

COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
SPECIAL MEETING  
March 17 – 20, 2014

The Henrico County Board of Supervisors convened a Special Meeting on Monday, March 17, 2014, at 9:00 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, Tuckahoe District  
Frank J. Thornton, Vice Chairman, Fairfield District  
Richard W. Glover, Brookland District  
David A. Kaechele, Three Chopt District (*departed at 10:30 a.m., returned at 12:14 p.m., and departed at 4:00 p.m.*)  
Tyrone E. Nelson, Varina District

**Other Officials Present:**

John A. Vithoukaskas, 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  
Joseph P. (Joe) Casey, Deputy County Manager for Administration  
Jane C. Crawley, Deputy County Manager for Community Services  
Timothy A. (Tim) Foster, P.E., Deputy County Manager for Community Operations  
Randall R. Silber, Deputy County Manager for Community Development  
Eugene H. (Gene) Walter, Director of Finance  
William B. (Brandon) Hinton, Management and Budget Division Director  
Justin D. Crawford, Budget Supervisor  
Catherine Joynes, Budget Analyst  
Marielle P. McFarland, Budget Analyst  
Julian S. Parr, Budget Analyst  
James A. (Adam) Rosatelli, Budget Analyst  
Cari M. Tretina, Budget Analyst  
Sharon Todd Van Gils, Budget Analyst

Mrs. O'Bannon called the meeting to order at 9:05 a.m.

Mr. Vithoukaskas offered a brief overview of the morning's schedule, noting the Board would have an opportunity to delve into departmental operations. He thanked Mr. Hinton and Mr. Hinton's staff for their efforts in preparing the budget. Mr. Vithoukaskas then reviewed the remainder of the four-day schedule and advised the Board that staff would respond to all questions within a 24-hour time frame.

## **Revenue Briefing**

Mr. Vithoukias recognized Mr. Hinton, who in turn recognized and thanked the members of his staff. Mr. Hinton narrated a slide presentation, which included a summary of general fund revenues and trends in real estate revenues, other local revenues, and state aid. He concluded that local economic indicators have yielded slight growth in the County's local resources, minimal growth is expected in all revenue streams for the foreseeable future, revenue growth alone will not satisfy increases in service demand, and Henrico County must continue to strive to be a high performing organization by finding efficiencies at all levels of the organization and keeping costs down. He, Mr. Vithoukias, and Mr. Foster responded to a number of questions from the Board during the presentation.

The Board recessed at 10:09 a.m. and reconvened at 10:19 a.m.

Mr. Kaechele announced he would be leaving the meeting at 10:30 a.m. to attend a funeral.

## **Expenditure Briefing/Budget Overview**

Mr. Vithoukias pointed out the Board's public hearing on the FY 2016 budget will be held on April 8 and will be adopted by the Board on April 22 at the same time the Board adopts the tax rates. He narrated a slide presentation, which addressed how the proposed budget was investing in essential services, reestablishing structure, making countywide reductions amidst an increasing demand for services, rewarding hard-working employees, and developing FY 2015 with an eye towards FY 2016. He, Mr. Hinton, and Human Resources Director Paula Reid responded to a number of questions from the Board during the presentation. Mr. Glover requested additional information regarding the process followed by the County in sending hotel/motel tax funds to the Greater Richmond Convention Center for the payment of debt service on the facility.

The Board recessed for lunch at 11:25 a.m. and reconvened at 11:35 p.m.

The legislative budget reviews with department heads and key officials commenced with the following presentations:

- Human Resources/Employee Benefits/Risk Manager – Paula G. Reid, Director of Human Resources; joined by Rebecca L. Tate, Assistant Director of Human Resources

Mrs. Reid recognized Mrs. Tate and the following members of her staff who were in the audience: Brian Parker, Risk Manager; Julia Sleeman, Benefits Manager; and Sharon Wilson, Business Supervisor. She provided an oral presentation, which addressed her department's efforts to achieve efficiencies; its recent reorganization to absorb the Risk Management Division, which was previously part of the Department of General Services; and its recent accomplishments and initiatives, including employee town hall meetings with the County Manager, a revised internship program, and an on-line employee learning program designed and developed in house. Mrs. Reid noted this is the 26<sup>th</sup> year that the County's employee turnover rate has been in single digits. Mr. Vithoukias and Mr. Hinton joined her in responding to several questions from the Board. Mr. Glover expressed concerns regarding large year-to-year fluctuations in some of the department's line items over the previous year's budget, particularly the one for "other operating supplies." Mr.

Thornton asked for a list of the colleges that have students participating in the County's internship program.

Mr. Parker joined Mrs. Reid at the table as Mrs. Reid continued her presentation by providing an overview of the Risk Management Division's proposed budget. Mr. Glover expressed concern over a large, proposed increase in the claims line item that was intended to minimize use of the fund balance. There was extended discussion by Mr. Glover and Mr. Vithoukias pertaining to this new budgeting procedure. Mr. Glover asked for a seven-year history of approved budget amounts, mid-year amendments, and actual expenses for Risk Management. Mrs. Reid also reviewed the Other Post-Employment Benefits (OPEB) Agency Fund and the Line of Duty Fiduciary Fund. Mr. Vithoukias, Mr. Hinton, and Mr. Walter responded to questions from the Board concerning the latter fund. Mr. Glover asked staff to provide more information on the "adjustments" section of the budget that pertains to interfund transactions.

Mrs. Reid next shared a slide and elaborated on the recommended FY 2015 salary increase. She and Mr. Vithoukias responded to questions from the Board pertaining to this proposal, which would be effective December 13. Mr. Nelson asked for more information regarding how many part-time positions are in the County's general government personnel complement.

Mrs. Reid concluded by narrating a slide presentation on the County's Voluntary Retirement Incentive Program (VRIP). She provided background information on the program that was offered to County employees in 2012 and a proposal to offer a second version of the program in 2014 (VRIP2). During her presentation, Mrs. Reid responded to several questions from Mr. Glover and Mr. Kaechele. In describing the steps in the VRIP2 process, Mrs. Reid noted the Board will consider a resolution at its March 25 meeting to approve VRIP2.

- Circuit Court Services – L. A. Harris, Jr., Chief Judge of the Circuit Court; joined by C. Romaine Cheney, Administrative Assistant

Judge Harris and Mr. Vithoukias responded to questions from Mr. Kaechele relating to the personnel component of this agency's budget.

The Board recessed at 1:05 p.m. and reconvened at 1:10 p.m.

The legislative budget reviews continued with the following presentations:

- Drug Court – Gary A. Hicks, Circuit Court Judge; joined by Patricia A. Shaw, Drug Court Program Administrator

Judge Hicks spoke to the number of persons touched by Henrico County's Drug Court program and invited the Board to attend the upcoming Drug Court graduation on May 16. He recognized Ms. Shaw, who distributed a one-page handout containing facts about long-term recovery from drug use and the Drug Court. Ms. Shaw also distributed copies of the December 18, 2013, edition of the *Henrico td* newspaper, which contained an article titled

“County’s Drug Court curbs offender recidivism.” Ms. Shaw and Judge Hicks responded to several questions from the Board regarding the Drug Court and its clients.

- Community Corrections – Jane E. Hardell, Director of Community Corrections; joined by Shelby P. Johnson, Probation Services Supervisor and Domestic Violence Unit Coordinator; and Laura L. Nagy, Pretrial Services Supervisor

Ms. Hardell, Ms. Nagy, and Ms. Johnson jointly narrated a slide presentation on the County’s Community Corrections Program, in which they addressed the program’s pretrial and probation services as well as its community service component and inter-agency confluence. Ms. Hardell introduced two members of her staff who were in the audience, Probation Officers Miller VanFossen and Keith Sawyer. Ms. Hardell and Mr. Vithoukas responded to questions from the Board.

- Sheriff – Michael L. Wade, Sheriff; joined by Col. Carlos V. Talley, Undersheriff; and Dana L. Powell, Controller

Mr. Vithoukas thanked Sheriff Wade and his staff for their department’s cost saving efforts. Sheriff Wade introduced Col. Talley and Mr. Powell as well as the following members of his staff who were in the audience: Richard Garrison, Chief Deputy; Maj. James Harper, Jail West Administrator; and Maj. Alisa Gregory, Quality Assurance Administrator. Sheriff Wade announced that Col. Talley had been called back into military service by the U.S. Navy.

Sheriff Wade narrated a slide presentation, which provided an overview of his department’s cost saving initiatives, budget, personnel, jail operations, and overall operating expenses. He and Mr. Powell, and Mr. Hinton responded to questions from the Board during and following the presentation. Mr. Nelson asked staff to research the average age of the jail population.

The Board recessed at 2:25 p.m. and reconvened at 2:35 p.m.

The legislative budget reviews continued with the following presentations:

- Police/Metro Aviation/Wireless E-911 – Col. Douglas A. Middleton, Chief of Police; joined by Maj. Carl A. Mueller, Deputy Chief of Police for Administrative Services; and Kathryn A. Sobczak, Controller

Chief Middleton and several members of his staff narrated the first portion of a slide presentation, which addressed budget highlights (Chief Middleton); police recruitment efforts (Sgt. Chuck Hanna, Career Officer P. F. Scott, and Master Officer S. B. Sclafani); law enforcement accreditation (Chief Middleton); policy and tracking documentation for bias-based profiling (Capt. Mike Palkovics and Lt. Jeff Holmes); and TEMPO - Technology Enhanced Modern Policing Operations (Sgt. Marcel Cloutier). Chief Middleton continued the presentation by reviewing the Law Enforcement Challenge; the Mobile Response Team; 2013 Heap Eliminate Auto Theft (HEAT) awards; the opening of, and future plans for, the Central Station; domestic violence prevention statistics; growth and expansion of the Henrico Police Athletic League (PAL); policing issues; and crime rate trends. He recognized

Beth Bonniwell, the Division's Domestic Violence Prevention Coordinator, as the recipient of the 2013 Beacon of Hope Award. Mr. Vithoukas suggested that staff could offer a more in-depth presentation on TEMPO at a future work session.

Following the presentation and in response to a question from Mr. Glover, Lt. James Price updated the Board on the County's Neighborhood Watch Program. There was discussion by Mr. Glover, Chief Middleton, and Mr. Vithoukas pertaining to the effectiveness of the program and ways to enhance citizen participation in the program. Mr. Thornton complemented Chief Middleton and his staff for promoting more diversity within the program and husbanding the PAL program. There was considerable discussion by the Board, Chief Middleton, Maj. Mueller, Mr. Vithoukas, and Mr. Hinton concerning the County's participation in a regional radio communications system, which will ensure interoperability of the public safety radio systems. Chief Middleton distributed copies of a scrolled poster to the Board and noted that the Division's 2013 Annual Report is posted on its website.

The Board recessed at 3:20 p.m. and reconvened at 3:39 p.m.

The legislative budget reviews continued with the following presentations:

- Fire/EMS/Emergency Services – Anthony E. McDowell, Fire Chief; joined by Denise L. Sandler, Controller

Kenny Dunn, Assistant Chief for Community Risk Reduction, distributed copies of the Division of Fire's 2013 Annual Report and the February 14, 2014, edition of the *Henrico td* newspaper, which contained an article titled "Henrico Fire celebrates life in new annual event." Chief McDowell introduced Ms. Sandler, who until recently served as Director of Finance for Petersburg City Public Schools. The following members of his staff who were in the audience introduced themselves: Assistant Chief Dunn; Gary Samuels, Battalion Chief for Special Operations and Emergency Medical Services (EMS); David Nuckols, District Chief for Administrative Services; Mike Cox, Assistant Chief for Operations; Captain John Walls, Commanding Officer for Fire Station No. 5; and Anna McRay, Deputy Coordinator of Emergency Management.

Chief McDowell narrated a slide presentation on the Division of Fire's proposed budget for FY 2015. He reviewed his department's fire incident and EMS statistics, 2013 award for Outstanding EMS Agency from the Old Dominion EMS Alliance, 2013 highlights, fire station grand re-openings, community initiatives, partnerships with Henrico County Public Schools, FY 2013 actual expenses, FY 2009-14 operating budget challenges, specialty repair shops, FY 2005-15 operating budgets, FY 2015 proposed budget, and future plans for meeting growing demands. He and Mr. Vithoukas responded to questions from the Board during his presentation. Staff agreed to research a question from Mr. Glover relating to why there was an increase in the department's proposed FY 2015 budget for telecommunications. Following his presentation and at the request of Mr. Vithoukas, Chief McDowell updated the Board on a grass fire that had occurred on Creighton Road, just south of the Hanover County line.

Non-Departmental (Cooperative Projects) – Mr. Vithoukas

Mr. Rosatelli distributed a spreadsheet listing non-departmental requests for County-supported activities and staff's recommendations for FY 2014-15, which Mr. Vithoukas explained by category of funding. Mr. Vithoukas highlighted staff's recommendation to add a \$150,000 donation to Henricus Foundation for capital improvements. He advised the Board that staff will be closely monitoring the County's share of funding for the Virginia Association of Counties (VACo) going forward in light of VACo's lack of success in preventing the shifting of teacher liabilities in the Virginia Retirement System (VRS) pension system to localities pursuant to Governmental Accounting Standards Board (GASB) Statement No. 68. Mr. Vithoukas, Mr. Foster, and Mr. Parr responded to several questions from the Board relating to several of the activities supported by the County through non-departmental donations or contributions. Mr. Nelson raised concerns regarding the County's non-departmental allocation process and questioned why some activities and organizations are included while others are excluded. He asked staff to provide a funding history of Henricus Park and for further information on the structure and funding of the Henricopolis Soil and Water Conservation District Board. There was extended discussion by the Board and Mr. Vithoukas of this matter. In the interest of time, Mr. Vithoukas suggested this discussion could be continued during the budget wrap-up on the final afternoon of the legislative budget reviews.

The Board adjourned for the day at 4:58 p.m. and reconvened at 11:40 a.m. on Tuesday, March 18, 2014.

**Members of the Board Present:**

Patricia S. O'Bannon, Chairman, Tuckahoe District (*arrived at 11:47 a.m.*)  
Frank J. Thornton, Vice Chairman, Fairfield District  
Richard W. Glover, Brookland District  
David A. Kaechele, Three Chopt District  
Tyrone E. Nelson, Varina District

**Other Officials Present:**

John A. Vithoukas, 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  
Joseph P. (Joe) Casey, Deputy County Manager for Administration  
Jane C. Crawley, Deputy County Manager for Community Services  
Timothy A. (Tim) Foster, P.E., Deputy County Manager for Community Operations  
C. Michael Schnurman, Legislative Liaison  
Randall R. Silber, Deputy County Manager for Community Development  
Eugene H. (Gene) Walter, Director of Finance  
William B. (Brandon) Hinton, Management and Budget Division Director  
Justin D. Crawford, Budget Supervisor  
Catherine Joynes, Budget Analyst  
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Julian S. Parr, Budget Analyst  
James A. (Adam) Rosatelli, Budget Analyst

Cari M. Tretina, Budget Analyst  
Sharon Todd Van Gils, Budget Analyst

Mr. Thornton called the meeting to order.

Mr. Vithoukias announced Mrs. O'Bannon had been delayed and would be arriving a few minutes late. He briefly reviewed the schedule for this second day's session of the legislative budget reviews.

The legislative budget reviews resumed with the following presentations:

- County Manager – Dr. Casey; joined by Cristol M. Klevinsky, Management Specialist

Dr. Casey noted Henrico County's detailed legislative budget reviews are unparalleled anywhere else in the nation. He further noted the County is trying to be a lower cost and higher performance organization. Dr. Casey advised the Board that the administrative agencies would be presented in two blocks. All these agencies provide key internal support to other agencies except for the Public Library. Dr. Casey shared a slide depicting the share of the FY 2015 proposed general fund budget for the first block of the administrative agencies, which includes the Board of Supervisors, County Manager, Public Relations & Media Services, County Attorney, and Internal Audit.

Mrs. Klevinsky continued the presentation by elaborating on a slide highlighting the County Manager's Office's heightened focus on citizen and employee engagement and by explaining an additional slide highlighting the main categories of the office's budget. She and Dr. Casey responded to several questions from Mr. Nelson pertaining to the office's social media tools and cost saving measures that have resulted in certain line item reductions.

- Board of Supervisors – Dr. Casey; joined by Mrs. Klevinsky

Dr. Casey explained a slide highlighting the main categories of the Board's budget. He and Mr. Vithoukias responded to questions from Mr. Nelson and Mrs. O'Bannon concerning the external audit funded out of the budget. In response to a question from Mr. Kaechele, Dr. Casey informed the Board staff would research how the Department of Planning develops population estimates within the Board's performance measures.

- County Attorney – Joseph P. Rapisarda, Jr., County Attorney; joined by Rhysa South; Senior Assistant County Attorney; and Karen W. Grizzard, Business Supervisor

Mr. Rapisarda recognized Mrs. South and Mrs. Grizzard. He addressed his office's goal of trying to save money and the status of recruitment efforts to fill a position vacancy arising from the passing earlier in the year of Assistant County Attorney Ben Thorp. Mr. Rapisarda, Mrs. Grizzard, and Mr. Vithoukias responded to questions from Mr. Kaechele and Mr. Glover.

- Internal Audit – Vaughan G. Crawley, Internal Auditor



Mr. Crawley narrated a brief slide presentation addressing his office's performance and budget highlights. He and Mr. Vithoukas responded to questions from the Board. Mr. Glover and Mrs. O'Bannon praised Mr. Crawley and his staff for their outstanding work.

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

Mrs. McKinney informed the Board that her department had recently received an award for having the third-best government television station in the country. She played a four-minute video showing what her department did in 2013. Mr. Nelson and Mr. Kaechele complimented the department on its achievements.

Mr. Hinton distributed copies of staff's written responses to questions asked by the Board during the previous day's session that required research. He and Mr. Vithoukas reviewed staff's responses to each question and explained the attachments. They also answered follow-up questions from the Board.

The legislative budget reviews continued with the following presentations:

- Juvenile/Domestic Relations Court Services – Margaret W. Deglau, Chief Judge of the Juvenile and Domestic Relations Court; joined by Rebecca Cone, Clerk of the Juvenile and Domestic Relations Court

Judge Deglau announced that Pat Harrington, former Superintendent of the James River Juvenile Detention Facility, is now working part-time for her agency. She elaborated on the agency's mediation services, parenting programs and alternative programs for addressing truancy, ongoing facility improvements, and case statistics. Judge Deglau responded to questions from the Board.

- General District Court – John Marshall, Chief Judge of the General District Court; joined by Linda S. Knight, Clerk of the General District Court

Judge Marshall read a prepared statement advising the Board that the focus of his agency's budget request was a request that the County supplement the salaries of the clerks who support the General District Court judges. Judge Marshall and Mr. Vithoukas responded to a number of questions from the Board concerning this request. Mrs. O'Bannon concluded the discussion by noting the Board agreed with Mr. Vithoukas that the salary supplement issue should be addressed by the Virginia General Assembly rather than the Board.

The Board recessed at 1:52 p.m. and reconvened at 2:03 p.m.

The legislative budget reviews continued with the following presentations:

- Magistrate – Yvette A. Via, Chief Magistrate

Mrs. Via offered brief background information on the structure and functions of her office. Mr. Vithoukas responded to a question from Mrs. O'Bannon.



- VJCCCA (Probation & Detention) – Debra A. Nedervelt, Coordinator of the Virginia Juvenile Community Crime Control Act (VJCCCA); joined by Judge Deglau and Michael D. Bingham, Superintendent of the Henrico Juvenile Detention Facility

Ms. Nedervelt distributed copies of a spreadsheet describing and highlighting the services and programs provided in Henrico in recent years under the Virginia Juvenile Community Crime Control Act (VJCCCA), which included offender and offense criteria. Mr. Vithoukaskas commented on the program's funding, and Judge Deglau explained that these services and programs are needed to prevent recidivism by offenders.

- Juvenile Detention – Michael D. Bingham, Superintendent of the Henrico Juvenile Detention Facility; joined by Judge Deglau and Ms. Nedervelt

Mr. Bingham responded to questions from Mr. Vithoukaskas and Mrs. O'Bannon. Judge Deglau responded to a question from Mr. Glover.

- Probation – Lewis W. Wright III, Probation Supervisor

Mr. Wright briefly reviewed the functions and services of his agency, its caseload trends, and the County funding it receives. Mr. Vithoukaskas responded to a question from Mrs. O'Bannon.

- JRJDC – Michael D. Martin, Superintendent of the James River Juvenile Detention Facility; joined by Jerry T. Jackson, Assistant Superintendent

Mr. Martin provided statistical information relating to his agency. He and Mr. Vithoukaskas responded to a series of questions from the Board regarding the facility's funding and client population. In response to a question from Mr. Glover, staff agreed to bring information back to the Board relating to the cost to house a resident each day in the facility.

The Board recessed at 2:39 p.m. and reconvened at 2:51 p.m.

The legislative budget reviews continued with the following presentations:

- Planning - Ralph J. (Joe) Emerson, Jr., Director of Planning; Jean Moore, Assistant Director of Planning; and Nancy Graham, Business Supervisor

Mr. Emerson recognized Ms. Moore, Ms. Graham, and Seth Humphries, a County Planner who was providing technology assistance. He narrated a slide presentation on development indicators and his department's FY 2015 budget request, which also included information on special projects and changes in the way the department does business in terms of operational efficiencies, the elimination of full-time positions, and increased productivity. He responded to questions from the Board during and following his presentation. In response to a question from Mr. Kaechele, staff agreed to bring information back to the Board that provided a further breakdown of the County's 6,277 zoned lots. Mr. Thornton expressed hope the County can in the future use additional planning tools, be more humanistic in its planning practices, and deter gentrification.

- Building Inspections - Gregory H. Revels, Building Official; joined by Mr. Silber and H. Bolman Bowles, Deputy Building Official

Mr. Revels recognized Mr. Bowles and narrated a slide presentation on his department's FY 2015 proposed budget, which addressed permit issuance and inspections data and six-year trends, interesting facts, adoption of the new state building code that will become effective in July 2014, and staffing and service delivery. He responded to questions from the Board during the presentation. Mr. Nelson requested that the Board receive a copy of the slides contained in the presentation.

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

Mr. Tyson recognized Mr. Pennock and narrated a slide presentation on the Permit Center's FY 2015 budget. During his presentation, Mr. Tyson reviewed seven-year trends in the number of inquiries received by his department, departmental activities, survey results, and budget reduction strategies. Following his presentation, Mr. Tyson responded to questions from the Board. Mr. Kaechele asked staff to provide the Board with information comparing the total number of permits issued at the Permit Center's Western Government Center office to the number issued at the Permit Center's Eastern Government Center office. There was discussion by the Board, Mr. Vithoukas, Mr. Tyson, and Mr. Revels pertaining to the planned replacement of the County's Tidemark automated software permitting system.

- Community Revitalization/Community Maintenance - S. Mark Strickler, Director of Community Revitalization; joined by Paul A. Johnson, Community Maintenance Manager; and David M. Sacks, Community Development Manager

Mr. Strickler recognized Mr. Sacks and Mr. Johnson and introduced two members of his staff who were in the audience, Deputy Zoning Conformance Officer Sherry Gemmill and Neighborhood Planner Matt Farmer. Mr. Strickler narrated a slide presentation on FY 2014 highlights and accomplishments and FY 2015 budget for his department's major programs, which include enterprise zone, Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME), community maintenance, and volunteer assistance. He and Mr. Vithoukas responded to several questions from the Board during the presentation. Mr. Glover and Mrs. O'Bannon commented on the benefits their districts and the County derive from this department.

- Economic Development – Gary R. McLaren, Executive Director; joined by Lindsay Hurt, Business Services Manager

Mr. McLaren recognized Ms. Hurt and narrated a slide presentation containing a number of charts and graphs with statistical data. During his presentation, Mr. McLaren addressed local civilian force employment numbers and unemployment rates; the top Virginia localities ranked in order of business announcements for the year; economic development quadrants in the Richmond region; office, industrial, and flex vacancy rates for the past year; 2012 Virginia taxable sales; the FY 2014 monthly residential tax burden in Virginia's 15 largest localities; major vacant office buildings in eastern and western Henrico; Henrico Economic Development Authority (EDA) bond issues for the past two years; the agency's

marketing strategy based on continuous improvement; the *Henrico Now* monthly e-newsletter; the agency's revamped web site; and the agency's one percent budget cut. He responded to questions from the Board during and following his presentation. Mr. Thornton suggested the agency enhance its communications through use of radio publicity.

Mr. Vithoulikas revisited the non-departmental budget category he presented to the Board the previous day. He noted he had received a number of questions and suggestions from the Board regarding funding for outside agencies, including a suggestion from Mrs. O'Bannon for a one percent across-the-board reduction in non-departmental funding. Mr. Vithoulikas and Mr. Parr responded to further questions and comments from the Board relating to non-departmental allocations. Mr. Nelson elaborated on the concerns he raised the previous day and asked staff to re-evaluate the request from The Healing House, which the Manager had not recommended for funding.

The Board adjourned for the day at 5:18 p.m. and reconvened at 9:06 a.m. on Wednesday, March 19, 2014.

**Members of the Board Present:**

Patricia S. O'Bannon, Chairman, Tuckahoe District  
Frank J. Thornton, Vice Chairman, Fairfield District  
Richard W. Glover, Brookland District  
David A. Kaechele, Three Chopt District  
Tyrone E. Nelson, Varina District

**Other Officials Present:**

John A. Vithoulikas, County Manager  
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James A. (Adam) Rosatelli, Budget Analyst  
Cari M. Tretina, Budget Analyst  
Sharon Todd Van Gils, Budget Analyst

Mrs. O'Bannon called the meeting to order.

The legislative budget reviews resumed with the following presentations:

- Social Services/Comprehensive Services Act – Cynthia J. Steinhauser, Director of Social Services; joined by Shawn M. Rozier, Assistant Director of Social Services; Faye Owhin, Assistant Director for Benefits; Hugh V. Field, Controller; Carol P. Jellie, Comprehensive Services Act (CSA) Coordinator; and Terry L. Painter-Beals, Business Manager

Mrs. Steinhauser recognized Mr. Rozier, Ms. Owhin, Mr. Field, Mrs. Jellie, and Ms. Painter-Beals. She also introduced Tom Vela, a Technology Support Specialist on her staff, who was providing technology assistance. Mrs. Steinhauser narrated a slide presentation on the Social Services and CSA FY 2015 proposed budget. She reviewed her department's federal and state programs, graphs and statistics highlighting caseload trends, changes and challenges involving CSA, recent information technology initiatives, and revenues generated by her department. Mrs. Steinhauser also played a video titled *The Road Taken: From Child Protective Services to Foster Care to Adoption*. It featured a 17-year-old high school senior who was adopted after previously being placed in child protective services and foster care. Mrs. Steinhauser, Mr. Vithoukas, Mr. Rozier, Mr. Field, and Mr. Hinton responded to a number of questions from the Board during and following Mrs. Steinhauser's presentation. There was considerable discussion by the Board and staff regarding CSA program costs and the client populations served by CSA and Supplemental Nutrition Assistance (SNAP) programs. Mr. Glover asked staff to provide the Board with the amount of money the County receives as a result of local Department of Social Services fraud examinations. Mr. Kaechele asked staff for information documenting how many SNAP recipients reapply for benefits after their benefits lapse.

- MH/DS - Michael D. O'Connor, Director of Mental Health and Developmental Services; joined by Lynn A. Goodale, Administrative and Financial Services Division Director; Laura S. Totty, Clinical and Prevention Services Division Director; and A. Michelle Johnson, Community Support Services Division Director

Mr. O'Connor recognized Ms. Goodale, Ms. Totty, and Ms. Johnson. He also introduced Marty Shephard, his agency's Controller who was providing technology support. Mr. O'Connor narrated a slide presentation on the County Manager's recommended FY 2015 budget. He identified his agency's 2010-2014 fiscal challenges, provided service statistics, explained how his agency is meeting the challenges and improving services, reviewed financial trends and highlights, and offered statistics on the day support initiative. He, Mr. Vithoukas, Ms. Goodale, and Ms. Shephard responded to questions from the Board during the presentation.

The Board recessed at 10:48 a.m. and reconvened at 11:00 a.m.

The legislative budget reviews continued with the following presentations:

- CRWP (CATC) – Mrs. Crawley; joined by Elsie D. Best, Business Supervisor; and Krishawn L. Monroe, Youth Program Manager

Mrs. Crawley recognized Ms. Best and Mr. Monroe. She advised the Board of her service as the Capital Region Workforce Partnership's (CRWP) interim director. The newly hired director, Brian Davis, is scheduled to assume the position on April 7. Mrs. Crawley provided the Board with biographical information on Mr. Davis and briefed the Board on a

pending federal audit of the agency. Ms. Best gave an oral presentation, during which she updated the Board on the status of CRWP programs; current challenges facing the agency; budgetary impacts on agency services; and the agency's plans and strategies. Mr. Monroe briefed the Board on out-of-school and in-school programs offered by CRWP. Mrs. Crawley, Ms. Best, and Mr. Monroe responded to questions from the Board. Mr. Glover asked staff to provide the Board with information pertaining to the participation levels, in terms of both clients and funding, of the seven other localities that are members of CRWP.

- Public Health – Dr. Susan Fischer Davis, Health Director; joined by Norma Marrin, Operations Director for Community Health Services, Virginia Department of Health

Mr. Withoukaskas welcomed Dr. Fischer Davis back to her position with the Health Department. Dr. Fischer Davis noted she was out on medical leave for the past two-and-a-half-years. She also noted Business Manager Carla Bennett was currently out on extended medical leave so Ms. Marrin was temporarily filling in from the Virginia Department of Health.

Dr. Fischer Davis narrated a slide presentation on the Henrico Health Department's FY 2015 budget. She reviewed the agency's organizational structure; 2013 highlights; maternity clinic visit statistics for the past several years; budget components, including federally funded programs; and renderings of the new eastern Henrico clinic that is currently under construction. Dr. Fischer Davis, Mr. Foster, and Mr. Hinton responded to questions from the Board. There was discussion by Dr. Fischer Davis and Mrs. O'Bannon of the agency's refugee program. Mrs. O'Bannon requested that staff provide the Board with a copy of Dr. Fischer Davis' presentation. Mr. Glover questioned the increases in this budget and other agency budgets for telecommunications and asked for a breakdown of telecommunications costs by department.

The Board recessed for lunch at 12:03 p.m. and reconvened at 12:18 p.m.

The legislative budget reviews continued with the following presentations:

- Recreation and Parks/Belmont Golf - Edwin C. (Neil) Luther, IV, Director of Recreation and Parks; joined by Allison M. Buschy, Assistant Director of Recreation and Parks; and Cassandra Watford, Controller

Mr. Luther recognized Ms. Buschy and Ms. Watford and introduced the following members of his senior leadership team who were seated in the audience: Steve Hart, Capital Projects Manager; Vince Henderson, Park Services Manager; Karen Perkins, Recreation Manager for History and Tourism; Al Azzarone, Capital Planning Manager; Pam Kempf, Recreation Marketing Specialist; and Dawn Miller, Recreation Tourism Specialist. He gave an oral presentation, during which he offered a comparative snapshot of the agency's FY 2010 budget versus FY 2015 proposed budget; explained how his agency's budget drives its organizational structure; and reviewed his agency's three operational areas (administrative services, park services, and recreational services). He responded to questions from the Board.

Mr. Vithoukias provided the Board with brief background information on Belmont Golf Course and advised the Board of staff's recommendation to increase green and cart fees. Mr. Luther distributed and reviewed a spreadsheet listing the proposed fee increases and the results of a 2013 rate survey comparing Belmont with other local public golf courses. Mr. Vithoukias, Mr. Luther, and Mr. Walter responded to questions from the Board relating to Belmont Golf Course and Belmont Recreation Center. Mr. Kaechele asked staff to report back on the amount of the outstanding balance of the loan from the County's general fund to Belmont Golf Course.

- Agriculture and Home Extension – Karen F. Carter, Unit Coordinator and Environmental Horticulture Extension Agent; joined by Mr. Foster; Kim H. Edmonds, Family and Consumer Sciences Extension Agent; and Angela M. Wigglesworth, Administrative Assistant

Ms. Carter narrated a slide presentation to tell the story of how Virginia Cooperative Extension is still extending knowledge and changing lives in the year of its 100<sup>th</sup> anniversary. She provided an historical perspective of Cooperative Extension, explained Cooperative Extension's 100-year affiliation with the Commonwealth's two land-grant universities that began with the 1914 federal Smith-Lever Act, reviewed Cooperative Extension's areas of expertise, identified the agency's priority issues for 2014, and highlighted the Henrico 4-H Junior Camp that is held each summer. She and Ms. Wigglesworth responded to questions from Mr. Kaechele and Mrs. O'Bannon. Mr. Thornton thanked Ms. Carter for sharing information about the Cooperative Extension program at a recent Fairfield District town meeting.

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

Mr. Tracy recognized Mr. Price and then reviewed his agency's current staffing and major projects as well as land acquisitions that will be coming forward in FY 2015 for the Departments of Public Utilities and Public Works. He and Mr. Price responded to questions from the Board. There was discussion by the Board and Mr. Tracy regarding the cell tower leases managed by his agency. Mr. Glover asked staff to research how much the County receives in rent from the cell tower located at Hermitage High School.

The Board recessed at 1:55 p.m. and reconvened at 2:09 p.m.

- Public Works – Steven J. Yob, Director of Public Works; joined by Michael A. Jennings, Assistant Director of Public Works; and Danielle Bazemore, Senior Controller

Mr. Yob recognized Mr. Jennings and Ms. Bazemore and introduced the following members of his staff who were in the audience: Jeff Perry, Engineering and Environmental Services Manager; Jamie Massey, Road Construction and Maintenance Superintendent; John Cejka, Traffic Engineer; and Todd Eure, Transportation Development Division Director. Mr. Yob provided an oral presentation, during which he reviewed departmental revenues, including how the department's road maintenance funds are being used; the department's major divisions; proposed changes to the department's leaf vacuuming program; and increasing costs for mass transit services. He responded to questions from the

Board. Mr. Glover raised concerns pertaining to leaves raked into roads and public rights-of-way by residents. Mr. Thornton voiced concerns relating to yard waste pushed into roads and public rights-of-way by private lawn care services.

Mr. Jennings elaborated on the suggested changes to the leaf vacuuming program. Mr. Vithoukas advised the Board that staff will have further discussions with the Board on this matter at a future work session. At Mr. Nelson's request, Mr. Eure updated the Board on the status of the Varina phase of the Virginia Capital Trail project. There was discussion by Mr. Nelson, Mr. Kaechele, Mr. Yob, and Mr. Vithoukas concerning the department's process for filling vacant positions.

Mr. Yob narrated a slide presentation, in which he updated the Board on the County's process to comply with Virginia Stormwater Management Program regulations, including the upcoming reissuance of National Pollutant Discharge Elimination System (NPDES)/Municipal Separate Storm Sewer System (MS4) permits. During the presentation, he and Mr. Perry responded to a number of questions from the Board. Mr. Vithoukas elaborated on the large amount of phosphorous, nitrogen, and sediment reduction that will be required of local governments and elaborated on how the County will meet the cost of achieving the reduction required during the first permit cycle. There was extended discussion by the Board, Mr. Vithoukas, and Mr. Perry regarding the scope and cost of the regulations and permit requirements. Mr. Thornton suggested the County develop a public relations strategy to explain how the regulations and permit requirements will impact the County.

Mr. Nelson introduced his wife, Sharaza, and daughters Sydney and Makenzie, who were observing the meeting in the audience.

The Board recessed at 3:47 p.m. and reconvened at 4:02 p.m.

Public Utilities – Arthur D. Petrini, Jr.; joined by William I. Mawyer, Assistant Director; and Evelyn D. McGuire, Senior Controller

Mr. Petrini recognized Mr. Mawyer and Mrs. McGuire and introduced the following members of his staff who were in the audience: Tom Alford, Operations Division Director, who is leaving this position to accept the position of Assistant Director of General Services; Bentley Chen, who is being promoted to succeed Mr. Alford as Operations Division Director; Ralph Claytor, Design Division Director; Marchelle Sossong, Senior Engineer for the Design Division; Jon Clary, Solid Waste Division Director; Lee Maddox, Construction Division Director; Carol Danforth, Water Reclamation Facility Assistant Director; and Russ Navratil, Water Treatment Facility Division Director.

Mr. Petrini narrated a slide presentation, during which he highlighted the major categories of his department's FY 2015 proposed operating budget; provided a current overview of the County's water and sewer systems; explained the estimated costs of sewer rehabilitation and replacement capital improvement program (CIP) projects over the next five years; reviewed the water and sewer enterprise fund and solid waste special revenue fund proposed budgets for FY 2015; shared photographs of the new Transfer Station scheduled to open on July 1; reviewed street lighting levies for FY 2015; and offered an update on the



Cobbs Creek Reservoir. During and following Mr. Petrini's presentation, he and Mr. Mawyer responded to questions from the Board. Mr. Vithoukas advised that staff will bring further information to the Board pertaining to mitigation credits purchased by the County for the Cobbs Creek Reservoir.

Mr. Hinton distributed copies of staff's cumulative written responses to questions asked by the during the two previous days' sessions that required research. He and Mr. Vithoukas reviewed staff's responses to each question and explained the attachments. They also answered follow-up questions from Mr. Glover and Mr. Kaechele.

Mr. Walter and Mr. Vithoukas updated the Board on a sale of County water and sewer bonds that occurred earlier in the day. The issuance of the bonds was authorized by the Board at its March 11 meeting and resulted in substantial savings for the Department of Public Utilities. Mr. Walter and Mr. Vithoukas responded to questions from Mr. Kaechele and Mr. Glover.

The meeting adjourned for the day at 4:59 p.m. and reconvened on Thursday, March 20, 2014, at 9:13 a.m.

**Members of the Board Present:**

Patricia S. O'Bannon, Chairman, Tuckahoe District  
Frank J. Thornton, Vice Chairman, Fairfield District (*arrived at 9:49 a.m.*)  
Richard W. Glover, Brookland District  
David A. Kaechele, Three Chopt District  
Tyrone E. Nelson, Varina District (*departed at 11:38 a.m. and returned at 12:15 p.m.*)

**Other Officials Present:**

John A. Vithoukas, 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  
Joseph P. (Joe) Casey, Deputy County Manager for Administration  
Jane C. Crawley, Deputy County Manager for Community Services  
Timothy A. (Tim) Foster, P.E., Deputy County Manager for Community Operations  
C. Michael Schnurman, Legislative Liaison  
Eugene H. (Gene) Walter, Director of Finance  
William B. (Brandon) Hinton, Management and Budget Division Director  
Justin D. Crawford, Budget Supervisor  
Catherine Joynes, Budget Analyst  
Marielle P. McFarland, Budget Analyst  
Julian S. Parr, Budget Analyst  
James A. (Adam) Rosatelli, Budget Analyst  
Cari M. Tretina, Budget Analyst  
Sharon Todd Van Gils, Budget Analyst

The legislative budget reviews resumed with the following presentations:

- Electoral Board – Mark J. Coakley, General Registrar; joined by Anne Marie Middlesworth, Deputy General Registrar; Bebe W. West, Electoral Board Chair; April A. Cain, Electoral Board Vice Chair; and Alice F. Creighton, Electoral Board Secretary

Mr. Coakley recognized Mrs. West, Ms. Cain, Ms. Creighton, and Ms. Middlesworth. He noted that Ms. Creighton was newly appointed to the Electoral Board. Mr. Coakley provided an overview of elections that will be held in the County during FY 2015, how his office is preparing for them, and the voting procedures his office will follow. He responded to questions from the Board. Mr. Nelson thanked Mr. Coakley and his staff for their responsiveness. Mr. Vithoukas recognized Mrs. West's husband, Gene, a former member of the County's Planning Commission who was in the audience.

- Circuit Court Clerk – Yvonne G. Smith, Clerk of the Court; joined by Paige W. Cranor, Chief Deputy Clerk; and Kathleen C. (Katie) Koehler, Supervisor of the Criminal Division Supervisor

Mrs. Smith provided an historical perspective of the number of deeds recorded by her office and handgun permits issued by her office. She explained how new technologies have helped her office reduce costs and meet the County Manager's budget targets. Mrs. Smith thanked the Department of Information Technology for its help in this regard.

- Commonwealth's Attorney/Victim Witness/Drug Prosecutor – Shannon L. Taylor, Commonwealth's Attorney; joined by Shelly J. Shuman-Johnson, Victim/Witness Assistant Director; and Julie C. Goolsby, Business Supervisor

Ms. Taylor reviewed savings achieved by her office in the personnel area of the budget and commented on her office's positive relationship with the Division of Police in addressing truancy, substance abuse, and mental health issues that are contributing to crime. She responded to questions from Mr. Kaechele and Mrs. O'Bannon.

Ms. Shuman-Johnson explained the major components of the Victim-Witness Program's budget, the impact of a new protective order law on her program, and the status of state grant funding for her office. At Mr. Vithoukas', request, she noted the annual vigil sponsored by her office to remember crime victims.

Ms. Taylor briefly referred to the budget for the Special Drug Prosecutor Program and explained the role and responsibilities of the Special Drug Prosecutor.

Following these briefings, Ms. Taylor recognized Ms. Goolsby.

- Finance – Mr. Walter

Mrs. O'Bannon expressed appreciation to Mr. Walter and his staff for developing a proposal to fund new stormwater management costs with revenue from rising real estate assessments. Mr. Vithoukas thanked Mr. Walter for his efforts since being appointed Director of Finance. Mr. Walter recognized Mr. Hinton and the Management and Budget Division staff and introduced the following members of the Department of Finance staff who were in the audience: Ed Trice, Revenue Division Director; Doug Baugh, Finance Technology Project

Manager; Tom Little, Real Estate Assessment Division Director; Ned Smither, Accounting Division Director; and Cecelia Stowe, Purchasing Division Director.

Mr. Walter narrated a slide presentation on his department's FY 2015 general fund budget. He highlighted multi-year changes in his department's budget for operating, capital, and personnel expenses. Mr. Walter also reviewed the recent reorganization of his department to include the Purchasing Division, which was previously part of the Department of General Services, and summarized efficiencies achieved within his department. Following Mr. Walter's presentation, he and Mr. Hinton responded to questions from the Board. Mr. Kaechele asked staff to provide the Board with information documenting the types of checks included in the "Checks Written" metric contained in the Department of Finance's performance measures.

- General Services/CAM/Risk Management – John H. Neal, Jr., Director of General Services; joined by Thomas D. (Tom) Alford, incoming Assistant Director; Charles L. Gibbens, Automotive Fleet Manager; Klaus Ilwig, Facilities Manager; and Ann D. Fortune, Senior Controller

Mr. Neal recognized Mr. Alford, Mr. Gibbens, Mr. Ilwig, and Mrs. Fortune. He narrated a slide presentation, during which he highlighted multi-year changes in the departmental budget and the Central Automotive Maintenance (CAM) budget for operating, capital, and personnel expenses. He also reviewed departmental staffing, initiatives, and efficiencies. Following Mr. Neal's presentation, Mr. Gibbens and Mr. Ilwig joined him in responding to questions from the Board. At Mr. Vithoukaskas' request, Mr. Neal commented on plans to refurbish the landscaping in the Government Center's courtyard. Mr. Vithoukaskas also directed Mr. Gibbens to elaborate on CAM's new large vehicle wash facility project, which was discussed by the Board. Mr. Kaechele and Mrs. O'Bannon asked staff to provide the Board with information describing the current process of washing County vehicles, what vendors are used, and the cost per vehicle.

The Board recessed at 10:51 a.m. and reconvened at 11:08 a.m.

Mr. Hinton distributed three one-page handouts prepared by the Registrar's Office in response to questions that arose during Mr. Coakley's presentation at the outset of this fourth day's session of the legislative budget reviews. This information included graphs comparing year-to-year local voter turnout and general election statistics and a spreadsheet profiling the County's top voter registration precincts.

The legislative budget reviews continued with the following presentations:

- Public Library – Gerald M. McKenna, Director of Libraries; joined by Barbara F. Weedman, Public Services Administrator; and John C. Gentry, Controller

Mr. McKenna recognized Ms. Weedman and Mr. Gentry and introduced Kara Rothman, Community Relations Coordinator, who was in the audience. He narrated a slide presentation, during which he highlighted multi-year changes in his department's budget, announced Henrico County Public Library's (HCPL) national designation as a four-star library, provided last year's local library-related statistics, offered information on HCPL's

2013 Summer Reading Club, noted new electronic formats for accessing magazines and other library materials, reviewed how his department has increased efficiencies, updated the Board on the Libbie Mill Library and Varina Area Library construction projects, and elaborated on the mission statement contained in his department's Library Services Plan. During and following his presentation, Mr. McKenna responded to a number of questions from the Board. Mr. Glover asked staff to provide the Board with information documenting the number of annual patron visits to each library location.

- Information Technology – Thomas L. Owdom, Director of Information Technology; joined by George D. Bains, Assistant Director

Mr. Owdom distributed copies of two handouts, a map depicting the breadth of the County's computer network service areas and a spreadsheet detailing the annual telecommunications charges incurred by each County agency. He narrated a brief slide presentation, during which he highlighted multi-year changes in his department's budget for operating, capital, and personnel expenses. Mr. Owdom also reviewed present, past, and near future initiatives to reduce costs and increase efficiencies. He responded to questions from the Board. Mr. Vithoukaskas suggested that the Board can receive more information at a future work session on the County's Office 365/Voice-over-internet Protocol (VoIP) projects that are being spearheaded by the Department of Information Technology.

- Technology Replacement – Mr. Hinton

Mr. Hinton noted Mrs. Van Gils, who has coordinated the technology replacement fund since its inception 15 years ago. He also acknowledged the assistance and expertise the Department of Information Technology has provided to Mrs. Van Gils and to the Management and Budget Division in overseeing this fund. Mr. Hinton narrated a presentation, during which he addressed the mechanics and goals of the fund. Following his presentation, he responded to a question from Mr. Kaechele.

The Board recessed for lunch at 12:15 p.m. and reconvened at 1:01 p.m.

The legislative budget reviews continued with the following presentation:

- Schools - Patrick C. Kinlaw, Superintendent of Schools; joined by Lisa A. Marshall, School Board Chair, Tuckahoe District; John W. Montgomery, Jr., School Board Vice Chair, Varina District; Beverly L. Cocke, School Board Member, Brookland District; and Lamont Bagby, School Board Member, Fairfield District

Mr. Vithoukaskas thanked Dr. Kinlaw for his and his staff's work behind the scenes on this budget. Mrs. Marshall offered introductory remarks and noted Robert Boyle, Three Chopt School Board member, was unable to be present. She expressed appreciation for the collaborative support offered by general government to Henrico County Public Schools (HCPS), thanked the Board of Supervisors for dedicating all of the meals tax revenue to the school system, and thanked the County Manager for recommending a raise for County and School employees. She cited the \$17 million in reductions the School Board has made to the Schools budget during the past several years.

Dr. Kinlaw narrated a slide presentation on HCPS's annual financial plan for FY 2015. He identified the school system's major challenges, summarized recommended changes in HCPS revenues, reviewed known increases to the budget and other program expenses, noted new positions proposed for FY 2015, documented year-to-year changes in pupil-teacher ratios, provided comparisons of per pupil expenditures with the sixth other largest Virginia public school systems, highlighted resource allocations and class sizes during the current fiscal year, and mentioned the next steps in the School Board's adoption of the FY 2015 Annual Financial Plan and the Board of Supervisors' appropriation of funds. During and following Dr. Kinlaw's presentation, he and Assistant Superintendent for Finance Kevin Smith responded to questions from the Board of Supervisors.

There was discussion among members of the Board of Supervisors, members of the School Board, and Dr. Kinlaw on several matters of concern. Mr. Thornton noted the importance of teachers being sensitized to children of different ethnic groups and questioned the School Board and Dr. Kinlaw on how this is being achieved. He also suggested the School Board develop instruments to implement afterschool programs and parenting programs. Mr. Nelson and Mr. Glover suggested HCPS needs to explain to the public what it is doing differently to improve student performance at underperforming schools. Mr. Nelson also expressed frustration that the Board of Supervisors has limited time to discuss the Schools budget with the School Board given its magnitude. Mr. Bagby opined that the School Board and Board of Supervisors should work together in combatting the cycle of poverty. Mrs. O'Bannon voiced an interest in seeing more consolidation of school system and general government functions. Dr. Kinlaw offered to compile a list of HCPS school improvement initiatives that can be shared with the community. At Mr. Glover's request, Dr. Kinlaw agreed to investigate the feasibility of installing motion detectors on lights at high school tennis courts.

Mrs. O'Bannon asked staff to provide the Board with the amount of federal funding HCPS receives for exceptional education. Mr. Glover asked staff to provide the Board with a list of elementary schools by magisterial district and information as to whether HCPS includes Virginia history and/or Henrico County history in its curriculum. Mr. Kaechele asked staff to provide the Board with the number of full-time versus part-time bus drivers.

The Board recessed at 2:49 p.m. and reconvened at 3:04 p.m.

The legislative budget reviews continued with the following presentation:

- Capital Projects – Mr. Hinton

Mr. Hinton narrated a slide presentation that offered an overview and highlights of the proposed FY 2015 capital budget. The highlights included the 800 MHz radio communications system replacement, education meals tax project reserve, technology initiatives, and other projects. Mr. Hinton and Mr. Vithoulkas responded to several questions from the Board.

Mr. Hinton distributed copies of staff's cumulative written responses to questions asked by the board during the three previous days' sessions that required research. He and Mr. Vithoulkas reviewed

staff's responses to each question and explained the attachments. They also answered follow-up questions from Mr. Glover and Mr. Kaechele.

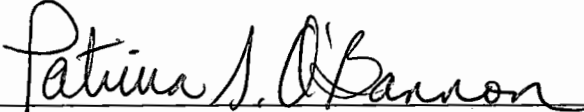
Mr. Vithoukas advised the Board that a resolution will be placed on the Board's March 25 regular meeting agenda for approval of VRIP2. He asked Board members to alert him prior to the meeting if there were any objections.

Mr. Vithoukas once again revisited the non-departmental budget category he presented to the Board during the first day and discussed with the Board during the second day of the legislative budget reviews. He noted the Board had put aside Mrs. O'Bannon's suggestion for a one percent across-the-board reduction in non-departmental funding. In response to requests from Board members for reconsideration of two unfunded requests, staff brought forward a new recommendation to include funding in the range of \$5,000 to \$10,000 for both The Healing Place and the Offender Aid and Restoration (OAR) Center. Mr. Vithoukas pointed out no agencies receive non-departmental funding without the concurrence of the Board and the County's level of funding for several regional organizations could change pending Chesterfield County's consideration of reductions in its level of funding for these organizations.

Mr. Vithoukas reminded the Board of the schedule for considering and adopting both the budget and the tax and utility rates. He responded to questions from Mr. Kaechele and Mrs. O'Bannon. Mr. Vithoukas thanked the Board for spending the better part of a week reviewing the budget and noted the budget was the effort of many individuals, including the budget staff and Deputy County Managers whom he also thanked.

Mrs. O'Bannon thanked County staff for working hard on the budget and addressing new federal and state mandates without recommending a tax increase. The other members of the Board echoed Mrs. O'Bannon's sentiments.

There being no further business, the meeting was adjourned at 3:42 p.m.

  
Chairman, Henrico County Board of Supervisors

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Mr. Hinton distributed copies of staff's cumulative written responses to questions requiring research and asked by the Board during the three previous days' sessions. He and Mr. Vithoukas reviewed staff's responses to each question and explained the attachments. They also answered follow-up questions from Mr. Glover and Mr. Kaechele.

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Chairman, Henrico County Board of Supervisors