

AGENDA
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 25, 2016
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leaders - Members of Cub Scout Pack 102

E. PUBLIC COMMENT - Until 7 p.m.

F. PRESENTATIONS

1. Presentation of "Welcome to our Purple Heart Community" Highway Sign
2. FY 2016 Annual Report Video Presentation

G. CONSENT CALENDAR

1. Minutes Adoption - October 11, 2016 Regular Meeting
2. Federal Grant Award - Bulletproof Vest Partnership - \$32,520
3. Grant Appropriation - Clerk of the Circuit Court - \$227,913
4. Grant Award - Commonwealth Attorney - Victim Witness Program - \$189,015

H. PUBLIC HEARING(S)

I. BOARD CONSIDERATION(S)

J. BOARD REQUESTS AND DIRECTIVES

K. REPORTS OF THE COUNTY ADMINISTRATOR

1. County Administrator's Report

L. PUBLIC COMMENT

M. CLOSED SESSION

N. ADJOURNMENT

1. Adjourn until 6:30 pm on November 8, 2016 for the Regular Meeting

ITEM SUMMARY

DATE: 10/25/2016
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Pledge Leaders - Members of Cub Scout Pack 102

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|-----------------|----------|----------------------|
| Board Secretary | Fellows, Teresa | Approved | 10/18/2016 - 1:29 PM |

ITEM SUMMARY

DATE: 10/25/2016
TO: The Board of Supervisors
FROM: Commander TC Smith, Military Order of the Purple Heart, Williamsburg Chapter
SUBJECT: Presentation of "Welcome to our Purple Heart Community" Highway Sign

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|-----------------|----------|---------------------|
| Board Secretary | Fellows, Teresa | Approved | 10/7/2016 - 3:40 PM |

ITEM SUMMARY

DATE: 10/25/2016
TO: The Board of Supervisors
FROM: Jody Puckett, Director of Communications
SUBJECT: FY 2016 Annual Report Video Presentation

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|-----------------|----------|----------------------|
| Board Secretary | Fellows, Teresa | Approved | 10/18/2016 - 1:13 PM |

ITEM SUMMARY

DATE: 10/25/2016
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Minutes Adoption - October 11, 2016 Regular Meeting

ATTACHMENTS:

| | Description | Type |
|---|-----------------|---------|
| ▣ | 101116 BOS Mins | Minutes |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|-----------------|----------|----------------------|
| Board Secretary | Fellows, Teresa | Approved | 10/18/2016 - 4:05 PM |

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 11, 2016
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

John J. McGlennon, Vice Chairman, Roberts District
Ruth M. Larson, Berkeley District
P. Sue Sadler, Stonehouse District
Michael J. Hipple, Chairman, Powhatan District
Kevin D. Onizuk, Jamestown District

Bryan J. Hill, County Administrator
Adam R. Kinsman, County Attorney

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

E. PUBLIC COMMENT - Until 7 p.m.

1. Mr. Richard Minor, President of the Longhill Gate Homeowners Association, 8314 Baron's Court, addressed the Board with concerns regarding increased services and activities at Warhill. He stated that there is a proposed amendment to the Warhill Master Plan which could significantly impact safety on Longhill Road.

F. PRESENTATIONS

G. CONSENT CALENDAR

A motion to Approve was made by Ms. Larson and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

1. Minutes Adoption - September 27, 2016, Regular Meeting
2. Community Policy and Management Team Appointments Related to the Children's Services Act
3. Resolution of Support for Smart Scale Transportation Funding Applications
4. Budget Amendment - Housing Choice Voucher Program

H. PUBLIC HEARING(S)

1. Departmental Name Changes in the County Code
A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Ms. Elizabeth Young, Paralegal, addressed the Board giving an overview of the memorandum and ordinances included in the Agenda Packet.

As there were no questions for staff, Mr. Hipple opened the Public Hearing.

As no one wished to speak to the matter, Mr. Hipple closed the Public Hearing.

2. Ordinance to Amend Chapter 13, Motor Vehicles and Traffic

A motion to Approve was made by Mr. Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Ms. Young addressed the Board giving an overview of the memorandum and ordinance included in the Agenda Packet.

As there were no questions for staff, Mr. Hipple opened the Public Hearing.

As no one wished to speak to the matter, Mr. Hipple closed the Public Hearing.

3. Ordinance to Amend and Reordain Chapter 11, Health and Sanitation, by Repealing Article IV, Smoking

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Ms. Elizabeth Young, Paralegal, addressed the Board giving an overview of the memorandum and ordinance included in the Agenda Packet.

As there were no questions for staff, Mr. Hipple opened the Public Hearing.

As no one wished to speak to the matter, Mr. Hipple closed the Public Hearing.

4. Case No. ZO-0007-2016. Zoning Ordinance Revisions to Reduce Parking Minimums

A motion to Postpone was made by Ms. Sadler and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Holt, Director of Planning, stated that staff has received direction to provide the Board with additional information about this item. In light of this directive, staff requests that the Board postpone this case indefinitely. He also stated that the amendments would be re-advertised prior to coming back before the Board.

Mr. McGlennon stated that for clarity, he had raised an issue having to do with the shared parking provision and the proposed amendment would include residential parking as well as non-residential. He has doubts about the effectiveness of the provision in areas that are not already zoned Mixed Use.

Ms. Larson stated that she has asked for a living example of this from a different locality. She said it is quite a reduction in parking and so she would like to see an example of what these changes would look like.

As no one else had any other questions for staff, Mr. Hipple opened the Public Hearing.

As no one wished to speak to the matter, Mr. Hipple closed the Public Hearing.

5. Case No. ZO-0006-2016. Zoning Ordinance Revisions for Electric Vehicle Charging Stations

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. Scott Whyte, Planner III, addressed the Board giving an overview of the staff report and draft ordinance included in the Agenda Packet.

As there were no questions for staff, Mr. Hipple opened the Public Hearing.

As no one wished to speak to the matter, Mr. Hipple closed the Public Hearing.

6. Case No. SUP-0025-2016, Richardson Family Subdivision

A motion to Approve was made by Mr. Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Ms. Savannah Pietrowski, Planner I, addressed the Board giving an overview of the staff report and resolution included in the Agenda Packet.

As there were no questions for staff, Mr. Hipple opened the Public Hearing.

Mr. Richardson, Applicant, respectively requested that the Board approve the resolution.

As no one else wished to speak to this matter, Mr. Hipple closed the Public Hearing.

7. FY 2016 School Year-End Spending Plan

A motion to Approve was made by Ms. Larson and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Ms. Suzanne Mellen, Director of Financial and Management Services, addressed the Board giving an overview of the memorandum and resolution included in the Agenda Packet. She stated that Interim Superintendent of Schools, Dr. Olwen Heron and Chief Financial Officer, Kristina Berta, were available to answer any questions that the Board may have.

As the Board wished to hold its questions and comments until after the Public Hearing, Mr. Hipple proceeded to open the Public Hearing.

As no one wished to speak to the matter, Mr. Hipple closed the Public Hearing.

Mr. Onizuk thanked the school system for working with the County to meet the County's budget requirements. At the last budget work session, the replacement of school buses was discussed, and he is happy to see that plan moving forward under this spending plan. He is excited to see the plans coming forward for the Lafayette Auxiliary Gym and it seems that it is well supported by the Lafayette parents and students. He is happy to see some of these funds being used as part of the project. He stated that he will support this plan tonight.

Ms. Larson thanked the school system for its efforts in working efficiently. She is glad to see the School Liaison Committee back up and working to help facilitate communication and cooperation between the County and the school system. She agreed with the comments made by Mr. Onizuk regarding school bus replacement and will be happy to support the plan this evening.

Mr. McGlennon stated that he is happy to support this item this evening as it highlights the open working relationship between the County and the school system. He asked for clarity about what can be expected for the upcoming year. It seems that this plan will keep the bus replacement plan on track. He questioned if bus replacement would be part of the FY 18 school budget.

Ms. Berta stated that school bus replacement will not be included in the FY 18 budget. She stated that with projected State budget shortfall and mandatory increases in contributions to Virginia Retirement System, the schools did not want to add the burden of bus replacement to the upcoming budget. Hence, this request is for eight replacement buses which would keep the replacement plan on track.

Mr. Hipple thanked the staff from both the County and the school system for the way that everyone has worked together. He is happy to see the excess funds being re-invested in the schools and he will be supporting this item tonight.

I. BOARD CONSIDERATION(S)

J. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon highlighted several events that he was able to attend over the last two weeks. He thanked all of the Dominion Power and Cox Cable workers that were out during the recent storm to get services back up and running. He also recognized the passing of Mr. Dick Cokely, a former Jamestown District Supervisor.

Ms. Larson recognized Ms. Kate Sipes and the Office of Economic Development for their efforts in coordinating the recent Manufacturing Day, which allows high school students to tour manufacturing businesses in the County. She also thanked staff and first responders for keeping the County going during the recent storm.

Mr. Onizuk thanked the first responders and the Dominion Power workers for their efforts during the storm. He voiced an on-going concern regarding the intersection at WindsorMeade Way. He reminded citizens about Oktoberfest, which is taking place at Anheuser Busch.

Ms. Sadler thanked staff and Dominion Power for their work during the storm. She announced that the Chickahominy Improvement Organization will be building a playground out in the Chickahominy area this weekend.

Mr. Hipple expressed his thanks to staff and first responders as well. He stated that the Day of Caring Event in Grove was a great success, and thanked all of the staff that participated. He gave an update on the Hampton Roads Transportation Planning Organization and Hampton Roads Planning District Commission.

K. REPORTS OF THE COUNTYADMINISTRATOR

1. County Administrator's Report

Mr. Hill gave an update on the Strategic Plan process and he thanked all of the citizens that participated in the process. He stated that the Strategic Plan will be coming before the Board for adoption at the second meeting in November.

Mr. Hill announced that the James Blair Middle School Groundbreaking Ceremony will take place on October 18. Also, on October 22, the Police Department will be participating in a drug take back event in conjunction with the DEA, which will take place at the Recreation Center on Longhill Road.

L. PUBLIC COMMENT

M. CLOSED SESSION

1. Appointment to the Parks & Recreation Advisory Commission

A motion to Appoint Individuals to Boards and Commissions was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Mr. McGlennon stated that he did not believe that entering Closed Session would be necessary for this item. He recommended the appointment of Mr. Kevin Radcliffe to represent the Roberts District on the Parks & Recreation Advisory Committee.

N. ADJOURNMENT

1. Adjourn until 4 p.m. on October 25, 2016, for the Work Session

A motion to Adjourn was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

At 7:25 p.m., Mr. Hipple adjourned the Board.

Bryan J. Hill
County Administrator

ITEM SUMMARY

DATE: 10/25/2016
TO: The Board of Supervisors
FROM: Bradley J. Rinehimer, Chief of Police
SUBJECT: Federal Grant Award - Bulletproof Vest Partnership - \$32,520

ATTACHMENTS:

| | Description | Type |
|---|-------------|------------|
| ▣ | Memo | Cover Memo |
| ▣ | Resolution | Resolution |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|--------------------|----------|-----------------------|
| Police | Rinehimer, Bradley | Approved | 9/27/2016 - 9:22 AM |
| Police | Rinehimer, Bradley | Approved | 9/27/2016 - 9:22 AM |
| Publication Management | Burcham, Nan | Approved | 9/27/2016 - 9:25 AM |
| Legal Review | Kinsman, Adam | Approved | 9/29/2016 - 10:34 AM |
| Board Secretary | Mellen, Sue | Approved | 10/4/2016 - 1:13 PM |
| Board Secretary | Purse, Jason | Approved | 10/18/2016 - 11:43 AM |
| Board Secretary | Fellows, Teresa | Approved | 10/18/2016 - 12:05 PM |

M E M O R A N D U M

DATE: October 25, 2016
TO: The Board of Supervisors
FROM: Bradley J. Rinehimer, Chief of Police
SUBJECT: Federal Grant Award - Bulletproof Vest Partnership - \$32,520

The James City County Police Department has been awarded a Bulletproof Vest Partnership (BVP) grant from the Office of Justice Programs' Bureau of Justice Assistance for \$32,520 (\$16,260 federal funds; \$16,260 local match). The funds are to be used to purchase approximately 30 new and replacement bulletproof vests for officers.

The Bulletproof Vest Partnership has typically been a recurring grant program made available each year to law enforcement agencies throughout the United States. This grant expires August 31, 2018, which allows us to replace vests as needed, or purchase vests for new officers throughout the grant period.

Each sworn officer within the Department is offered a bulletproof vest as part of their normal issued equipment. Unless recalls are made or the vest is damaged, the lifespan of vests is typically five years. The vests used by the Department are engineered for superior performance and integrate high-performance ballistic materials with a temperature regulating carrier for maximum comfort.

The grant requires a match of \$16,260, which is available in the Special Projects/Grants Fund.

Staff recommends adoption of the attached resolution to appropriate funds.

BJR/nb
GA-BulletproofVest-mem

Attachment

RESOLUTION

FEDERAL GRANT AWARD - BULLETPROOF VEST PARTNERSHIP - \$32,520

WHEREAS, the James City County Police Department has been awarded a Bulletproof Vest Partnership (BVP) grant from the Office of Justice Programs' Bureau of Justice Assistance for \$32,520 (\$16,260 federal funds; \$16,260 local match); and

WHEREAS, the grant requires a match of \$16,260, which is available in the Special Projects/Grants Fund; and

WHEREAS, the funds are to be used to purchase approximately 30 new and replacement bulletproof vests for officers.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and the following appropriation amendment to the Special Projects/Grants Fund:

Revenues:

| | |
|---------------------|-----------------|
| BVP - FY 16 | \$16,260 |
| Grant Match Account | <u>16,260</u> |
| Total | <u>\$32,520</u> |

Expenditure:

| | |
|-------------|-----------------|
| BVP - FY 16 | <u>\$32,520</u> |
|-------------|-----------------|

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

| | VOTES | | |
|----------|------------|------------|----------------|
| | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> |
| MCLENNON | _____ | _____ | _____ |
| LARSON | _____ | _____ | _____ |
| ONIZUK | _____ | _____ | _____ |
| SADLER | _____ | _____ | _____ |
| HIPPLE | _____ | _____ | _____ |

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of October, 2016.

ITEM SUMMARY

DATE: 10/25/2016
TO: The Board of Supervisors
FROM: Mona A. Foley, Clerk of the Circuit Court
SUBJECT: Grant Appropriation - Clerk of the Circuit Court - \$227,913

ATTACHMENTS:

| | Description | Type |
|---|--|------------|
| ▣ | Grant Appropriation - Clerk of the Circuit Court - \$227,913 | Cover Memo |
| ▣ | Grant Appropriation - Clerk of the Circuit Court - \$227,913 | Resolution |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|-----------------|----------|-----------------------|
| Financial Management | Day, Sharon | Approved | 10/6/2016 - 8:18 AM |
| Publication Management | Burcham, Nan | Approved | 10/6/2016 - 8:33 AM |
| Legal Review | Kinsman, Adam | Approved | 10/6/2016 - 9:55 AM |
| Board Secretary | Mellen, Sue | Approved | 10/7/2016 - 10:00 AM |
| Board Secretary | Purse, Jason | Approved | 10/18/2016 - 11:43 AM |
| Board Secretary | Fellows, Teresa | Approved | 10/18/2016 - 12:05 PM |

MEMORANDUM

DATE: October 25, 2016
TO: The Board of Supervisors
FROM: Mona A. Foley, Clerk of the Circuit Court
SUBJECT: Grant Appropriation - Clerk of the Circuit Court - \$227,913

The Clerk of the Circuit Court has been awarded an additional grant from the State Compensation Board's Technology Trust Fund totaling \$227,913. This grant is a yearly allocation and these additional funds will be used for various equipment and services upgrades. This grant requires no local match. These funds may not supplant local operations.

Staff recommends approval of the attached resolution authorizing a budget appropriation of \$227,913 to the Special Projects/Grant Fund through June 30, 2017.

MAF/nb
GA-ClerkCirCrt-mem

Attachment

ITEM SUMMARY

DATE: 10/25/2016
TO: The Board of Supervisors
FROM: Nathan R. Green, Commonwealth Attorney
SUBJECT: Grant Award - Commonwealth Attorney - Victim Witness Program - \$189,015

ATTACHMENTS:

| | Description | Type |
|---|-------------|------------|
| ▣ | Memorandum | Cover Memo |
| ▣ | Resolution | Resolution |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|-----------------|----------|-----------------------|
| Financial Management | Mellen, Sue | Approved | 10/7/2016 - 10:31 AM |
| Publication Management | Burcham, Nan | Approved | 10/7/2016 - 10:38 AM |
| Legal Review | Kinsman, Adam | Approved | 10/7/2016 - 10:41 AM |
| Board Secretary | Fellows, Teresa | Approved | 10/7/2016 - 3:08 PM |
| Board Secretary | Purse, Jason | Approved | 10/18/2016 - 11:43 AM |
| Board Secretary | Fellows, Teresa | Approved | 10/18/2016 - 12:05 PM |

M E M O R A N D U M

DATE: October 25, 2016

TO: The Board of Supervisors

FROM: Nathan R. Green, Commonwealth Attorney

SUBJECT: Grant Award - Commonwealth Attorney - Victim's Witness Program - \$189,015

The Commonwealth Attorney has been awarded a \$189,015 grant (Federal share \$134,750; state share \$44,917 and County match \$9,348) from the Victim's Witness Grant Program through the State Department of Criminal Justice Services. The Grant will fund the personnel costs for the continuation of two full-time equivalent (FTE) positions as well as provide additional funding to upgrade a .50 FTE position funded by another grant to full-time (1.0 FTE). These positions provide comprehensive information and direct services to crime victims and witnesses. The Commonwealth Attorney has been successful in obtaining this grant for more than 11 years and plans to apply for this grant in the future.

The County match is available in the Commonwealth Attorney's general fund account.

The attached resolution appropriates these funds to the Special Projects/Grant Fund through June 30, 2017.

Staff recommends approval of the attached resolution.

NRG/nb
GA-FY17VictimsWitns-mem

Attachment

RESOLUTION

GRANT AWARD - COMMONWEALTH ATTORNEY -

VICTIM WITNESS PROGRAM - \$189,015

WHEREAS, the Commonwealth Attorney for the City of Williamsburg and James City County has been awarded a \$179,667 federal grant from the Victim Witness Grant Fund (federal share \$134,750; state share \$44,917; County match \$9,348) through the State Department of Criminal Justice Services; and

WHEREAS, this grant would fund the personnel costs for the continuation of two full-time equivalent (FTE) positions as well as provide additional funding to upgrade a .50 FTE position funded through another grant to full-time (1.0 FTE); and

WHEREAS, these positions provide comprehensive information and direct services to crime victims and witnesses beginning July 1, 2016, through June 30, 2017; and

WHEREAS, the grant requires a local match of \$9,348, which is available in the Commonwealth Attorney's General Fund account.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the upgrade of a .50 FTE position to full-time (1.0 FTE); and authorizes the additional appropriation to the Special Projects/Grants Fund for FY 17 purposes described above:

Revenues:

| | |
|---|------------------|
| Victim Witness Department of Criminal Justice Services (DCJS) Federal Revenue | \$134,750 |
| Victim Witness Department of Criminal Justice Services (DCJS) State Revenue | 44,917 |
| James City County Matching Funds | <u>9,348</u> |
| Total | <u>\$189,015</u> |

Expenditure:

| | |
|----------------|------------------|
| Victim Witness | <u>\$189,015</u> |
| Total | <u>\$189,015</u> |

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

| | VOTES | | |
|----------|------------|------------|----------------|
| | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> |
| MCLENNON | _____ | _____ | _____ |
| LARSON | _____ | _____ | _____ |
| ONIZUK | _____ | _____ | _____ |
| SADLER | _____ | _____ | _____ |
| HIPPLE | _____ | _____ | _____ |

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of October, 2016.

GA-FY17VictimsWitns-res

ITEM SUMMARY

DATE: 10/25/2016
TO: The Board of Supervisors
FROM: Bryan J. Hill, County Administrator
SUBJECT: County Administrator's Report

ATTACHMENTS:

| | Description | Type |
|---|-------------|------------|
| ▣ | CA Report | Cover Memo |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|-----------------|----------|----------------------|
| Board Secretary | Fellows, Teresa | Approved | 10/18/2016 - 3:50 PM |

MEMORANDUM

DATE: October 25, 2016
TO: The Board of Supervisors
FROM: Bryan J. Hill, County Administrator
SUBJECT: County Administrator's Report

The following is a summary of activities that took place October 5, 2016 through October 18, 2016:

October 5, 2016 (Wednesday)

- Met with John Horne, General Services Director
- Attended Hampton Roads Planning District Commission luncheon and meeting
- Met with supervisor John McGlennon, Paul Holt, Community Development Director and Jason Purse, Assistant County Administrator

October 10, 2016 (Monday)

- Met with Ryan Ashe, Fire Chief
- Met with Sue Mellen, FMS Director
- Met with Patrick Teague, HR Director

October 11, 2016 (Tuesday)

- Attended Coffee with a Cop event
- Attended agenda meeting
- Met with Paul Holt, Community Development Director and Rebecca Vinroot, Social Services Director
- Met with Jon Carnifax, Parks & Recreation Director

October 12, 2016 (Wednesday)

- Met with George Williams, Parks & Recreation Customer Assistant
- Met with Karen Riordan, Greater Williamsburg Chamber & Tourism Alliance President
- Met with Adam Kinsman, County Attorney, Jason Purse, Assistant County Administrator and Paul Holt, Community Development Director

October 17, 2016 (Monday)

- Attended Eastern Virginia Groundwater Management Advisory Committee meeting in Richmond with Doug Powell, JCSA Manager

October 18, 2016 (Tuesday)

- Met with Rebecca Vinroot, Social Services Director
- Met with Fran Geissler, Stormwater Director
- Met with Sue Mellen, FMS Director and David Coe, Executive Director of Colonial Behavioral Health

County Administrator's Report

October 25, 2016

Page 2

- Attended State of the City event in Newport News
- Met with Paul Holt, Community Development Director and Michael Woolson, Planner III
- Attended Groundbreaking for the fourth middle school ceremony

BJH/nb

CARreport101116-mem

ITEM SUMMARY

DATE: 10/25/2016
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 6:30 pm on November 8, 2016 for the Regular Meeting

REVIEWERS:

| Department | Reviewer | Action | Date |
|--------------------------------|-----------------|----------|----------------------|
| Economic Development Authority | Fellows, Teresa | Approved | 10/18/2016 - 1:14 PM |