

AT A BUDGET WORK SESSION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 5TH DAY OF MAY 2014, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

**ADOPTED**

B. ROLL CALL

MAY 27 2014

Mary K. Jones, Chairman, Berkeley District  
Michael J. Hipple, Vice Chairman, Powhatan District  
James G. Kennedy, Stonehouse District  
Kevin D. Onizuk, Jamestown District  
John J. McGlennon, Roberts District

**Board of Supervisors  
James City County, VA**

M. Douglas Powell, Acting County Administrator

Staff Members Present

Adam R. Kinsman, Assistant County Administrator  
Suzanne R. Mellen, Assistant Director of Financial and Management Services  
Allen J. Murphy, Jr., Director of Development Management  
William T. Luton, Fire Chief

C. BOARD DISCUSSION

1. FY 2015-2016 Two-Year County Budget

a. Dues and Memberships

Mr. Powell stated that staff was present to discuss the various dues and memberships provided for in the budget.

Ms. Jones had staff summarize what the EnergyCap software did.

Mr. Powell noted that EnergyCap was not considered to be a “dues or membership” and that it was included in the General Services budget as a software purchase. The software will help monitor the County’s electricity use to determine where savings can be achieved.

Mr. Kennedy asked for Mr. Powell to explain the difference between this software and Planet Footprint.

Mr. Powell stated that EnergyCap consolidates the functions that were in Planet Footprint.

Mr. Onizuk noted that this allows electronic billing, thus cutting down staff time.

Ms. Jones noted that the various dues and memberships were a large cost and that some of the organizations represented take political positions that are different from those taken by the Board.

Mr. McGlennon stated that a fair amount of the money spent is required for the different job positions represented.

Mr. Hipple asked how the County determines whether or not a particular group should be joined.

Mr. Powell explained that this happens through the budget process.

Ms. Jones asked what the Congress for New Urbanism membership was for.

Mr. Murphy explained that this is a membership held by the Director of Planning and is helpful when considering intense development designs like New Town and that it is good for form-based ordinances, the Economic Opportunity District and transportation.

b. Tourism

Mr. Powell introduced Ms. Karen Riordan, President and Chief Executive Officer of the Greater Williamsburg Chamber and Tourism Alliance.

Ms. Riordan stated that she was here at the Board's request to answer questions regarding tourism and the County's relationship with the Alliance.

Ms. Jones asked Ms. Riordan to explain the status of the Board's request for a seat on the Alliance Executive Committee.

Ms. Riordan stated that this is on the Alliances' agenda and will be known by May 15, 2014. She also summarized her thoughts on the proposed tourism coordinator position, noting that she supports the idea, but that it should not be an employee of the Alliance and should instead be a liaison between the County and the Alliance.

Mr. Kennedy stated that the Alliance has to determine what it is and what it is going to do. The County cannot put expectations on the Alliance when it does not know what it is trying to be.

Ms. Riordan replied that the Alliance is currently a "marketing engine" and that it is her hope to move beyond this to more evenly spread tourism throughout the year, including the spring, fall, and Christmas season.

Mr. Onizuk asked Ms. Riordan to state what her "measurable" goals should be.

Ms. Riordan said that she will be looking for increases in total consumer expenditures, room night growth, length of stay and average daily rate.

Mr. Hipple questioned whether the "Historic Triangle" branding was worth changing because the area has more to offer than history.

Ms. Riordan agreed, stating they are trying to emphasize all that the area has to offer.

Mr. Kennedy asked what became of the multiple studies that the Alliance has completed in previous years.

Ms. Riordan stated that the studies are put to good use and are used often.

Mr. Onizuk suggested that the Board take more time to determine how to best use the tourism money and to put it into the budget as a “holding place” to be used later.

Ms. Jones and Mr. Hipple agreed.

Mr. Powell indicated that the money can be allocated but not spent unless the Board agrees.

Mr. Onizuk stated that he wanted the proposed Alliance contribution held until the Alliance made its determination on whether the County would be given a seat on the Executive Committee.

Mr. McGlennon spoke in favor of the money used for historical markers and noted that tourists often stop at them to learn more about the County.

Mr. Kennedy requested that the Board place measurable expectations on all County allocations, including nonprofits.

c. Errata

Ms. Mellen explained the errata sheets and clarified what funds would be moved to the tourism account to be put on hold.

Mr. Powell emphasized that none of this money would be spent without Board approval.

Mr. McGlennon asked for a staff update on the CSX transport of shale through the County.

Chief Luton described a recent Virginia Department of Emergency Management (VDEM) meeting related to this subject and offered the Board an explanation on the product being shipped, the Fire Department preparation, the safety plans, and the evacuation plan in case of an incident involving the material.

Mr. Hipple stated his belief that the Fire Department is well prepared to handle an emergency situation.

**D. CLOSED SESSION**

Mr. McGlennon made a motion for the Board to enter into Closed Session pursuant to the Code Section listed on the Agenda.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

At 5:30 p.m., the Board entered into Closed Session.

1. Consideration of a Personnel Matter, the Discussion of Candidates for the County Administrator, Pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

At 6:14 p.m., the Board reconvened in Open Session.

Mr. McGlennon made a motion to certify the Closed Session.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

**RESOLUTION**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

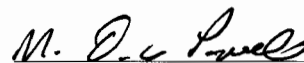
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(1), the consideration of personnel matters, the discussion of candidates for the County Administrator.

**E. ADJOURNMENT** – until 7 p.m. on May 13, 2014, for the Regular Meeting.

Mr. McGlennon made a motion to adjourn.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

At 6:15 p.m., Ms. Jones adjourned the Board.



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M. Douglas Powell  
Clerk to the Board