

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
December 13, 2016
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

ADOPTED
OCT 10 2017

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

Bryan J. Hill, County Administrator

C. BOARD DISCUSSIONS

1. Overview of Election Process - Dianna Moorman, General Registrar

Mr. Hill introduced Ms. Dianna Moorman, General Registrar.

Ms. Moorman addressed the Board with an overview of the Registrar's office, detailing the amount of new unique voter registrations in contrast to the number of total applications received over the past 11 months. She described the elections conducted over the last year including turnouts of each, special situations that had to be handled and the amount of work required by staff and volunteers. She acknowledged the collaboration between the County and the Registrar's office and expressed her gratitude for the willingness of everyone to go above and beyond to help. She reported on the building renovation at Palmer Lane and commented on how helpful it is to now have everything under one roof. In conclusion, she detailed the significant need for upgrading the voting machines in FY 2019.

General discussion ensued regarding upgrading the voting machines.

Mr. McGlennon thanked Ms. Moorman for her work and acknowledged the challenges the Registrar's office has faced over the past year. He inquired if the votes that come in through the Central Absentee precinct are allocated to the precinct where the voter is registered.

Ms. Moorman indicated that they are not.

Mr. McGlennon shared his concern that since absentee votes are not allocated to the precincts the voters are registered in, the actual numbers of votes for the

precincts is not measurable. He asked if any localities count absentee votes with the precincts voters are registered in.

Ms. Moorman pointed out that the Registrar's office does that with mail ballots and in-person voters and offered to provide Mr. McGlennon with a breakdown of it.

Ms. Larson wondered if there had been any attempts at voter fraud on Election Day.

Ms. Moorman answered that she was not notified of anything within the precincts. However, a lady contacted her with information of a gentleman who had registered with her address even though he had never lived there. Ms. Moorman turned this over immediately to the Commonwealth Attorney and called the County Police. Additionally, there were a couple of incidents where voters gave personal information including their Social Security number to third-party voter drives on Duke of Gloucester Street and at the train station. Later, these people were not able to get in touch with the person they had given their information to, so they contacted the Registrar's office and it was turned over to the Commonwealth Attorney.

2. Constitutional Officers - Overview of Operations

- Mr. Hill introduced Mr. Nate Green, Commonwealth Attorney.

Mr. Green addressed the Board with an overview of the Commonwealth Attorney's Office including the amount of staff, types and numbers of cases and funding.

Mr. Onizuk asked if statistics are available to show the amount of James City County cases versus City of Williamsburg cases as well as funding percentages of the County versus City. In particular, he wondered if the funding is mirrored between the City and County.

Mr. Green explained that the funding is an agreed upon amount and currently the City contributes 17%. Although he could not give an exact breakdown of caseload percentages, Mr. Green cited that there are 100 uniformed law enforcement officers in the County compared to 50 uniformed law enforcement officers in the City, which equates to one attorney for every 22 officers. It is Mr. Green's hope that in the future, with better data and case management systems, he will be able to provide more exact numbers on where cases originate.

Mr. McGlennon congratulated the professionalism of the Commonwealth Attorney's office as well as its appropriate level of compassion.

Mr. Hipple noted that the City of Williamsburg has 50 officers for 9.2 square miles while the County has 100 officers for 172 square miles and remarked on the amazing ratio per square mile the County has.

Mr. Green acknowledged this and commented on the number of people

in the County compared to the City on a daily basis. He stated that in his experience there is usually more City officers on duty at any given hour than County officers.

Mr. Green concluded by presenting the Commonwealth Attorney's office schedule for the next two months.

Ms. Larson asked Mr. Hill how often the funding agreement is negotiated with the City of Williamsburg.

Mr. Hill and Mr. Onizuk replied that it has not been adjusted in a long while.

- Mr. Hill introduced Ms. Mona Foley, Clerk of Circuit Court.

Ms. Foley addressed the Board with an overview of the office of the Clerk of Circuit Court. She explained that the office touches the lives of citizens daily and it is all about helping the people and getting money for the locality. She then discussed the four departments of the office and the responsibilities of each. She described the need for an additional employee in the Land Records Department, discussed the Technology Trust Fund, Secure Remote Access fees and went over a handout showing revenue that does not have to be sent to the state and goes back to the locality. She concluded by talking about the need for an additional Deputy Clerk and the cost.

Mr. Onizuk asked if it is allowable to use some of the excess funds for interim temporary staff.

Ms. Foley responded that she is only allowed to hire someone for back-standing and reported that there is already a part-time person in this role.

Mr. Hipple pointed out that the money the office of the Clerk of Circuit Court has been able to save and turn back to the County is almost enough and will be more than enough by February to fund the extra position.

Ms. Foley also revealed that she is hoping to get more money into the locality next year than what is going to the state.

Mr. Hipple stated that it is great that Ms. Foley has been able to figure this out and save money not only for some of the projects that have been done, but also enough to be able to bring another employee into the office to help out and make it faster and easier for citizens.

Ms. Larson indicated that she had no idea what was involved in the office of the Clerk of Circuit Court and stated that the time-consuming part of what happens is tremendous. She commended Ms. Foley for finding things that should have been taken advantage of in the past and thanked her for taking the time to show her around the office.

- Mr. Hill introduced Sheriff Bob Deeds and Deputy Chief Dave Hardin.

Sheriff Deeds addressed the Board with an overview of what his office does. The primary duty is to provide courthouse and courtroom security. Secondly, the office is responsible for the service of court papers. In addition, the office assists in transporting people under temporary detention orders (TDO) to mental health facilities for evaluation and then in transporting them from one facility to another, which could be across the state.

Sheriff Deeds turned the presentation over to Deputy Chief Hardin, who gave an overview of staff and the responsibilities of each.

Mr. Hipple inquired if there is a Standards of Operation manual in the courthouse.

Deputy Chief Hardin replied that there is and then highlighted a handout that included the results of three security assessments.

Mr. Hipple asked if there is any way that the Civil Process papers can be served electronically.

Deputy Chief Hardin answered that this is not allowed per Virginia Code and that the only way for this to be changed is through the judges and legislature.

General discussion ensued regarding the cost of transporting TDOs and where funding comes from for this as well as in general for the Sheriff's office.

- Mr. Hill introduced Mr. Richard Bradshaw, Commissioner of the Revenue, who thanked the Board for the excellent remodeling job of his building and then gave an overview of the history and operation of the Commissioner of the Revenue's office.

Ms. Larson asked how the office is keeping up with things like Uber.

Mr. Bradshaw replied that it is one of the most trying items his office deals with, but even more difficult is trying to get a handle on Airbnb businesses, which are almost impossible to track. He indicated this is a major concern across the state.

- Ms. Jenni Tomes, Treasurer, addressed the Board with an overview of the responsibilities of the Treasurer's office, current operation and future efficiency and needs.

Mr. McGlennon commented on the effect of the new Convenience Fee on credit card payments and asked if there is another way people can make payments more conveniently.

Ms. Tomes pointed out that the new third party vendor will offer mobile payments and text reminders.

D. CLOSED SESSION

None.

E. ADJOURNMENT

1. Adjourn until Regular Meeting at 6:30 pm

A motion to Adjourn was made by Ruth Larson and the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Larson, McGlenon, Onizuk

Absent: Sadler

At approximately 5:57 p.m., Mr. Hipple adjourned the Board.


Bryan J. Hipple, County Administrator