

COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
SPECIAL MEETING  
April 5 – 9, 2010

The Henrico County Board of Supervisors convened a Special Meeting on Monday, April 5, 2010 at 9:30 a.m. in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

**Members of the Board Present:**

Patricia S. O'Bannon, Chairman

Frank J. Thornton, Vice Chairman (left at 1:32 p.m.)

James B. Donati, Jr., Varina District Supervisor (absent from 2:15 to 2:27 p.m.; left at 4:15 p.m.)

Richard W. Glover, Brookland District Supervisor

David A. Kaechele, Three Chopt District Supervisor

**Other Officials Present:**

Virgil R. Hazelett, P.E., County Manager

Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board

Tanya B. Harding, Administrative Assistant/Deputy Clerk to the Board

George T. Drumwright, Jr., Deputy County Manager for Community Services

Angela N. Harper, FAICP, Deputy County Manager for Special Services

Leon T. Johnson, Deputy County Manager for Administration

Robert K. Pinkerton, P.E., Deputy County Manager for Community Operations

Randall R. Silber, Deputy County Manager for Community Development

C. Michael Schnurman, Jr., Legislative Liaison

Wilbert J. (Bert) Childress, Technology Support Specialist, County Manager's Office

John A. Vithoulkas, Director of Finance/Special Economic Advisor to the County Manager

Eugene H. Walter, Management and Budget Division Director

William B. Hinton, Budget Supervisor

Justin D. Crawford, Budget Analyst

Julian S. Parr, Budget Analyst

James A. (Adam) Rosatelli, Budget Analyst

Sharon Todd Van Gils, Budget Analyst

Crystal L. Willett, Budget Analyst

Mrs. O'Bannon called the meeting to order at 9:41 a.m. She expressed the Board's appreciation to staff for the hard work that went into preparing the FY 2010-11 proposed budget.

Mr. Hazelett distributed and reviewed the schedule of Legislative Budget Reviews for April 5 – 9, 2010. He pointed out that no other elected body in the Commonwealth of Virginia undertakes such a thorough, line-by-line review of its budget. Mr. Hazelett announced the dates and times

of the Board's budget public hearing (April 13, 2010, 6:00 p.m.) and budget adoption (April 27, 2010, 7:00 p.m. regular meeting).

### **Expenditure Briefing**

Mr. Hazelett distributed and narrated a slide presentation on the *County Manager's Overview and Expenditure Highlights, Proposed FY 10-11 Annual Fiscal Plan*. He noted that the three prevailing goals throughout this budget creation process were no tax increase, no reduction in service levels, and avoiding layoffs. Mr. Hazelett further noted that the proposed budget met all three of these criteria, a difficult feat considering that General Fund revenues declined in FY 2010-11. He reviewed slides regarding categories of the proposed budget; areas where efficiencies had been achieved; the elimination of 101 vacant positions; budget highlights for education, general government, and other proposed funds; concerns for FY 2011-12 and beyond; actions by other Virginia localities to balance their budgets; and a summary of the proposed budget. During Mr. Hazelett's presentation, he responded to a number of questions from members of the Board. There was discussion by the Board, Mr. Hazelett, and Mr. Drumwright concerning the potential impact of the Federal Health Care Reform Act on Henrico Area Mental Health and Developmental Services' current contract with Crossover Ministries for the provision of pharmacy services to indigent mentally ill clients. Mr. Donati stated that local agencies providing workforce training programs and services appeared to be duplicating their efforts. He suggested that the Board schedule a work session to discuss the Capital Area Training Consortium. There was also discussion by the Board and Mr. Hazelett relating to the County's water and sewer infrastructure needs and discussion by the Board, Mr. Hazelett, and Mr. Vithoulkas regarding the Virginia Retirement System's actuarial rates. Mr. Hazelett concluded his presentation by identifying four issues that needed to be resolved during the week-long budget sessions – funding for transit, the employee cafeteria, a storm water utility fee, and a proposed five percent increase in water and sewer rates.

The Board recessed at 11:19 a.m. and reconvened at 11:31 a.m.

Mr. Hazelett recognized Mr. Walter, who introduced the members of his staff who were present. Mr. Walter noted that Ms. Willett was promoted to the position of Budget Analyst in December 2009 from another position within the Department of Finance.

### **Revenue Briefing**

Mr. Walter narrated a slide presentation on the *Proposed Annual Fiscal Plan Revenue Briefing, Fiscal 2010-11*. His presentation included a number of slides concerning the lingering effects of a troubled economy and a look at jobs, the State budget shortfall, local real estate conditions, and local revenues. During the first portion of Mr. Walter's presentation, Mr. Walter and Mr. Vithoulkas responded to questions from the Board pertaining to local and State revenue projections. There was considerable discussion by the Board and Mr. Hazelett on the revenue projection processes followed by the County and the Commonwealth.

The Board recessed to pick up lunch at 11:59 a.m. and reconvened at 12:04 p.m.

Mr. Walter continued his presentation and with the assistance of Mr. Hazelett and Mr. Vithoukas answered additional questions from the Board regarding State and local revenue trends as well as questions concerning State funding for Constitutional Officers. There was discussion by the Board and Mr. Hazelett relating to House Bill 599 funding and discussion by the Board, Mr. Hazelett, Mr. Walter, and Mr. Vithoukas regarding residential housing sales and foreclosure trends. Mr. Vithoukas, Mr. Silber, and Mr. Walter responded to questions pertaining to the County's commercial real estate tax base and commercial vacancy rates. Mr. Walter summarized his presentation by concluding that the County has been in the midst of a "perfect storm" within its revenue streams, the next two fiscal years will be very difficult for both the State and the County, Henrico will continue to take a multi-year approach in both estimating and allocating public resources, and recovery will ultimately be tied to the County's economic development efforts and job creation. He responded to questions relating to how the Virginia Department of Motor Vehicles assists the County in collecting delinquent personal property taxes.

The Board recessed at 1:02 p.m. and reconvened at 1:11 p.m.

The Legislative Budget Reviews with department heads and key officials commenced. The following presentations were made:

- Board of Supervisors – Mr. Johnson

Mr. Hazelett commented on vacancy savings and the elimination of funding for travel that were reflected in this agency's proposed budget and that the Board would see routinely throughout the proposed budgets for all agencies. He expanded on these points in response to a couple of questions from the Board.

- County Manager – Mr. Johnson

Mr. Hazelett also commented on vacancy savings and the elimination of funding for travel that were reflected in this agency's proposed budget. There were no questions from the Board.

- Public Relations & Media Services – Tamra R. McKinney, Director; joined by Joyce H. Keenan, Business Supervisor

Mrs. McKinney pointed to a decrease in personnel costs in her agency due to the removal of a vacant Public Relations Specialist position from the department's complement. Mr. Thornton complimented Mrs. McKinney and her staff on the quality of its cable television programs. Mrs. McKinney responded to questions from the Board regarding the number of awards received by her department and also regarding the County's cable television channel and Board meeting video stream viewership. Mr. Hazelett commented on the budget reductions being absorbed by the department.

- County Attorney – Joseph P. Rapisarda, Jr., County Attorney; joined by Karen W. Grizzard, Business Supervisor

Mr. Rapisarda gave a brief report, noting that his agency has been looking at ways to drive down costs. He responded to questions from the Board pertaining to his agency's workload measures, condemnation case filing trends, personnel complement, and salary budget.

- Finance – Mr. Vithoukas; joined by Mr. Rosatelli

Mr. Vithoukas explained cost savings being achieved by his department and reviewed his department's highlights and new initiatives, including cashiering and real estate tax billing systems; increases in Real Estate Advantage Program (REAP) applications and business licenses; the reinvest program; and real estate tax appeals. Mr. Hazelett shared an example of the department's new tax bill design with the Board and asked Mr. Vithoukas to explain the format. Mr. Vithoukas and Mr. Hazelett responded to questions from the Board concerning home equity line borrowing, staff assigned to REAP, bond refunding, the new tax bill design, Mr. Rosatelli's role in the department's budget preparation process, the number of staff assigned to each departmental division, and the status of currently vacant departmental positions. Alice Goodman, Treasury Supervisor, assisted Mr. Vithoukas and Mr. Hazelett in responding to a question from Mr. Kaechele relating to the tax delinquency collection process. Tom Little, Real Estate Division Section Manager, responded to a question from Mr. Kaechele regarding the real estate assessment appeals process.

- Circuit Court Clerk – Yvonne G. Smith, Clerk

Mrs. Smith and Mr. Hazelett responded to questions from the Board pertaining to her agency's personnel complement and how it is funded and to questions about her agency's workload measures.

Mr. Vithoukas, Mr. Hinton, and Mr. Hazelett responded to a question from Mr. Glover regarding how technology adjustments and costs are addressed in the budget. Mr. Hazelett responded to a question from Mrs. O'Bannon pertaining to the status of the County's financial commitment to The Diamond ballpark.

- JRJDC – Mr. Drumwright

Mr. Drumwright, Mr. Vithoukas, and Mr. Walter responded to questions from the Board concerning the status of Powhatan and Goochland's financial participation in the James River Juvenile Detention Center (JRJDC), the size and purpose of JRJDC's fund balance, agency positions shown in Complement 3, and outstanding debt on the facility operated by JRJDC.

- General District Court – James S. Yoffy, Chief Judge; joined by Lawrence G. Sprader, Clerk

Judge Yoffy spoke to his court’s increasing caseload. He and Mr. Sprader responded to questions from the Board relating to the court’s use of volunteers and its personnel complement.

- Information Technology, Steven M. Lewis, Director; joined by Thomas L. Owdom, Assistant Director

Mr. Hazelett remarked on Mr. Owdom’s successful efforts to significantly reduce County costs for landline telephone service. Mr. Lewis commented on measures taken by the agency to achieve cost savings. He responded to questions from the Board regarding the distinction between technology replacement and computer replacement line items. There was considerable discussion by the Board and Mr. Lewis about the County’s technology replacement program. He and Mr. Owdom responded to a question from Mr. Kaechele pertaining to how information technology is handled within Henrico County Public Schools (HCPS).

- Technology Replacement – Mr. Walter; joined by Mr. Lewis and Mr. Owdom

Mr. Walter updated the Board on the County’s technology replacement program. He and Mr. Owdom responded to questions from the Board concerning the distinction between the computer replacement line item in the Information Technology operating budget and this line item in the Technology Replacement Fund.

- Circuit Court Services – Daniel T. Balfour, Chief Judge; joined by Janice W. Bashore, Administrative Assistant

At Mr. Hazelett’s request, Judge Balfour reviewed pending retirements within the Henrico Circuit Court. He responded to a question from Mr. Glover relating to the number of Circuit Court judicial positions in the County that have been approved and funded by the General Assembly.

- Drug Court – Gary L. Hicks, Judge; joined by Catherine C. Hammond, Judge, and Patricia A. Shaw, Administrator

Judge Hicks provided a brief update on the Drug Court. Judge Hammond invited Mr. Hazelett’s Rotary Club to attend a Drug Court proceeding. Judge Hammond, Mrs. Shaw, and Judge Hicks responded to questions from the Board regarding the recidivism rate and graduation rate for the County’s Drug Court participants, the status of State funding for the County’s Drug Court program, and the program’s drug testing procedures.

- Community Corrections – Bruce N. Cruser, Director; joined by Jane E. Hardell, Probation Services Supervisor/Evidence Based Practice Coordinator; and Jennifer L. MacArthur, Probation Services Supervisor/Community Services Coordinator

Mr. Cruser referred to his agency's current focus on doing more with less, a new pilot program it has implemented, and the number of individuals under pre-trial supervision. He noted that there have been small increases in probation caseloads. Mr. Cruser and Mr. Drumwright responded to questions from the Board pertaining to client caseloads, supervision, and drug testing procedures and case trends.

- Commonwealth's Attorney/Victim Witness/Drug Prosecutor – Wade A. Kizer, Commonwealth's Attorney, and Rochelle (Shelly) Shuman-Johnson, Victim-Witness Director; joined by Brenda N. Johnson, Business Supervisor

Mr. Kizer alluded to predicted increased in caseloads, referred to decreases in his agency's budget, and reviewed anticipated travel expenditures during the upcoming fiscal year. He responded to questions and comments from the Board concerning sanctions for petty larceny and statistical trends for General District Court traffic cases.

Ms. Shuman-Johnson reviewed the sources of funding for the County's Victim-Witness program and noted the slight increase in her office's budget for rent. She referred to staffing and workload measures relating to her program and to client trends. Ms. Shuman-Johnson responded to questions from the Board regarding her office's outreach to victims of property crimes, the types of crimes impacting victims served by her office, and the manner in which her office locates victims.

Mr. Kizer reviewed the Drug Prosecutor program and associated statistics for the first six months of FY 2009-10. There were no questions from the Board about this program's budget.

The Board recessed at 3:51 p.m. and reconvened at 4:02 p.m.

The Legislative Budget Reviews continued with the following presentations:

- Real Property – Jon B. Tracy, Director; joined by Andrew S. (Steve) Price, Assistant Director

Mr. Hazelett commented that acquiring real estate for projects under the Public-Private Transportation Act (PPTA) is a difficult process because the County has to rely on private contractors for real estate negotiations with property owners. Mr. Tracy explained the reductions in his budget, including the elimination of a half-time position. Mr. Tracy and Mr. Hazelett responded to questions from the Board concerning the land acquisition process for the North Gayton Road Extension project, the County's liability for temporary work easements, and trends in the costs of office space leased by the County.

- Magistrate – Mr. Hazelett

Mr. Hazelett noted that the Magistrate, William J. Connor, Sr., was not present. He reviewed the structure of the Magistrate's Office and briefly reviewed this agency's budget. Mr. Hazelett responded to questions from the Board pertaining to the County's share of the agency's budget, a request by the agency for additional space, and the agency's staffing level.

- Human Resources/Employee Benefits - George H. Cauble, Jr., Director of Human Resources

Mr. Cauble explained how his agency had met its targets for both the operating and group benefits budgets by reducing nearly every line item. He noted that his agency will be vacating leased space on Shrader Road that has been used for STEP (Streamlining Technology Empowering People) employees and consultants and pointed to the County's low employee turnover and retirement rates. With Mr. Vithoukias' assistance, Mr. Cauble responded to questions from the Board concerning LEOS (Law Enforcement Officers Safety Act) retirement benefits and costs, employee turnover rates and application trends, the County's volunteer services program, the County's VRS (Virginia Retirement System) contributions, and the level of employee participation in deferred compensation. Mr. Cauble cited examples of where his agency is cutting costs and distributed a chart prepared by his agency depicting the County's relatively low citizen/position ratio in comparison to other large counties and cities in the Commonwealth. There was some discussion by the Board, Mr. Hazelett, and Mr. Cauble of the methodology used in calculating these ratios. Mr. Cauble mentioned an increase in employee interest in fitness, wellness, and nutrition classes.

The Board adjourned for the day at 4:41 p.m. and reconvened at 1:15 p.m. on Tuesday, April 6, 2010.

**Members of the Board Present:**

Patricia S. O'Bannon, Chairman  
Frank J. Thornton, Vice Chairman  
Richard W. Glover, Brookland District Supervisor (absent from 2:51 to 2:56 p.m.)  
David A. Kaechele, Three Chopt District Supervisor

**Member of the Board Absent:**

James B. Donati, Jr., Varina District Supervisor

**Other Officials Present:**

Virgil R. Hazelett, P.E., County Manager

Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board  
Tanya B. Harding, Administrative Assistant/Deputy Clerk to the Board  
George T. Drumwright, Jr., Deputy County Manager for Community Services  
Angela N. Harper, FAICP, Deputy County Manager for Special Services  
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John A. Vithoukas, Director of Finance/Special Economic Advisor to the County Manager  
Eugene H. Walter, Management and Budget Division Director  
William B. Hinton, Budget Supervisor  
Justin D. Crawford, Budget Analyst  
Julian S. Parr, Budget Analyst  
James A. (Adam) Rosatelli, Budget Analyst  
Sharon Todd Van Gils, Budget Analyst  
Crystal L. Willett, Budget Analyst

The Legislative Budget Reviews continued with the following presentations:

- Juvenile/Domestic Relations District Court Services – Rebecca L. Cone, Clerk of Court; joined by Sharon B. Will, Judge.

Mr. Hazelett noted the upcoming retirement of Judge Will. Mrs. Cone referred to her agency's performance measures and the reduction in its proposed budget. She thanked the Board for funding an addition to the Juvenile and Domestic Relations Court facility, offered examples of how the space is being used, and pointed to her agency's new docket information board. Judge Will responded to questions from the Board pertaining to the mediation process used by her agency, trends in the types of cases coming before her court, the types of services needed to keep juveniles out of the court system, and the caseloads handled by the judges on her court.

- Probation/VJCCCA - Kay D. Frye, Probation Director, and Debra A. Nedervelt, Coordinator of the Virginia Juvenile Community Crime Control Act (VJCCCA); joined by Judge Will

Ms. Frye shared her agency's budget highlights, referred to its workflow trends, and reviewed its performance measures. She responded to questions from the Board concerning mediation costs and services and courtroom safety.

Ms. Nedervelt pointed to the Commonwealth's substantial reductions in VJCCCA funding, shared photographs of projects undertaken by clients referred to her agency's larceny reduction program, and alluded to reporting requirements associated with VJCCCA funding. She responded to a question from Mr. Glover relating to the types of community service performed by juvenile offenders in community based programs and how they are supervised. Mr. Hazelett and Judge Will commented on State funding reductions for VJCCCA. Judge Will thanked the Board and Mr. Hazelett for their past support of Probation/VJCCCA and stated that it has been a privilege to serve Henrico County.



- Juvenile Detention/VJCCCA - Michael D. Bingham, Superintendent of the Henrico Juvenile Detention Facility, and Ms. Nedervelt

Mr. Bingham referred to funds received by his agency from State block grants; reviewed his agency's workload measures, and discussed current trends in juvenile detention, including an increase in mental health and medical issues. He responded to questions from the Board regarding the types of mental health conditions seen in detainees, the juvenile detention facility's capacity, the number of teachers assigned to the facility, the minimum age of detainees, and the socioeconomic and ethnic profiles of detainees.

Mr. Bingham referred to the two VJCCCA programs offered through Juvenile Detention, Detention Outreach and Services through Opportunity Programs (STOP). Ms. Nedervelt spoke to the electronic monitoring component of STOP. Mr. Bingham responded to questions from the Board concerning the cost and logistics of the United States Department of Agriculture (USDA) grant program that assists with caring for detainees.

- Economic Development – Gary R. McLaren, Executive Director of the Economic Development Authority

Mr. McLaren reviewed the Authority's current projects and noted that a lot of its focus in the current economy is targeting and working with existing businesses. He and Mr. Hazelett responded to questions from the Board pertaining to the Federal data center slated for the former Qimonda facility, an upcoming event targeting Washington, D. C. area businesses, travel reductions in the Authority's budget, the allocation of transient occupancy tax revenues collected in the County, sources of funding for the Greater Richmond Partnership (GRP) and Richmond Metropolitan Convention & Visitor's Bureau (RMCVB), and the agenda for an upcoming joint meeting of the Authority and the Board on long-range planning. Mrs. O'Bannon expressed concerns about the impact of travel reductions on Mr. McLaren's business recruitment activities. There was discussion by Mr. Hazelett and the Board relating to a ribbon cutting ceremony that several County officials had attended earlier in the day near Richmond International Airport for Bizerba, a German company that manufactures scales.

- Social Services - Jane D. Crawley, Director; joined by Shawn Rozier and Cynthia J. Steinhauser, Assistant Directors, and Hugh V. Field, Controller

Mrs. Crawley referred to unexpected challenges during the past 9 to 12 months. She, Ms. Steinhauser, and Mr. Rozier narrated a slide presentation on her agency's proposed budget for FY 2010-11. Their presentation included charts addressing public assistance recipients; food stamp, Medicaid and TANF (Temporary Assistance for Needy Families) caseloads; Virginia's Initiative for Employment Welfare (VIEW); emergency need requests; children in foster care; state budget cuts and strategic responses; and dollars generated by the Henrico Department of Social Services in FY 2008-09. During their presentation, they responded to a number of questions from the Board regarding the data contained in the charts. There was extended discussion concerning the large increase in requests for emergency financial assistance and annual reductions since 2005 in children in foster care. Following the

presentation, Mr. Drumwright responded to a question from Mr. Kaechele pertaining to the local impact of new national health care legislation. Ms. Steinhauser responded to further questions relating to dollars generated by her agency for Medicaid funding.

- Comprehensive Services Act - Carol P. Jellie, CSA Coordinator; joined by Mr. Johnson and Mr. Field

Ms. Jellie narrated a slide presentation on the 2010-11 Comprehensive Services Act (CSA) budget request. Her presentation highlighted her program's total budget requests, the three basic services provided by her program, expenditure category comparisons, a nine-year comparison of the number of children receiving specialized services through the program, a three-year comparison of CSA local match rates, and positive changes that have occurred in the program during the past year. With Mr. Hazelett's and Mr. Johnson's assistance, Ms. Jellie responded to a number of questions from the Board during her presentation regarding Individualized Education Plan (IEP) placements. She also responded to questions concerning Community Based Support Services and the Foster Care Parental Stipend Program.

The Board recessed at 3:29 p.m. and reconvened at 3:39 p.m.

The Legislative Budget Reviews continued with the following presentations:

- Sheriff - Michael L. Wade, Sheriff; joined by Merle H. Bruce, Jr., Undersheriff; Carlos V. Talley, Chief Deputy; and Dana L. Powell, Controller

Sheriff Wade referred to the four main areas of his office's budget – salaries, medical expenses, food, and utilities. He explained how a change made by the General Assembly in the definition of State responsible inmates will impact his office's budget by requiring the County to pay the full cost of housing these inmates for an additional 12 months. Sheriff Wade also cited the types of inmate medical expenses his office incurs where the State provides no funding, the State's failure to perform a staffing study as requested, and his office's responsibility for the disposal of unclaimed bodies. There was considerable discussion by the Board, Sheriff Wade, and Mr. Hazelett pertaining to the disposal of unclaimed bodies and the new State definition of responsible inmates. Mr. Hazelett, Mr. Vithoukas, Sheriff Wade, and Undersheriff Bruce responded to questions from the Board relating to inmate medical costs. Sheriff Wade responded to additional questions regarding the ethnic profile of his jail population, the types of crimes most frequently committed that result in prison sentences, and crime trends. Mr. Hazelett concluded the discussions by commenting on how the Commonwealth has continued to shift the costs of housing prisoners to local governments.

- Police/Animal Protection – Col. Henry L. Stanley, Jr., Chief of Police; joined by Lt. Col. Douglas A. Middleton, Deputy Chief, and Kathryn A. Sobczak, Controller

Col. Stanley acknowledged the members of his staff seated in the audience who had worked on his agency's budget. He narrated a slide presentation on the Division of Police's

proposed 2009-10 budget, which included budget highlights, statistics on calls to the County's 911 Emergency Communications Center, his department's targeted apartment and residential community crime reduction/prevention initiative for 2009, crimes per 1,000 residents from 1975 to 2009, and his department's recent major accomplishments. During his presentation, Col. Stanley and Lt. Col. Middleton responded to questions from the Board concerning extradition costs and procedures, wireless alarm technology, and their department's law enforcement challenge. Following Col. Stanley's presentation, he and Lt. Col. Middleton responded to questions pertaining to the department's procedure for conducting road checks; how the department has achieved reductions in telecommunications costs; trends in the types of vehicles being used for police patrol; the status of the department's vehicle replacement program, Police Athletic League (PAL) program, recruitment efforts for vacant police officer positions; and employee morale within the department.

Mr. Johnson distributed copies of staff's written responses to questions asked by the Board during the previous day's session and requiring follow-up research. Mr. Hazelett directed the Board's attention to the answer to Question 2 concerning the total cost of the County's Virginia Retirement System (VRS) obligations in the FY 2010-11 proposed budget. He also directed the Board's attention to Attachment #1 of this document, which included a list of cost savings initiatives researched by the County's Budget Reduction and Savings Strategies (BRASS) Committee. Mrs. O'Bannon commented on motion detectors used by Virginia Power.

- Fire/EMS/Emergency Services - Richard D. McClure, Deputy Chief; joined by Vince E. Copeland, Controller

Deputy Chief McClure advised the Board that Fire Chief Ed Smith was out of town. He narrated a slide presentation on the Division of Fire's FY 2010-11 proposed operating budget, which addressed the department's FY 2009 workload measures, trends, emergency medical services improvements, emergency management initiatives and community outreach efforts, leadership efforts, efficiencies in operations, effective management of growing costs, capital replacement plan, and challenges. During his presentation, Deputy Chief McClure responded to questions from the Board relating to the National Institute of Standards and Technology (NIST), the department's therapeutic hypothermal protocol, locations of the department's specialty shops, the status of the County's volunteer firefighters, the number of emergency response vehicles operated by the County, and the department's position on the use of lightning rods in residential and commercial buildings. Mr. Thornton thanked the Division of Fire and Station 6 for their professionalism and quick response to a fire that occurred in his district on Easter Sunday. Mr. Hazelett responded to a question from Mr. Kaechele regarding the department's reduction in fuel costs.

- Non-Departmental (Cooperative Projects) – Mr. Hazelett

Mr. Hazelett advised that staff had not added any new agencies to the list of those recommended for funding and was recommending a ten percent, across-the-Board reduction in non-departmental funding except for those agencies with which the County has contracted for a specific contribution amount. He further advised that the 2011 Commemoration

Advisory Commission will be funded out of the County's fund balance rather than as a non-departmental/cooperative project. He responded to questions from the Board concerning the reduction in State funding for the Richmond Regional Planning District Commission (RRPDC); how the County's donation to the YWCA is used, the current status of Leadership Metro Richmond (LMR); the admission process for the Maggie Walker Governor's School; the background behind Assisting Families with Inmates; donation requests made by or for the Colonial Athletic Association (CAA), the Lakeside Memorial Day Parade, the GRTC Transit System Taxicab Services Program, Henrico Community Partnerships, the Horses in Service Riding Center, and the Henrico Police Athletic League (PAL). There was discussion by the Board, Mr. Hazelett, and Mr. Vithoukas regarding the current status of the Housing Opportunities Made Equal (H.O.M.E.) program and the level of its investments in Henrico County as well as the number of Henrico homeowners being served by the program. Mr. Thornton commented that it is prudent for the Board to ensure that outside organizations seeking donations do not take advantage of the County's affluence. Mr. Hazelett responded to a question from Mr. Kaechele concerning the status of funding for the Richmond Metropolitan Authority (RMA) Diamond. Mr. Drumwright responded to questions pertaining to the current status of the Arts and Cultural Funding Consortium. After elaborating on Henrico's share of operating and capital funding for J. Sargeant Reynolds Community College, Mr. Hazelett noted that staff had recommended approximately \$12.5 million in total non-departmental funding for FY 2010-11.

There was discussion by the Board and Mr. Hazelett relating to the County's Real Estate Advantage Program (REAP). Mr. Hazelett advised that he was recommending that the schedule of legislative reviews be revised so that hearings would be added on Thursday, April, 8, 2010, beginning at 3:00 p.m. and that the session on Friday, April 9, 2010 would conclude by noon rather than late afternoon. He then elaborated on the schedule for the remainder of the week.

The meeting adjourned for the day at 6:03 p.m. and reconvened at 9:41 a.m. on Wednesday, April 7, 2010 at 10:08 a.m.

**Members of the Board Present:**

Patricia S. O'Bannon, Chairman  
Frank J. Thornton, Vice Chairman (arrived at 1:07 p.m.)  
James B. Donati, Jr., Varina District Supervisor  
Richard W. Glover, Brookland District Supervisor  
David A. Kaechele, Three Chopt District Supervisor (absent from 11:53 a.m. to 12:42 p.m.)

**Other Officials Present:**

Virgil R. Hazelett, P.E., County Manager  
Barr R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board  
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James A. (Adam) Rosatelli, Budget Analyst  
Sharon Todd Van Gils, Budget Analyst  
Crystal L. Willett, Budget Analyst

Mrs. O'Bannon announced that Mr. Thornton would be absent for the morning session and arriving after lunch.

The Legislative Budget Reviews continued with the following presentations:

- Electoral Board/Registrar – Mark J. Coakley, General Registrar; joined by Bebe W. West, Chairperson, Electoral Board; Alice F. Creighton, Vice-Chairman, Electoral Board; and Ronald B. Chaney, Sr., Secretary, Electoral Board.

Mr. Coakley recognized the members of the Electoral Board. He referred to the November 2010 short ballot, 2011 redistricting, and November 2011 long ballot. Mr. Coakley distributed a map highlighting the total number of registered voters in each of the County's magisterial districts. He and Mr. Hazelett responded to questions from the Board regarding the 2011 redistricting process and its possible impact on 2011 primary elections. Mr. Coakley and Mr. Chaney then responded to questions concerning United States census population information, the status of the Hatcher precinct in the Brookland District, problems with electronic poll books used in certain other localities, current procedures for processing absentee ballots and updating voter registration rolls, and computer shortages at some of the County's polling precincts.

- Public Health – Susan F. Fischer-Davis, M.D., Director; joined by Carla P. Bennett, Business Manager

Dr. Fischer-Davis pointed to the 100 percent turnover in senior staff at the Henrico Health Department since October 2009, reviewed the impact of State budget reductions on the department in such areas as Medicaid and dental services, and provided updates on her department's children's vaccination and infant mortality efforts. She responded to questions from the Board pertaining to children's vaccination procedures, infant mortality rates and causes, and how vaccinations are handled for citizens travelling overseas.

- Public Library – Gerald M. McKenna, Director; joined by Christine M. Campbell, Assistant Director, and John C. Gentry, Business Manager

Mr. McKenna recognized the members of his staff who were present. He and Mrs. Campbell responded to questions from the Board relating to the demand for books on compact disc by senior citizens, the availability of library books for download on electronic devices, the impact of electronic books on library circulation, the public library's relationship with public school libraries, the extent of citizen complaints on the appropriateness of certain library materials, the impact of library closings in other localities on Henrico's library system, the growing use by citizens of Wi-Fi service at public libraries, and the status of the County's contracts with private vendors for coffee shops at selected library locations. Mr. Kaechele commented that he has received a lot of compliments from constituents about the Twin Hickory Area Library.

Mr. Walter distributed staff's cumulative written responses to questions asked by the Board during the two previous days' sessions.

- Recreation and Parks/Belmont Golf – Karen K. Mier, Director of Recreation and Parks; joined by Edwin C. (Neil) Luther IV, Assistant Director; and Louise S. Evans, Controller

Ms. Mier thanked the Board for its continued support; commended Mr. Hazelett, Mr. Vitoulkas, and the Management and Budget Division staff; and introduced the members of her staff who were seated at the table and in the audience. She shared a three-minute video profiling one of her department's programs, *Summer Blast 2009*, and referred to the number of participants in the program. Mrs. O'Bannon acknowledged the assistance that the County's 2011 Commemoration Advisory Commission has received from the Division of Recreation and Parks. Ms. Mier highlighted several major events that will be hosted by the County beginning in September 2010 as part of the County's 400th anniversary commemoration. Mrs. O'Bannon commented that the Commission and staff have worked hard to ensure that activities planned for the commemoration are cost effective but also ones that will help fill the County's hotel beds with tourists. Ms. Mier responded to a question from Mr. Donati regarding the status of new County road signage associated with the commemoration. Ms. Mier offered highlights of her department's budget, including the primary areas where expenditures have been reduced and an increase for new positions for the Eastern Henrico Recreation Center. She responded to questions from the Board regarding how the County handles maintenance for its recreation facilities and the proposed reductions in her department's maintenance staff. Ms. Mier reviewed the capital outlay and facility rehabilitation components of her department's budget and highlighted her department's activities and accomplishments during the past year. She concluded her budget overview by providing a brief summary of her department's Capital Improvement Program (CIP) projects. With the assistance of Mr. Luther and Ray Pauley, Park Services Manager, Ms. Mier and Mr. Hazelett responded to a series of questions concerning the status of master planning and tennis court renovations for Belmont Recreation Center and a new western Henrico parks and recreation maintenance facility, maintenance responsibilities for athletic fields and tennis courts at the County's public schools, and the status of a varsity lacrosse program for the County's high schools. There was extended discussion by the Board, Ms. Mier, and Mr. Hazelett pertaining to a proposed increase in greens fees at Belmont Golf Course and in the contract for the course's golf pro. Ms. Mier responded to further questions relating to the County's general fund subsidy to the golf course and the number of public golf courses in the immediate geographic region and in central Virginia.

The Board recessed for lunch at 11:53 a.m. and reconvened at 12:06 p.m.

The Legislative Budget Reviews continued with the following presentations:

- General Services/CAM – Paul N. Proto, Director of General Services; joined by Ann D. Fortune, Controller

Mr. Proto recognized Ms. Fortune and introduced the members of his staff seated in the audience. He referred to five vacant positions that were removed from the personnel complement for his department and summarized his department's major areas of responsibility and budget highlights within these areas. Mr. Proto and Jerry Walker, Energy Manager, responded to questions from the Board regarding the status of regional grants received by the Division of Communications, State legislation addressing fuel procurement by localities, the County's electricity rate negotiations with Dominion Virginia Power, and energy management programs implemented by the department to reduce the County's internal utility costs. Mr. Proto then referred to proposed reductions in his department's budget, and new County facilities coming on line as a result of the County's previous bond referenda. Mr. Hazelett discussed plans for renovating the employee cafeteria and changing the way it is operated in order to reduce the subsidies it receives from the General Fund. He and Mr. Proto responded to questions concerning possible contracting and catering options. After further discussion of the employee cafeteria by Mr. Proto and the Board, Mr. Hazelett noted that the Board's consensus was to eliminate two vacant part-time cafeteria positions, move forward with a contract to renovate the cafeteria's public area and service lines while retaining the current square footage, and eliminate hot entrees from the menu in favor of short order and pick-up items. Mr. Proto responded to questions from Mr. Kaechele pertaining to the timing and cost of the renovation project. After elaborating on cost-saving measures being undertaken by his department in the area of central automotive maintenance (CAM), General Services Accountant Jerry Jarreau and Building and Grounds Manager Fred Drake assisted Mr. Proto and Mr. Hazelett in responding to questions relating to the replacement schedule for and fuel efficiency of motor pool vehicles as well as the use of recycled oil to heat the CAM facility.

The Board recessed at 12:58 p.m. and reconvened at 1:07 p.m.

The Legislative Budget Reviews continued with the following presentations:

- Schools – Patrick J. Russo, Superintendent; joined by Lamont Bagby, School Board Vice-Chair; Linda L. McBride, School Board Member; John W. Montgomery, Jr., School Board Member; and Diana D. Winston, School Board Member

Mr. Bagby noted that several staff members from Schools were seated in the audience. He reviewed the parameters of the education budget, pointing out that the School Board's charge to the Superintendent was no employee layoffs and no change in the academic curriculum. Mr. Bagby recognized Dr. Russo, who distributed and reviewed a consolidated list of reductions from the 2010-11 budget, which included personnel reductions through attrition as well as non-personnel reductions. Dr. Russo responded to questions from the

Board of Supervisors regarding programs for academically challenged children and net personnel reductions in the education budget after accounting for new positions associated with the opening of two new schools. Kevin Smith, Assistant Superintendent for Finance, and Mr. Hazelett responded to a question from Mr. Kaechele concerning Virginia Retirement System (VRS) contribution rates. Dr. Russo and Eric Jones, Executive Director of Secondary Education, responded to questions and comments by Mrs. O'Bannon and other members of the Board pertaining to plans to upgrade club level lacrosse programs at three County public high schools to varsity programs. There was considerable discussion on this matter. Dr. Russo, with the assistance of the members of the School Board, responded to additional questions and comments from the Board of Supervisors relating to school population trends, admissions policies for Maggie L. Walker Governor's School, the future role of the Standards of Learning (SOLs) in the classroom, the potential need for more parenting programs, disparities in academic achievement and suspension rates between African-American and non-African-American students, the feasibility of transitioning to greater use of online learning and implementing a 12-month school year to reduce the demand for classroom space, the Commonwealth's continued failure to fully meet its financial obligation for local education, the limited number of available seats for students interested in the International Baccalaureate (IB) program at Moody Middle School, the long bus rides endured by many children enrolled in programs at specialty centers, and the importance of career and technical education programs. Mrs. O'Bannon noted that Mrs. Winston is serving as Vice-Chair of the County's 2011 Commemoration Advisory Commission and that Schools staff has helped considerably in planning events for the commemoration. Mrs. McBride thanked the Board of Supervisors for agreeing to have the County absorb increases in health insurance premiums rather than pass these costs along to employees.

The Board recessed at 2:08 p.m. and reconvened at 2:18 p.m.

The Legislative Budget Reviews continued with the following presentations:

- Agriculture and Home Extension – Karen F. Carter, County Agent; joined by Angela M. Wigglesworth, Administrative Assistant

Ms. Carter introduced Ms. Wigglesworth and distributed a written summary of Henrico Extension Program impacts during 2009 in the areas of agriculture and natural resources, family and consumer services, and 4-H youth development. After briefly referring to decreases in both the personnel and operating components of her agency's proposed budget, Ms. Carter noted that these reductions are not expected to result in a reduction in services. Ms. Carter also pointed to uncertainties in State funding for her agency and to language in the State budget directing Virginia Cooperative Extension to return to its historical mission of focusing on agriculture and natural resources. She responded to questions from the Board regarding the mission of the Commonwealth's Agricultural Research and Extension Centers, the impact of Chesapeake Bay regulations on farmers, and the status of the forestry industry in Henrico County. Mr. Thornton commented that he hopes the Virginia Cooperative Extension program is continued, particularly 4-H youth development, and that perhaps Virginia Cooperative Extension needs to enhance its public relations efforts.



- Internal Audit – Vaughan G. Crawley, Internal Auditor

Mr. Vaughan alluded to the reductions in his agency's budget. With Mr. Hazelett's assistance, he responded to questions from the Board concerning the average number of programs audited by his office each month, programs that are priorities for future auditing, the level of deficiencies uncovered in audits and how they are addressed by the responsible agencies, and the impact of new Governmental Accounting Standards Board (GASB) 45 requirements on local governments.

- CATC – Rosalyn D. Key-Tiller, Director; joined by Elsie D. Best, Business Supervisor

Ms. Key commented on the highlights of her agency's budget, noting that American Recovery and Reinvestment Act (ARRA) funding is not expected to continue beyond the current fiscal year and that her agency's One Stop Operation Division was not included for funding in the proposed budget because the Work Force Investment Board (WIB) and Consortium Board had not made a decision whether to continue identifying CATC as a Title I Service Provider or one-stop operator. She reviewed her agency's various funding sources and the status of the Workforce Investment Center in Innsbrook. She responded to questions from the Board pertaining to the uncertainty of the level of federal funding in next year's budget, the level of contributions to the agency by participating localities, the recent inclusion of the City of Richmond as a CATC member, the agency's staffing responsibilities, and the level of CATC resources being directed within Henrico County. Mr. Kaechele commented on the progress made by the WIB's new Chief Elected Officials (CLEO) Board and enhanced effectiveness of the regional workforce development program despite the challenges of transitioning to a new organizational structure for the regional workforce development partnership. Mr. Drumwright complimented Ms. Key and her staff for their performance in serving clients during the transition and noted that the Federal government regards her agency as a model in terms of how to merge a heretofore separate inner city workforce development program with a regional effort. Mrs. O'Bannon commented on the lengthy meetings she has personally attended with County staff, Congressional staff, and business leaders in Washington, D.C. on workforce development issues. Ms. Key responded to a question from Mr. Donati relating to the extent to which other organizations in the community are trying to duplicate services already provided by CATC.

The Board recessed at 2:58 p.m. and reconvened at 3:02 p.m.

- MH/DA/SA Services – Michael D. O'Connor, Director of Henrico Area Mental Health and Developmental Services; joined by Lynn A. Goodale, Assistant Director for Administrative Services, and Laura S. Totty, Assistant Director for Clinical Services

Mr. O'Connor recognized the members of his staff who were seated with him at the table as well as Marty Shephard, Controller for his agency, who was providing technical support. Mr. O'Connor narrated a slide presentation on the FY 2010-11 County Manager's

recommended budget for Mental Health and Developmental Services (MH/MS). His presentation included statistics for unduplicated consumers served; a breakdown of persons served; crisis response in FY 2009; overnight emergency volume from 2004 through 2010 (projected); a summary of agency trends and highlights; data on the Board of Supervisors intellectual disabilities (ID) day support services initiative; and a summary of financial trends and highlights, including state budgetary impacts, operating budget components and economies, and sources of revenue. During the first part of his presentation, Mr. O'Connor responded to questions from the Board regarding profile examples of mental health clients served by his agency, the validity of depression drugs being advertised on television, and the demand for beds serving persons with mental health issues who have been involuntarily hospitalized and how transportation is handled for these persons. He and Ms. Totty both responded to a number of questions concerning the mission, participation rates, and target communities for their agency's CONNECT program, which is an afterschool program for at-risk youth. Later in his presentation, Mr. O'Connor responded to questions pertaining to pharmaceutical services and costs for agency clients in view of a shifting of State responsibility to localities for these services and the establishment of a community resource pharmacy. He and Mr. Hazelett responded to a question from Mrs. O'Bannon relating to the impact of budget economies on agency services.

- Public Works – Timothy A. Foster, Director; joined by Christopher L. Winstead, Assistant Director of Public Works; E. Todd Eure, Transportation Development Engineer; Jeffrey W. Perry, Environmental Manager Engineer; and Danielle E. Bazemore, Controller

Mr. Foster reviewed the highlights of his department's budget. He noted that the State gas tax allocation received by the County for maintenance remained unchanged from the previous budget and that the construction allocation decreased significantly. Mr. Foster further noted that his department eliminated eight vacant positions without affecting services and is looking at measures to become more effective. He responded to a question from Mrs. O'Bannon regarding how his department's maintenance vehicles are able to access narrow streets. Mr. Foster referred to new capital budget items for his department, a bucket truck and uninterruptable power supplies for traffic signals. He brought forward two issues for discussion by the Board, a \$701,000 increase to continue the same level of GRTC Transit services within the County for another year and a request for three additional positions within the department to comply with new federal Environmental Protection Agency (EPA) regulations. He and Mr. Hazelett responded to questions from the Board concerning the level of GRTC CARE van (transit) service provided within the County and the timing and cost of the new EPA regulations. Mr. Foster introduced the members of his staff who were seated at the table and in the audience. There was discussion by the Board, Mr. Hazelett, Mr. Foster, and Mr. Eure of the transit issue and options available to the Board. Mr. Hazelett noted that funds for the increased cost of service were not included in the proposed budget and that the Board would need to conduct a public hearing prior to July 1, 2010 to reduce services or find funding sources to defray the additional costs. Mr. Foster recommended the elimination of specific underperforming transit routes. He, Mr. Eure, and Mr. Hazelett responded to questions pertaining to the cost and scope of CARE van service within the County and the

status of funding for the Virginia Department of Transportation (VDOT) to repave I-295. Mr. Hazelett suggested that staff present proposed transit service changes to the Board at its first work session in May 2010 and at that time establish a public hearing date to consider service reductions. He pointed out that there were no revenue options currently available to address the \$701,000 increase in costs. Mr. Thornton suggested that staff prepare public relations materials to explain why service reductions were necessary.

Mr. Hazelett advised that he had authorized staff to proceed with a storm water utility study in view of the new federal regulations. Mr. Perry distributed a handout prepared by the Department of Public Works addressing staffing needs to comply with storm water total maximum daily loads (TMDLs) the National Pollutant Discharge Elimination System (NPDES) program. Mr. Perry noted that the federal government expects every locality to have a storm water utility. He explained the slides in the handout, which highlighted how the new regulations impact development and County policies, implementation plans for TMDLs, NSPDES Phase I Municipalities (MS 4) permit reissuance, and a timeline for developing and finalizing a waste load allocation implementation plan and NPDES permit requirements. Mr. Foster commented that although he was requesting three new positions for his department to start the two new programs that will address the new federal regulations, additional staffing will be needed in the future. Mr. Perry, Mr. Foster, and Mr. Hazelett responded to questions relating to the monitoring of underground tanks for service stations, the impact of the regulations on current Best Management Practices (BMPs), and how costs will be allocated for a storm water utility. Mr. Hazelett clarified that the new positions being requested were not included in the proposed budget but would be paid out of the Manager's contingency fund. He indicated that staff would come back to the Board with more information about the costs and timeframe for complying with TMDLs and the NPDES program.

Mr. Hazelett briefly referred to staff's cumulative written responses to questions asked by the Board during the two previous days' sessions. He noted that Mr. Walter had distributed this information to the Board earlier in the day.

Mrs. O'Bannon read a statement that the Board would be reconvening at 3:00 p.m. on Thursday, April 8, 2010 to continue with the Legislative Budget Reviews. She noted in her statement that the County's original notice of the Legislative Budget Reviews did not include a session on April 8, 2010.

Mr. Hazelett suggested that the Friday, April 9, 2010 session began at 1:00 p.m. rather than the originally scheduled and publicized time of 10:00 a.m.

The Board recessed at 4:39 p.m. and reconvened on Thursday, April 8, 2010 at 3:03 p.m.

**Members of the Board Present:**

Patricia S. O'Bannon, Chairman  
Frank J. Thornton, Vice Chairman  
Richard W. Glover, Brookland District Supervisor

David A. Kaechele, Three Chopt District Supervisor

**Member of the Board Absent:**

James B. Donati, Jr., Varina District Supervisor

**Other Officials Present:**

Virgil R. Hazelett, P.E., County Manager

Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board

Tanya B. Harding, Administrative Assistant/Deputy Clerk to the Board

George T. Drumwright, Jr., Deputy County Manager for Community Services

Angela N. Harper, FAICP, Deputy County Manager for Special Services

Leon T. Johnson, Deputy County Manager for Administration

Robert K. Pinkerton, P.E., Deputy County Manager for Community Operations

Randall R. Silber, Deputy County Manager for Community Development

C. Michael Schnurman, Jr., Legislative Liaison

Wilbert J. (Bert) Childress, Technology Support Specialist, County Manager's Office

John A. Vithoulkas, Director of Finance/Special Economic Advisor to the County Manager

Eugene H. Walter, Management and Budget Division Director

William B. Hinton, Budget Supervisor

Justin D. Crawford, Budget Analyst

Julian S. Parr, Budget Analyst

James A. (Adam) Rosatelli, Budget Analyst

Sharon Todd Van Gils, Budget Analyst

Crystal L. Willett, Budget Analyst

Mr. Hazelett suggested that the Board read an editorial appearing in the April 8, 2010 *Richmond Times-Dispatch* titled "Local Budgets: Yellow Light."

The Legislative Budget Reviews continued with the following presentations:

- Planning – Ralph J. Emerson, Jr., Director; joined by Nancy E. Graham, Business Supervisor, and Seth D. Humphreys, County Planner IV

Mr. Emerson narrated a slide presentation on the Department of Planning's budget request for FY 2010-11. During the first portion of his presentation, Mr. Emerson reviewed graphs depicting historic application activity; office, retail, and industrial plan of development square footage approval by year; recorded single-family lots and multi-family units by year; single-family residential building permits issued and recorded lots from 1971 through 2009; and single-family residential building permits issued and recorded lots for surrounding localities from 2004 through 2008. In response to a question from Mr. Kaechele, Mr. Emerson showed a slide not included in his handout of the presentation that addressed recent application activity. In response to another question by Mr. Kaechele, Mr. Emerson stated that staff would try to put together data for the Board that depicts building permits issued for the past ten years by magisterial district. Mr. Emerson continued his slide presentation by

providing statistics on the County's development pipeline, reviewing special projects ongoing within his department, and summarizing the proposed budget for his department as well as for the Planning Commission and Board of Zoning Appeals. He responded to further questions from the Board regarding statistics contained in the development pipeline slide, his department's responsibilities during the upcoming redistricting process, areas where his department's budget has been reduced, future trends in planning, the possible need to examine the County's minimum lot sizes and to perform a technical review of the zoning ordinance to address this and other issues, and how the Board can respond to constituents who are concerned about the quality of homes constructed in the County to minimum Virginia Uniform Statewide Building Code standards. Mr. Schnurman responded to questions from the Board pertaining to the status of State legislation that would allow localities to advertise zoning case public hearings on the internet in lieu of newspapers. There was some discussion by the Board and Mr. Hazelett concerning the future of newspaper advertising for local government legal notices and public hearings.

- Building Inspections – Gregory H. Revels, Building Official; joined by H. Bolman Bowles, Deputy Building Official

Mr. Revels narrated a slide presentation on the Department of Building Construction & Inspections' FY 2010-11 budget, which contained several graphs covering the time period FY 04/05 through year-to-date FY 09/10 and depicting total permits issued; townhouse and single-family permits issued; total inspections conducted; and average inspections conducted per day for building, mechanical/plumbing, electrical, and fire permits. In response to a question Mr. Kaechele had asked during the review of the Planning Department's budget, Mr. Bowles provided the following breakdown of building permits issued from July 23, 2001 through April 8, 2010 by magisterial district for single-family homes and townhouses: Brookland (2,808), Fairfield (2,681), Three Chopt (3,495), Tuckahoe (483), and Varina (3,283). Mr. Revels continued his slide presentation by reviewing inspections data for existing structures and highlighting his department's ongoing initiatives. He responded to questions from the Board concerning the County's procedures for demolishing unsafe structures and the location of these structures, the Health Department's responsibilities for food inspections, funding for staff development and training, the design concept of residential sprinkler systems, the status of federal initiatives aimed at green construction, and how permit fee amounts are determined. In response to a question from Mr. Kaechele, Mr. Revels stated that he would get back with the Board with information on the total amount of fees collected by his department annually. There was brief discussion by the Board and Mr. Hazelett relating to effectiveness of the Virginia Uniform Statewide Building Code. Mrs. O'Bannon noted that during her 14 years on the Virginia Statewide Technical Review Board she has not seen a single case on appeal from Henrico County.

- Permit Centers – Lee J. Tyson, Director of Community Development; joined by David E. Pennock, Assistant Director of Community Development

Mr. Tyson recognized Mr. Pennock and then narrated a slide presentation on The Permit Center's FY 2010-11 budget. Mr. Tyson's presentation contained two graphs covering the time period FY 02/03 through estimated FY 09/10 and depicting performance measure

inquiries at the Permit Center's east and west locations. There were additional slides summarizing departmental activities and offering budget conclusions. He responded to questions from the Board relating to his department's workload measures and the location and volume of activity of The Permit Center East. Mrs. O'Bannon pointed out that Mr. Tyson is coordinating the speaker's bureau for the 2011 Commemoration Advisory Commission. Mr. Tyson commented on how the use of technology can streamline permit processes.

- Community Revitalization/Community Maintenance – S. Mark Strickler, Director of Community Revitalization; joined by Paul A. Johnson, Community Maintenance Manager; and John A. Young, Community Development Manager

Mr. Strickler narrated a slide presentation on the Department of Community Revitalization's FY 09-10 highlights and accomplishments and FY 09-10 budget. His presentation provided data on the Enterprise Zone, Community Block Development Grant (CDBG) and Home Investment Partnerships (HOME), Community Maintenance, and Volunteer Assistance programs as well as the total amount of his department's proposed budget. Mr. Strickler responded to questions from the Board regarding inspection procedures for pro-active Community Maintenance Program cases versus those that are initiated by citizen complaints and the use of volunteers for Community Maintenance projects. Mr. Glover complimented Mr. Strickler and the departmental staff on their responsiveness.

Mr. Hazelett reviewed the schedule for the final day of Legislative Budget Reviews and distributed staff's cumulative written responses to questions asked by the Board during the three previous days' sessions. He directed the Board's attention to Attachment #2 titled *2010 Land Use Summary by Magisterial District*. Mr. Hazelett and Mr. Vithoukas responded to questions and comments from the Board concerning this information, the impact of land use taxation on the County's real estate tax base, and the definition of forestry for purposes of qualifying for the land use taxation program. Mr. Thornton suggested that staff develop a bulleted information sheet for distribution to Henrico citizens explaining the County's budget stress that was alluded to in the April 8, 2010 *Richmond Times-Dispatch* editorial mentioned by Mr. Hazelett at the beginning of this day's session. Mr. Vithoukas and Mr. Hazelett responded to further questions pertaining to the projected decline in State Aid to Education to the County, how the County's School Board was addressing this revenue shortfall, and the School Board and School Administration's budgeting process. Mr. Hazelett stated that he could not recommend another General Obligation bond referendum prior to calendar year 2012. There was some discussion by the Board and Mr. Hazelett relating to this matter. Mr. Glover commented that a salary raise for employees should take priority over a bond referendum.

The Board adjourned for the day at 5:21 p.m. and reconvened at 9:39 a.m. on Friday, April 9, 2010.

**Members of the Board Present:**

Patricia S. O'Bannon, Chairman

Frank J. Thornton, Vice Chairman

James B. Donati, Jr., Varina District Supervisor (left at 10:58 a.m.)

Richard W. Glover, Brookland District Supervisor  
David A. Kaechele, Three Chopt District Supervisor  
**Other Officials Present:**

Virgil R. Hazelett, P.E., County Manager  
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board  
Tanya B. Harding, Administrative Assistant/Deputy Clerk to the Board  
George T. Drumwright, Jr., Deputy County Manager for Community Services  
Angela N. Harper, FAICP, Deputy County Manager for Special Services  
Leon T. Johnson, Deputy County Manager for Administration  
Robert K. Pinkerton, P.E., Deputy County Manager for Community Operations  
Randall R. Silber, Deputy County Manager for Community Development  
C. Michael Schnurman, Jr., Legislative Liaison  
Wilbert J. (Bert) Childress, Technology Support Specialist, County Manager's Office  
John A. Vithoukaskas, Director of Finance/Special Economic Advisor to the County Manager  
Eugene H. Walter, Management and Budget Division Director  
William B. Hinton, Budget Supervisor  
Justin D. Crawford, Budget Analyst  
Julian S. Parr, Budget Analyst  
James A. (Adam) Rosatelli, Budget Analyst  
Sharon Todd Van Gils, Budget Analyst  
Crystal L. Willett, Budget Analyst

Mr. Hazelett referred to the schedule for this final day's session. He also noted that a question from the Board regarding the number of registered voters in the County by magisterial district had been resolved.

- Public Utilities/Solid Waste/Street Lighting – Arthur D. Petrini, Director of Public Utilities; joined by William I. Mawyer, Assistant Director; and Evelyn D. McGuire, Senior Controller

After recognizing the members of his staff who were seated at the table and in the audience, Mr. Petrini narrated a slide presentation on the Department of Public Utilities' operating budget for FY 2009-10. The first portion of Mr. Petrini's presentation addressed criteria for the crafted budget, current system overview data, and revenue and expense summaries for the Water and Sewer Enterprise Fund. Mr. Petrini explained the impact of proposed fee increases on the County's water customers. He, Mr. Hazelett, and Mr. Mawyer responded to questions from the Board relating to the life span of departmental rolling stock; debt service on the Water and Sewer Enterprise Fund; the status of the department's water meter replacement and automated meter reading program; the flush tax assessed on homeowners in Maryland for funding improvements to wastewater treatment plants to reduce nitrogen and phosphorous discharge into the Chesapeake Bay; future plans by the department for the sale of public utility bonds; the amount of revenue generated in the County from a five percent water and sewer rate increase, and how such revenue would be used; how water and sewer rates are applied in the County to lawn sprinkling systems and swimming pools; the age, location, and type of the County's oldest water and sewer pipes; how technology has

improved the construction of water and sewer pipes; the feasibility of adopting flexible rates for disadvantaged customers; the costs and challenges of extending water and sewer into residential neighborhoods; the use of grinder pumps to minimize sewer backups in homes; the status of the Monumental Floral Gardens sewer rehabilitation project, and the department's relationship with the City of Richmond's natural gas utility staff. Steve Yob, Solid Waste Division Director, responded to questions from Mr. Thornton regarding the impact of solid waste super can technology on departmental staffing. Mr. Thornton complimented the department's management for improving the morale of its laborers and Mr. Kaechele complimented the department on its sensitivity and responsiveness to citizens.

Mr. Petrini continued his slide presentation by addressing revenue and expense summaries for the Solid Waste Special Revenue Fund. He noted that his department is trying not to buy new landfill equipment because the landfill will be closing within the next few years. Mr. Petrini, Mr. Yob, and Mr. Hazelett responded to questions regarding the cost of a new automated garbage collection truck, how new emission system requirements are adding to the cost of heavy trucks purchased by the department, discontinuation of the regional curbside recycling program in Goochland County and the impact on other participating jurisdictions should Chesterfield follow suit in terms of contractual costs and State recycling mandates, the Virginia Department of Environmental Quality's responsibility for overseeing compliance with these mandates, the costs of curbside recycling, the rate of senior citizen usage of bulky waste collection services, the amount of revenue generated annually from the County's landfill fee, additional measures the County can take to prevent citizens from raking leaves into drainage ditches and roadways, benefits the County derives from its participation in the Central Virginia Waste Management Authority (CVWMA), the benefits of the Hampton/National Aeronautic Space Administration (NASA) Steam Plant in reducing waste disposal costs, where recyclable materials collected from County residents go for processing, and the process for refining and distributing mulch at the County's landfill.

Mr. Petrini continued his slide presentation by addressing street lighting levies for FY 2010-11. Mr. Petrini and Mr. Hazelett responded to questions concerning the structure of the County's sanitary districts and the varying levies they assess on real and personal property. Mr. Hazelett explained the need for a five percent increase in water and sewer utility rates and responded to questions from the Board pertaining to this staff recommendation.

The Board recessed at 10:58 a.m. and reconvened at 11:07 a.m.

The Legislative Budget Reviews continued with the following presentation:

- Capital Projects - Mr. Hazelett

Mr. Hazelett noted that it had been a long week and a lot of information had been presented to the Board. He thanked staff for their efforts with the budget. Mr. Hazelett presented a slide presentation on the capital budget overview and highlights of the proposed FY 2010-11 annual fiscal plan. His presentation cited the individual departmental requests totaling \$2,122,093,322; the departmental capital requests included in the proposed capital budget totaling \$123,502,057; and five sources of funding for the proposed capital budget. During



and following his presentation, Mr. Hazelett responded to questions from the Board pertaining to the amount of funds expended by the County on voting equipment; the level of funding provided annually from the General Fund for education capital projects; the status of a pond cleanup project at the Administration Building; the level of funding proposed for the Education Bond Project Reserve; projected versus actual costs of renovating Varina High School; the anticipated schedule for the sale of new bonds; the County's issuance of refunding bonds to take advantage of lower interest rates; the schedule and procedure for selling bonds from the County's 2005 General Obligation Bond referendum; the status of the County's sinking fund to pay operating costs associated with bond projects; and the status of the remaining allocation for the new Central/West Area High School and construction funding for the new West Area Elementary School #9, both from the 2005 General Obligation Bond referendum. Mr. Glover complimented staff for completing the Golden Road Drainage Project without any citizen complaints and well under the original estimated cost.

Mr. Hazelett reiterated that Henrico is the only locality in Virginia that follows this in-depth process of reviewing the proposed budget. He thanked the Board and staff for their efforts and expressed pride to be a part of the County government. Mrs. O'Bannon voiced the Board's appreciation to County departments for working so well together to keep costs down. Mr. Kaechele echoed Mrs. O'Bannon's remarks and referred to the huge amount of manpower involved in preparing the budget, noting that the review process helps the Board to gain a good understanding of more than just the basics of the budget. Mr. Thornton commented on the stellar job done by staff and thanked Mr. Hazelett for ensuring that the County maintains its outstanding reputation and for the manner in which he departs himself with the public and the media. Mr. Glover expressed agreement with the comments previously made by other Board members.

Mr. Hazelett distributed staff's cumulative written responses to questions asked by the Board during the four previous days' sessions.

There being no further business, the meeting was adjourned at 3:50 p.m.

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Chairman, Henrico County Board of Supervisors