Oliver H. Bennett
Robert G. Duer
Granville F. Hogg, Jr.

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator
DATE: May 4, 2016
RE: Bi-Monthly Report

I. Projects:

A. USDA Grant Obligation Update:

November 2015 thru April 5, 2016 Status Report: USDA has signed off completely on all items, including the recent addition of 15 AED units, two Dodge Chargers for the Sheriff's Department as well as a Ford Explorer for the Sheriff's Department. To date, we have now committed \$588,556.15 of the \$599,734.80 obligation or 98.13%.

Pursuant to the Board's direction on April 25, 2016, USDA has endorsed the acquisition of additional computers for the County to expend the remaining funds owed. We are in the process of getting quotations. Said computers will be used for the roll-out of the agenda software.

B. Status Report on Board of Supervisors Priority List 2016:

Attached please find a status report on the Board's adopted 2016 Priority List of Projects and Issues.

C. Finalization of the adopted 2016 Zoning Ordinance:

All of the changes have been fully incorporated into the adopted 2016 Zoning Ordinance and has been formatted with a table of contents and page numbering. We are working on the finished proofing of the two appendices (the 2000 Ordinance and the 1983 Zoning Ordinance). It should be completed by mid-May and placed on the County website and available fully to the public. Then, staff will develop a work plan to get the ordinance merge as discussed with the Board during the summer.

**BOARD OF SUPERVISORS
PROJECTS AND ISSUES LISTING
ADOPTED 2/22/2016**

Task	Due Date	Status	Priority	Completed	Delivered Date	Notes
Complete FY2017 Budget	✓ 6/30/2016	In Progress	High	No		LeMond - work on School request; Duer & Hogg - work on rest of budget; budget has been advertised based on 2 cent tax increase. Public hearing to be held on 5/23/2016.
Implement 2009 Zoning Ordinance and Amendments	✗ 3/28/2016	Completed	High	Yes		Approved by BOS on 4/12/2016; proofing and integration of all approved changes is occurring now. Should have document finished and posted on-line by 5/15/2016.
Finalize USDA Obligation	✓ 6/30/2016	In Progress	High	No		KHN tasked with this; final spending plan has been approved - getting quotes on computers - this is last item.
Finalize/Adopt Board Manual	✗ 2/28/2016	Completed	High	Yes	2/8/2016	DONE
EMS/Volunteer Agreement	✓ 6/30/2016	In Progress	High	No		Committee created at 2/22/2016 Work Session: Larry LeMond, Granville Hogg, Dr. Irvin Jones, Willie Randall, and Hollye Carpenter
EMS Garage Decision	✓ 6/30/2016	Planning	High	No		Granville Hogg, KHN and Hollye Carpenter tasked to work on a site plan
EMS Staffing/Equipment Plan and Funding	✗ 3/8/2016	In Progress	High	No		Discussed at 2/22/2016 Work Session; scheduled for 3/8/2016 for continued discussion

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VA Department of Health Services Contract for FY17 & Building Needs	✓ 6/30/2016	Planning	Low	No		Murray tasked with this
Update Capital Plan needs	✓ 6/30/2016	Planning	Medium	No		KHN tasked with this - will be part of FY2017 budget
Properties Owned by County	✓ 12/31/2016	In Progress	Medium	No		Bennett will work on two old jails & Machipongo School Building; Duer will work with staff on rest
Cape Charles Access Road	✗ 4/8/2016	Submitted for Approval	High	No		KHN tasked with this. All Right of Way Acquisition has been concluded and accepted by VDOT. State cleared the project to be advertised for construction. Bids released in April 2016 with deadline at end of April. Project in state hands now.
Compensation and Classification Study	✓ 12/31/2016	Need to Begin	Low	No		KHN tasked with this
AFD Application Ranking System (Advisory Group)	✓ 6/1/2016	Need to Begin	Low	No		Murray tasked with this
Stonger Economies Together (SET) Grant	✓ 7/1/2016	In Progress	High	Awaiting Feedback		KHN, Kris Tucker, Granville Hogg, Larry LeMond are attending the planning sessions now. Draft report has been released and available for public comment until 5/6/2016.
E-911 System, Public Safety Communications (Southern)	✓ 12/31/2016	Planning	Medium	No		KHN tasked with this

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Town of Eastville - Request for Boundary Adjustment	✓ 6/1/2016	In Progress	Medium	No		Received revised proposal from Town of Eastville at 2/22/2016 Work Session; discussed in closed session at 3/8/2016 & 4/12/2016 BOS Meeting
Town of Cape Charles - Request for Historic Overlay District	✓ 12/31/2016	Sidelined	Low	No		
Appropriate Staffing - Code Compliance, Building, Parks and Recreation	✓ 7/1/2016	Submitted for Approval	High	No		Murray, KHN and John Andrzejewski tasked with this - part of FY17 budget; PT Code Compliance position has been retained in the proposed FY17 budget but not the restoration of the FT Code Compliance position; a PT Building Inspector and FT Parks Assistant have been included in the proposed FY17 budget.
Restructure Quarterly Financial Statements	✓ 6/30/2016	Planning	Medium	No		Murray, KHN and John Andrzejewski tasked with this.
Review Financial Policies (update)	✓ 12/31/2016	Need to Begin	Low	No		KHN and John Andrzejewski tasked with this.
Review Personnel Policies Manual	✓ 12/31/2016	Planning	High	No		KHN and Bruce Jones tasked with this.
Centralization of all finance staff	✓ 12/31/2016	Need to Begin	Low	No		

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Rural Health, Hecate, Sunset Inn, Bay Storage	✓ 12/31/2016	In Progress	Medium	No		Hecate - SUP Approved and fully executed Rural Health - SUP Approved Sunset Inn - waiting on comments from VDOT/CBBT on Route 13 access for site plan Bay Storage - chose to re-apply for under the 2015 Zoning which did not require an SUP but only a zoning clearance since it was a use allowed by-right.
Follow Riverside Plans and actions in Nassawadox	✓ 12/31/2018	In Progress	Medium	No		Bennett will work with Riverside and Nassawadox for status reports
Review County Website content and updates	✓ 12/31/2016	In Progress	Low	No		
Identify Stormwater Management Facilities (pond maintenance)	✓ 12/31/2016	In Progress	Low	No		Hogg is tasked with this.
Re-draft Residential Rental Ordinance (deal with vacant only)	✓ 12/31/2016	Need to Begin	Low	No		Murray is tasked with this.
Consider/Plan session for review of Strategic Plan	✓ 6/1/2016	Need to Begin	Medium	No		Murry and KHN will work on this.

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Track Legislative Agenda (VACo releases) like DEQ Stormwater	✘ 4/1/2016	In Progress	High	No		KHN is tasked with this. General Assembly has completed the 2016 Session. Awaiting final report of all bills enacted to review to see what ordinances or policies of the County's need to updated by July 1, 2016.
Elimination of paper through Automated Agenda Preparation and Delivery	✔ 12/31/2016	In Progress	High	No		KHN and Janice Williams are working on this. Have received and executed contract with BoardDocs Software and scheduling training for May/June.
Request Assistance from the Commissioner of Revenue on SLEAC Values	✔ 12/31/2016	Completed	Medium	Yes		COR Charlene Gray met with members of Farm Bureau and various BOS members in the spring along with representatives from SLEAC Advisory Council to discuss the setting of SLEAC rates.
Update and maintain the Business Guide	✔ 12/31/2016	Need to Begin	Low	No		KHN and Janice Williams are tasked with this.
Develop/adopt Economic Development & Workforce Development Plan	✔ 12/31/2016	Need to Begin	Medium	No		
Develop plan to address abandoned buildings	✔ 12/31/2016	Need to Begin	Medium	No		

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Fish & Wildlife - Wise Point Dock - currently owned by the Feds - they are interested in either turning it over to County to run or manage						Raised by Spencer on 2/25/16