

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
March 16 – 19, 2015**

The Henrico County Board of Supervisors convened a Special Meeting on Monday, March 16, 2015, 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:

Frank J. Thornton, Chairman, Fairfield District
Tyrone E. Nelson, Vice Chairman, Varina District
Richard W. Glover, Brookland District
David A. Kaechele, Three Chopt District
Patricia S. O'Bannon, Tuckahoe 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
Evan T. Helgesen, Budget Analyst
Catherine Joynes, Budget Analyst
Marielle P. McFarland, Budget Analyst
Julian S. Parr, Budget Analyst
James A. (Adam) Rosatelli, Budget Analyst
Sharon Todd Van Gils, Budget Analyst

Mr. Thornton called the meeting to order at 9:05 a.m.

Mr. Thornton pointed out that Henrico County is the only locality where the legislative body reviews the proposed annual budget line-by-line. Mr. Vithoukaskas also noted the County is unparalleled in its approach at focusing on budget details, which has contributed to its fiscal strength. He referred to the four-day schedule of legislative budget reviews and summarized the schedule for the first day. He advised the Board that staff would respond to all questions for which it did not have immediate answers within a 24-hour time frame and would provide the

Board with a complete summary of the responses at the conclusion of the four-day session. Mr. Vithoukas further advised that all of the County departments would be coming forward to illustrate their requests and expressed appreciation for the efforts undertaken by the Board in reviewing the budget. Mrs. O'Bannon remarked that she retains for future reference copies of the departmental slide presentations and staff's responses to daily questions. Mr. Hinton assured the Board that departments would be bringing copies of their presentations for distribution to the Board.

Revenue Briefing

Mr. Vithoukas recognized Mr. Hinton, who in turn recognized the members of his staff and credited them for their work on the budget. He pointed out that Teresa Stevens from his staff would be covering the office during the four days of reviews. Mr. Hinton acknowledged the efforts of department heads and agency staff in developing the budget. He narrated a slide presentation, which included a summary of general fund revenues and trends in state aid, real estate revenues, and other local revenues. He concluded that after years of mixed signals from the state, cautious and conservative estimates in Fiscal Year (FY) 2016 are a must. Although the local economic picture is slowly improving, leading to slow growth in a handful of local revenues, revenue growth is not keeping up with increases in population and service demands will require a focus on strategic priorities. The 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 and Mr. Vithoukas responded to a number of questions from the Board during and following the presentation. In response to a concern raised by Mr. Glover, Mr. Vithoukas advised the Board that the reference to a "tax for stormwater" would be removed from the general fund revenue summary slide. He clarified that there is no new County stormwater tax but rather a set aside of real estate tax revenue from new construction that will be used to meet the cost of stormwater management expenses arising from new state and federal mandates. Mr. Glover requested additional information from staff regarding the four Virginia localities with greater tourism spending than Henrico.

Expenditure Briefing/Budget Overview

Mr. Vithoukas pointed out the Board's public hearing on the FY16 budget will be held on April 14 and the budget will be adopted by the Board on April 28 at the same time the Board adopts the tax rates. He narrated a slide presentation, which addressed how the proposed budget focused on priorities to sustain the high quality of core services, secured the County's future success by reestablishing fiscal structure and allocating funds to the core areas of government, addressed mandated costs, rewarded hard-working employees with a two percent raise effective October 2015, and maintained a forward-looking approach. He responded to a number of questions from the Board during his presentation. Mr. Nelson asked staff to document the County's savings in debt service payments since 2009 due to refunding debt. Mr. Glover asked staff to provide information concerning when arson became classified as a Part I offense.

The Board recessed at 11:18 a.m. and reconvened at 11:29 a.m.

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

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

Mrs. Klevinsky elaborated on a slide highlighting the many citizen and employee engagement efforts undertaken by the County Manager's Office and then reviewed the major components of the office's budget. She and Dr. Casey responded to several questions from the Board.

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

Mrs. Klevinsky reviewed the major components of the Board's budget. She, Dr. Casey, Mr. Vithoukas, and Mr. Hinton responded to several questions from the Board.

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

Mr. Rapisarda told three parts of a story about his office – how it was building for the future, its increased workload, and how it had been in the news. Mrs. Grizzard distributed a handout demonstrating the daily tasks of the office, which include court appearances, administrative hearings, and transactional work. Mrs. Grizzard also distributed a copy of the March 10, 2015, edition of *The United States Law Week Case Alert & Legal News*, which contained an update on the County's legal defense of a suit challenging its anti-solicitation ordinance. Mr. Rapisarda praised the work of his staff and responded to a question from Mr. Kaechele. Mr. Vithoukas and Mr. Thornton expressed appreciation to Mr. Rapisarda and his staff for their commitment. Mr. Rapisarda thanked Mr. Thornton for visiting his office.

- Internal Audit – Vaughan G. Crawley, Internal Auditor

Mr. Crawley provided a brief overview of his office's budget and cited recent examples of audits conducted. He commented on other duties performed by his office and responded to questions from the Board. Mr. Crawley and Mr. Vithoukas noted that this is the only County agency where travel funds are budgeted up front. Mr. Thornton thanked Mr. Crawley for the efficiency of the Internal Audit Office.

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

Mrs. Keenan distributed two handouts containing Henrico County Television (HCTV) program descriptions for 2014 and 2015. Mrs. McKinney noted that programs previously airing on HCTV are archived and available to the public in DVD format or on her department's website. After she and Mr. Vithoukas responded to questions from the Board, Mrs. McKinney pointed out that HCTV has been named the third best government television station in the nation for the past two years.

The Board recessed for lunch at 12:14 p.m. and reconvened at 1:02 p.m.

The legislative budget reviews continued with the following presentations:

- Circuit Court Services – Gary A. Hicks, Chief Judge; joined by C. Romaine Cheney, Administrative Assistant

Judge Hicks commented on Judge Catherine Hammond’s pending retirement from the Henrico Circuit Court and noted she will be replaced by Judge John Marshall, who currently serves on the County’s General District Court. Judge Hicks briefly commented on his office’s budget and responded to questions from Mr. Kaechele and Mrs. O’Bannon.

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

Judge Hicks thanked the Board for partnering with the Drug Court, which was one of the first in Virginia and has continued to flourish in many different ways. He expressed excitement that the Drug Court is moving to County-owned space, where it will be in closer proximity to other County agencies. Ms. Shaw alerted the Board that her office will be receiving an increase in state funding based on the County’s population and recidivism rates and will also be receiving funds from a family in the community whose son participated in the Henrico Drug Court. She advised that Judge Marshall will be replacing Judge Hammond on the Drug Court and will be attending an annual conference sponsored by the National Association of Drug Court Professionals to receive training. She and Judge Hicks responded to questions from Mr. Kaechele and Mrs. O’Bannon. Mr. Thornton thanked Judge Hicks along with Judge Hammond, Ms. Shaw, and the Drug Court staff for making the Drug Court program successful during the past 12 years. Judge Hicks invited the Board to Judge Hammond’s retirement ceremony on March 31. Ms. Shaw invited the Board to the next Drug Court graduation on May 15.

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

Ms. Hardell introduced Ms. Johnson and Ms. Nagy as well as Chris Jacobs, Probation Services Supervisor, who was seated in the audience. Ms. Hardell distributed copies of the Community Corrections Program’s mission and vision statements. She, Ms. Nagy, and Ms. Johnson then jointly narrated a slide presentation on the program’s FY16 budget, in which they addressed the program’s pretrial and probations components, community service, and operations support. Ms. Hardell also elaborated on how the program is building cohesive and healthy teams in the workplace while also strengthening relationships with its stakeholders, i.e. County and community partners. Ms. Johnson, Ms. Nagy, and Ms. Hardell responded to questions from the Board.

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

The Police Division staff distributed additional copies of the division's 2014 Annual Report, which was originally sent to the Board on March 10, and included a spreadsheet comparing 2013 and 2014 crime rates by offense. The spreadsheet also listed the division's volunteer programs and mission statement and contained facts and statistics pertaining to the division's current staffing and law enforcement performance measures. Chief Middleton asked the many members of his command staff who were seated in the audience to introduce themselves. He then narrated a slide presentation on the division's proposed FY16 budget. During his presentation, Chief Middleton reviewed budget highlights and changes; law enforcement accreditation; the fair and impartial policing program; departmental awards and recognitions; domestic violence prevention and crisis intervention efforts; technology enhanced modern policing operations (TEMPO); and statistics relating to gun and drug seizures, adult and juvenile arrests, and crime rates. He asked Sgt. Chuck Hanna to narrate slides addressing the division's recruiting goal and footprint. Sgt. Hanna introduced the other members of the division's recruiting team, Officers Jerame Carrigan and LaTrice Gordon. He and Chief Middleton responded to a number of questions and comments from the Board relating to the Division's recruitment and screening processes. During this discussion, Mr. Nelson emphasized the importance of developing and retaining information and data that documents the division's active efforts to diversify its staff and recruit minority candidates. Chief Middleton closed his presentation by offering to meet individually with Board members or present information at community meetings concerning crime rates and the division's successful use of TEMPO to control crime in Henrico. He responded to questions from the Board regarding the division's fleet and new vehicle design. Mr. Thornton complimented Chief Middleton and his staff for being visionary and making positive changes to the County's police force. Mr. Nelson suggested Chief Middleton make a presentation at an upcoming Board work session on the division's new body worn camera project.

The Board recessed at 2:59 p.m. and reconvened at 3:12 p.m.

The legislative budget reviews continued with the following presentations:

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

The Division of Fire staff distributed copies of the division's 2014 Annual Report. Chief McDowell introduced Ms. Sandler and asked the members of his staff who were in the audience to introduce themselves. He then narrated a slide presentation on the Division's FY16 budget. During his presentation, Chief McDowell reviewed budget highlights and changes, investments in the future, departmental highlights, fire and Emergency Medical Services (EMS) incident statistics, EMS successes, all hazards capability, special events, stewardship, community risk reductions outreach events, and examples of division personnel responses that are all in a day's work. He responded to a number of questions from the Board. Following his presentation and at Mr. Vithoukaskas' request, Chief McDowell reviewed the components of the division's Fire Apparatus Replacement Program.

- Sheriff – Michael L. Wade, Sheriff; joined by Alisa A. Gregory, Chief; and Dana L. Powell, Controller

Sheriff Wade introduced Chief Gregory as the first female chief in the 400-year history of the Henrico Sheriff's Office. He also introduced Mr. Powell and several members of his staff who were seated in the audience. Sheriff Wade narrated a slide presentation titled *State of the Jail Address*, which included an overview of his office's budget, personnel, jail operations, inmate medical services, and cost saving initiatives. He responded to a number of questions from the Board during his presentation. At Mr. Vithoukas' request, Sheriff Wade explained detox protocols for inmates in Henrico's jails. He also elaborated on the problem of inmate substance abuse.

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

Mr. Vithoukas reviewed funding requests from outside agencies and organizations and the funding levels recommended by staff. Mr. Nelson asked for information pertaining to what is provided through the GRTC Taxicab Service Program and who is the specific service provider. Mr. Vithoukas responded to a number of questions from the Board regarding other organizations receiving funding from the County, including the Virginia Institute of Government, Lewis Ginter Botanical Garden, the Cultural Arts Center at Glen Allen, the Arts and Cultural Funding Consortium, and the 2011 Commemoration Advisory Commission. There was discussion by Mr. Glover, Mrs. O'Bannon, and Mr. Vithoukas relating to the compensation received by members of the Richmond Regional Planning District Commission. In response to a question from Mr. Kaechele, Mr. Vithoukas elaborated on a request by Richmond Region Tourism (also known as the Richmond Metropolitan Convention & Visitors Bureau) for increased regional financial support. He noted this funding is provided through the Economic Development Authority's budget.

Mr. Vithoukas briefly reviewed the schedule of legislative budget reviews for the next three days. He announced Mr. Silber would be absent from the sessions on Wednesday, March 19, and Thursday, March 20, because he would be representing the County in Nashville at the annual Intercity Visit sponsored by the Greater Richmond Chamber.

The Board adjourned for the day at 5:13 p.m. and reconvened at 1:08 p.m. on Tuesday, March 17, 2015.

Members of the Board Present:

Frank J. Thornton, Chairman, Fairfield District

Tyrone E. Nelson, Vice Chairman, Varina District

Richard W. Glover, Brookland District (*departed at 4:00 p.m.*)

David A. Kaechele, Three Chopt District (*departed at 1:20 p.m. and returned at 3:45 p.m.*)

Patricia S. O'Bannon, Tuckahoe 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
Randall R. Silber, Deputy County Manager for Community Development
Eugene H. (Gene) Walter, Director of Finance
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Catherine Joynes, Budget Analyst
Marielle P. McFarland, Budget Analyst
Julian S. Parr, Budget Analyst
James A. (Adam) Rosatelli, Budget Analyst
Sharon Todd Van Gils, Budget Analyst

The legislative budget reviews resumed with the following presentations:

- General District Court - Mary B. Malveaux, Chief Judge; joined by Linda S. Knight, Clerk

Judge Malveaux noted the General Assembly has approved a fifth General District Court judge for the County and the new judge will take office on November 1. She thanked the Board for supporting renovations to the Courts Building, which will include construction of an additional courtroom for the General District Court. Mr. Vithoukas commented on the complexity of the renovation project and pointed out that Judge Malveaux has been working on this project with Dr. Casey and Circuit Court Judge L. A. Harris. He and Judge Malveaux responded to questions from Mr. Nelson and Mr. Kaechele pertaining to the project.

- Magistrate - Mr. Vithoukas

Mr. Vithoukas advised the Board that the Chief Magistrate was unable to be present but he was not aware of any issues with the Magistrate's budget. There were no questions from the Board.

Mr. Hinton distributed copies of staff's written responses to questions raised at Monday's session requiring research and reviewed the responses with the Board. Mr. Vithoukas and Mr. Casey responded to questions from Mr. Kaechele relating to Richmond Region Tourism's request for additional funding from the participating jurisdictions. Mrs. O'Bannon asked for staff to determine whether the 501-1611 phone number for the County's 400th anniversary effort is still operational for persons to call if they are interested in purchasing commemorative items from the County's 400th anniversary.

The legislative budget reviews continued with the following presentations:

- Juvenile/Domestic Relations Court Services – Rondelle D. Herman, Chief Judge; joined by Jacob P. (Jay) Wilkins, Clerk

Judge Herman alluded to recent personnel challenges in the Clerk's Office and a restructuring of the office staff to strengthen the management team and make the office more efficient in serving family clients. He noted a budget surplus was being used to fund a break room and cited statistics documenting the large volume of work. Mr. Wilkins discussed the agency's success in using mediation and the central role played in this effort by Pat Carrington, the retired Director of James River Juvenile Detention Facility who now works for this agency. Judge Herman responded to questions from the Board. At Mr. Thornton's request, he elaborated on parenting classes offered through his agency and the need for more parenting programs in the community.

- VJCCCA (Probation & Detention) – Debra A. Nedervelt, Coordinator; joined by Michael D. Bingham, Superintendent of the Henrico Juvenile Detention Facility

Mr. Bingham reviewed the probation component of the Virginia Juvenile Community Crime Control Act (VJCCCA) budget and cited statistics pertaining to its community-based programs and services. In response to questions from Mr. Vitoulkas, Mr. Bingham and Mr. Hinton commented on the local versus state share of funding for local VJCCCA operations.

- Juvenile Detention – Mr. Bingham

Mr. Bingham cited current trends and challenges facing his agency. He responded to questions from Mrs. O'Bannon and Mr. Thornton.

- Probation – Kathleen Jones, Court Service Unit Director; joined by Cynthia D. (Cindy) Baker, Administrative Assistant

Ms. Baker distributed a spreadsheet listing the County's juvenile probation performance measures by case type, both domestic intake complaints and criminal intake complaints. Ms. Jones noted her agency's use of evidence-based practices and elaborated on its performance measures. She referred to the Court Service Unit's close relationship with other County agencies and community partners, cited additional statistics documenting her agency's work, and pointed out the small percentage of County funds that comprise her agency's budget. Ms. Jones responded to a question from Mrs. O'Bannon.

- JRJDC – Michael D. Martin, Superintendent of the James River Juvenile Detention Center (JRJDC); joined by Sandra K. Martin, Assistant Superintendent

After introducing Ms. Martin, Mr. Martin reviewed the agency's operating budget and services and commented on the positive results in its post-dispositional programs. He and Mr. Hinton responded to questions from the Board. Mr. Glover expressed concerns

regarding the agency's costs in comparison to the average daily number of detainees. At Mr. Thornton's suggestion, Mr. Martin agreed to look into these concerns and provide more information to the Board.

- Finance – Mr. Walter; joined by Ms. Joynes

Mr. Walter summarized the budget narrative for his department, pointing out the major budget components. He reviewed departmental highlights, including implementation of the meals tax; conversion to an electronic filing system; enhancement of electronic payment for taxpayers; continued increases in purchasing contracts awarded to small, women-owned, and minority-owned (SWAM) suppliers; and recognition by the National Association of Counties for a new Online Construction Document Management System (ebid) within the Purchasing Division. Mr. Vithoukas credited Purchasing Division Director Cecelia Stowe and Supplier Relations Manager Marvis Marshall for their work on increasing the percentage of purchasing contracts awarded to SWAM suppliers. Mr. Walter responded to questions from Mr. Glover and Mr. Nelson pertaining to electronic payments options currently available to taxpayers. Mr. Vithoukas advised the Board that staff will present information on a new electronic billing system at a future work session. At Mr. Vithoukas' request, Mr. Walter elaborated on the County's external auditing contract and his department's involvement with the audit. Mr. Walter responded to further questions from the Board and there was discussion of his department's follow up and work with local restaurants that have been incorrectly applying the meals tax. Mr. Walter thanked Ms. Joynes for her work with other departments in compiling the budget.

- Information Technology – Thomas L. Owdom, Director

Mr. Owdom summarized his department's budget highlights, including the transfer of two positions during the current fiscal year, one from the Department of General Services and one from the Department of Human Resources. He also reviewed two enterprise projects undertaken by his department, Microsoft 365 that will move the County's email and collaborative infrastructure into Microsoft's cloud environment and a Voice over Internet Protocol (VoIP) telecommunications system that will replace the County's legacy phone system. Mr. Owdom responded to questions from the Board relating to the Microsoft 365 project. Mr. Vithoukas noted conversations were occurring between general government and schools concerning the feasibility of a shared data center that would be under the auspices of Mr. Owdom's department.

- Technology Replacement – Mr. Hinton; joined by Mr. Owdom

Mr. Hinton credited Mrs. Van Gils for maintaining the technology replacement fund since day one of its inception. He responded to several questions from Mr. Glover relating to how the fund is used and its current and projected balances. There was some discussion by Mrs. O'Bannon, Mr. Glover, Mr. Vithoukas, and Mr. Hinton regarding the evolution and purpose of the fund.

The Board recessed at 3:00 p.m. and reconvened at 3:10 p.m.

The legislative budget reviews continued with the following presentations:

- **Planning - Ralph J. (Joe) Emerson, Jr., Director; joined by Jean M. Moore, Assistant Director; and Nancy E. 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 16 budget request, which also explained how the department's mission statement is being achieved and included information on special projects and services. Following his presentation, Mr. Emerson responded to several questions from the Board.

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

Mr. Revels recognized Mr. Bowles and narrated a slide presentation on his department's FY16 budget, which began with an explanation of a number of bar graphs depicting annual construction permit and inspection activity, permit fee revenue, single family dwelling size, and inspector caseloads for the most recent six-year period. In response to questions from Mr. Kaechele and Mrs. O'Bannon, Mr. Revels and Mr. Bowles elaborated on the relationship between the federal Fair Housing Act and elevator regulations. During his presentation, Mr. Revels also shared photographs of existing structures and hotels where major building code violations have recently occurred, reviewed new provisions in the Virginia Uniform Statewide Building Code that took effect on July 14, 2014, and summarized his department's staffing and service delivery benchmarks. He noted his department was proposing a new supervisory position to oversee the inspection of existing structures in accordance with community revitalization initiatives. Mr. Kaechele asked staff to provide the number of residential additions and alterations for the past five fiscal years with a comparison of the current fiscal year to the prior year.

- **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 FY16 budget. During his presentation, Mr. Tyson reviewed six-year trends in the number of inquiries received by his department, departmental activities and work plan, and proposed changes to major budget categories. Following his presentation, Mr. Tyson responded to questions from Mr. Kaechele regarding the allocation of staff and services between the department's eastern government center and western government center offices.

- **Community Revitalization/Community Maintenance - S. Mark Strickler, Director; 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. He narrated a slide presentation on the FY16 highlights, accomplishments, and budget for the Department of Community Revitalization's major programs, which include enterprise zone, Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME), community maintenance, and volunteer assistance. He also summarized the results of neighborhood surveys initiated by the department in FY15, two areas in need of additional revitalization attention and resources (the Highland Springs and Richmond International Raceway areas), proposed revitalization tools, and measures used in tracking the success of the revitalization initiative. Mr. Strickler concluded his presentation by highlighting proposed changes to major budget categories and noting his department was proposing an additional zoning enforcement officer position to assist with the revitalization initiative. Mr. Strickler responded to several questions and comments by the Board. Mr. Thornton suggested the County needs to look at additional tools for improving the maintenance of rental properties in the eastern corridor and to promote more actively the department's *Homeowners Enhancement Guide*.

- Economic Development – Gary R. McLaren, Executive Director

Mr. McLaren recognized the newest members of the Economic Development Authority (EDA) staff, Marketing Manager Jessica Self and Administrative Assistant Wendy Miller. He narrated a slide presentation containing a number of charts and graphs with statistical data. During his presentation, Mr. McLaren addressed civilian labor force unemployment rates; recent business announcements; regional economic development quadrants; office, industrial, and flex vacancy rates for the fourth quarter of 2013-14; major industrial and office buildings that are vacant; the authority's marketing initiatives and two electronic newsletters; staff's travel schedule during the past fiscal year; comparisons of economic development staff size and budgets among 15 of Virginia's larger localities; and proposed changes to major budget categories. Following his presentation, Mr. McLaren and Mr. Vithoukas responded to questions from the Board. Mr. Vithoukas announced that he has asked Mr. McLaren to develop a proposal for reducing the County's machinery and tools tax in order to make the County more competitive with other localities in attracting manufacturers. Mr. Kaechele asked staff to provide the commercial vacancy rates for the region by market quadrant, calculations for payments by the four participating jurisdictions to Richmond Regional Tourism and the Greater Richmond Convention Center, and the estimated value of the two anchor stores at West Broad Marketplace after development (Cabela's and Wegmans).

Mr. Vithoukas briefly reviewed the schedule of legislative budget reviews for the following day.

The Board adjourned for the day at 5:10 p.m. and reconvened at 9:07 a.m. on Wednesday, March 18, 2015.

Members of the Board Present:

Frank J. Thornton, Chairman, Fairfield District (*departed at 11:45 a.m. and returned at 1:44 p.m.*)
Tyrone E. Nelson, Vice Chairman, Varina District
Richard W. Glover, Brookland District
David A. Kaechele, Three Chopt District
Patricia S. O'Bannon, Tuckahoe 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
Eugene H. (Gene) Walter, Director of Finance
William B. (Brandon) Hinton, Management and Budget Division Director
Justin D. Crawford, Budget Supervisor
Evan T. Helgesen, Budget Analyst
Catherine Joynes, Budget Analyst
Marielle P. McFarland, Budget Analyst
Julian S. Parr, Budget Analyst
James A. (Adam) Rosatelli, Budget Analyst
Sharon Todd Van Gils, Budget Analyst

The legislative budget reviews resumed with the following presentation:

- Social Services/Comprehensive Services Act – Cynthia J. Steinhauser, Director; joined by Shawn M. Rozier and Faye Owhin, Assistant Directors; Hugh V. Field, Controller; and Ty F. Parr, Comprehensive Services Act (CSA) Coordinator

Mrs. Steinhauser recognized Mr. Rozier, Ms. Owhin, Mr. Field, and Mr. Parr. She also recognized two members of her staff who were in the audience, Business Manager Terry Painter-Beals and Information Technology Supervisor Tom Vela. Mrs. Steinhauser narrated a slide presentation on the Department of Social Services and CSA FY16 proposed budget. She reviewed her department's divisions, accomplishments, struggles, services, graphs and statistics highlighting caseload trends, vision for the CSA program, information technology cost savings and efficiency measures, and revenues generated for the County. Mrs. Steinhauser responded to a number of questions from the Board during and following her presentation with the assistance of Mr. Rozier, Mr. Field, Mr. Vithoukas, Mr. Hinton, and Mr. Parr. Mrs. O'Bannon asked staff to provide information regarding the number of Henrico participants in the Learning and Employment Access ("Hard to Serve") Program. There was extended discussion by Mrs. O'Bannon, Mr. Glover, and staff concerning the CSA program's cost, state requirements,

placement process, and level of accountability. Mr. Nelson asked staff to provide the exact dollar amounts by resource in the breakout of the \$346,034,992 in economic impact through the department in FY14.

The Board recessed at 10:13 a.m. and reconvened at 10:25 a.m.

The legislative budget reviews continued with the following presentations:

- MH/DS – Laura S. Totty, Director; joined by Lynn A. Goodale, Administrative and Financial Services Division Director; R. Daniel Rigsby, Clinical and Prevention Services Division Director; A. Michelle Johnson, Community Support Services Division Director; and Yvonne D. Russell, Quality Assurance Manager

Ms. Totty recognized Ms. Goodale, Mr. Rigsby, Ms. Johnson, and Ms. Russell. She also introduced Marty Shephard, Controller, who was providing technology support. Ms. Totty narrated a slide presentation on the County Manager's recommended FY16 budget for Henrico Area Mental Health & Developmental Services (MH/DS). She reviewed her agency's consumer services, awards, grants, crisis response, partnership with public safety agencies on the Crisis Intervention Team, services to the incarcerated, improvements to the overall health of its consumers, Mental Health First Aid and Day Support initiatives, state legislation of interest, and Day Support initiative. Ms. Totty responded to questions from the Board during her presentation.

- CRWP (CATC) – Brian K. Davis, Director; joined by Elsie D. Best, Business Supervisor

Mr. Davis narrated a slide presentation on the Capital Region Workforce Partnership's (CRWP) FY16 budget submission. During his presentation, Mr. Davis explained the agency's structure and identified service center locations, provided a budget and service statistical overview, highlighted major initiatives during the past year, shared customer profile statistics and a sample of services offered, compared performance outcomes to negotiated rates, and cited new federal legislation and state requirements that will affect the agency in the year ahead. He and Mr. Vithoukas responded to questions from the Board during the presentation.

- Public Health – Susan Fischer Davis, Director; joined by Carla Bennett, former Administrative Manager

Dr. Fischer Davis announced that Ms. Bennett recently left her position with the Henrico Health Department to work for the State Health Department's central office. She narrated a slide presentation on her agency's FY16 budget request. During her presentation, Dr. Fischer Davis reviewed the major revenue components and federally-funded programs of her department's budget and discussed departmental highlights, including graphs and tables depicting multi-year trends in maternity clinic clients, Henrico's infant mortality rates, and refugee clinic patients. She also provided statistics on the 2014 international Ebola outbreak, which has not yet resulted in any identifiable cases in Virginia, and shared photographs of the September 8, 2014, grand opening ceremony for the

department's new East Clinic. Dr. Fischer Davis responded to questions from the Board. Mrs. O'Bannon asked staff to provide an age breakdown of patients receiving care through the department's maternity program.

- General Services/CAM/Risk Management – John H. Neal, Jr., Director; joined by Thomas D. Alford, Assistant Director; Alan W. Eddleton, Superintendent of Maintenance; Klaus H. Illig, Facilities Manager; and Mary Jane Elizabeth (Janie) Wright, Business Supervisor

Mr. Vithoukas thanked the Department of General Services for the work performed by its crews during the snow events earlier in the year. Mr. Neal narrated a slide presentation on the department's FY16 budget, during which he highlighted the department's mission, values, and organizational structure; provided a general fund budget overview for each of its sections; and offered an overview of its Central Automotive Maintenance (CAM) internal service fund budget. During the presentation, he and Mr. Vithoukas responded to a number of questions from the Board. Mr. Kaechele asked staff to provide the number of vehicles in the County's fleet and the number assigned to the school system, including the number that are school buses.

The Board recessed for lunch at 12:25 p.m. and reconvened at 12:35 p.m.

The legislative budget reviews continued with the following presentations:

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

Mr. Luther recognized Ms. Buschy and Ms. Watford. He then introduced several members of his staff seated in the audience who distributed a brochure profiling his department titled *Fast Facts*. Mr. Luther narrated a slide presentation on his department's FY16 proposed budget, which included a graph documenting the economic impact of County-hosted sports tournaments and a number of photographs highlighting how the department's programs welcome visitors and neighbors, connect people, support active youth and a healthy Henrico, create fun, and create and maintain quality. He also discussed several of the department's recent, current, and planned capital park projects. Following his presentation, Mr. Luther responded to questions from Mr. Nelson and Mrs. O'Bannon with the assistance of Mr. Vithoukas and Recreation Division Manager Karen Perkins. At Mr. Kaechele's request, he updated the Board on operations and trends at Belmont Park Golf Course, which is supported through an enterprise fund. At Mr. Vithoukas' request, Mr. Luther reviewed recent improvements to athletic fields at Tuckahoe Middle School. Mr. Nelson asked to staff to research the economic impact of the Battle of New Market Heights re-enactment that was held at the Runnymede property in eastern Henrico on September 27 and 28, 2014.

- Agriculture and Home Extension – Karen F. Carter, Unit Coordinator and Agriculture and Natural Resources Extension Agent; joined by Mr. Foster; Kimberly H. Edmonds, Family and Consumer Sciences Extension Agent; and Angela M. Wrigglesworth, Administrative Assistant

Ms. Carter narrated a slide presentation titled *Extending Knowledge, Improving Lives*. During her presentation, Ms. Carter reviewed the mission of Virginia Cooperative Extension, success stories and service statistics for the Henrico Extension Office in 2014, Virginia Cooperative Extension’s priority issues for the time period 2014 to 2016, Henrico Cooperative Extension’s Nutrient Management Plans and SMART Lawns Manual, and how Henrico Cooperative Extension is serving Henrico’s schools. Ms. Edmonds reviewed the Henrico 4-H development program and Henrico Cooperative Extension’s Family and Consumer Sciences programs, including the Family Nutrition Education Program and financial education programs. She responded to questions from Mrs. O’Bannon during the presentation.

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

Mr. Tracy provided an overview of his agency’s functions and reviewed recent and upcoming County projects involving significant property and right-of-way acquisitions. He also noted other major initiatives involving his agency, including the termination of a longstanding lease of County office space at North Run Business Park and the sale of surplus real estate owned by the County. Mrs. O’Bannon expressed appreciation for the way agency staff has handled land negotiations with property owners in Cumberland County for the Cobbs Creek Reservoir project. Mr. Tracy noted his agency’s cooperative working relationship with the Departments of Public Utilities and Public Works. Mr. Tracy, Mr. Foster, and Mr. Vithoukaskas responded to a question from Mr. Kaechele.

- Public Works – Steven J. Yob, Director; joined by Michael A. Jennings, Assistant Director; 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 overview of departmental revenues and highlighted how the department’s road maintenance funds are being used. He then narrated a slide presentation titled *Update on Large Maintenance Projects*. During his presentation, Mr. Yob addressed road paving; improvements to salt domes; traffic signal upgrades at 14 intersections; the elimination of pedestal poles in medians; Glenside Park and Ride improvements; and improvements to bridges on Wilkinson Road, Creighton Road, Lakeside Avenue, the Route 301 access road, Greenwood Road, and Parham Road. He, Mr. Vithoukaskas, Mr. Jennings, and Mr. Eure responded to questions from the Board regarding several of these projects. Following this presentation, Mr. Yob reviewed the four functions within his departmental budget supported by the general fund

and the mass transit component of the departmental budget administered by Mr. Eure. He and Mr. Eure responded to questions from the Board pertaining to GRTC's CARE and CARE Plus paratransit services within Henrico County.

Mr. Yob updated the Board on the County's process to comply with Virginia Stormwater Management Program regulations, including the reissuance of National Pollutant Discharge Elimination System (NPDES)/Municipal Separate Storm Sewer System (MS4) permits. He noted the County will be funding programs administered by Mr. Perry pursuant to Chesapeake Bay Total Maximum Daily Load (TMDL) requirements. Mr. Yob recognized Mr. Perry, who narrated a slide presentation addressing TMDL. During his presentation, Mr. Perry reviewed the Chesapeake Bay watershed; TMDL requirements that are incorporated into the County's MS4 permit; potential retrofit projects involving existing development to achieve TMDL compliance in the areas of stream restoration, energy dissipation, and bioretention; outfall rehabilitation projects; and Best Management Practices (BMP) long-term maintenance. During and following this presentation, Mr. Perry and Mr. Yob responded to a number of questions from the Board. There was extended discussion by the Board, Mr. Yob, and Mr. Perry relating to the impact of stream restoration requirements on homeowners. In response to concerns expressed by members of the Board, Mr. Foster offered assurances that the County will be educating the public about NPDES/TMDL requirements as part of the permitting process. Mr. Vitoulkas advised the Board there will be projects in the capital budget addressing these requirements.

The Board recessed at 3:09 p.m. and reconvened at 3:16 p.m.

The legislative budget reviews continued with the following presentations:

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

Mr. Petrini recognized Mr. Mawyer and Mrs. McGuire and acknowledged the presence of several members of his staff who were seated in the audience. He narrated a slide presentation, during which he highlighted the major categories of his department's major accomplishments during the past year; provided historical comparisons between FY10 and proposed FY16 in operating and personnel expenses, available positions, physical assets, and capital outlay, vehicles, and equipment; cited how the department will maintain service levels in the proposed budget; illustrated miles added to the County's sewer pipes since the 1930s and the sewer rehabilitation and replacement capital projects needed to meet the department's Echo Curve goal; reviewed revenues, operating expenses, employees, and capital budget appropriations proposed for the water and sewer enterprise fund in FY16; addressed the impact on customers of a proposed three percent increase in water and sewer rates; provided a comparison of the County's water and sewer connection fees with those charged by adjacent localities; reviewed revenues, operating expenses, and capital outlay proposed for the solid waste special revenue fund in FY16; and offered photographs of the County's new transfer station that replaced the Springfield Road landfill. During and following his presentation, Mr. Petrini responded to a number

of questions from the Board. Mr. Glover asked staff to provide the mileage of sewer pipe that was replaced during the past year. Mr. Thornton asked the department to think about and alert the Board as to how it can better market the 38 percent discount for water customers who utilize less than 6ccf of water. There was extended discussion by Mr. Glover, Mr. Vithoukas, Mr. Petrini, Mrs. McGuire, and Mr. Mawyer regarding water and sewer enterprise fund revenues versus operating costs and how retained revenues are being spent.

- Public Library – Gerald M. McKenna, Director; 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 operating the audiovisuals. He narrated a slide presentation on the Public Library's budget proposal, during which he highlighted proposed changes to the major categories of the departmental budget, including net ongoing costs for Libbie Mill and Varina Area Libraries; last year's library-related statistics; the 2014 All Henrico Reads with author Lee Smith, 2014 Summer Reading Club, and Science, Technology, Engineering, Arts, and Mathematics (STEAM) reading program; new digital services; the Fairfield and Sandston Libraries refresh; the Public Library's ten-year maintenance plan; construction and staffing for the new Libbie Mill Library and Varina Area Library that will open during FY16; and the Public Library's mission. Mr. McKenna and Mr. Vithoukas responded to several questions from the Board during and following Mr. McKenna's presentation.

Mr. Vithoukas suggested the Board convene the following day at 12:00 noon rather than 9:00 a.m. as originally scheduled. There was discussion by members of the Board and Mr. Vithoukas pertaining to the Henrico County Public Schools (HCPS) budget, how it is presented to the Board, and the level of detail the Board is entitled to request. Mr. Vithoukas directed the Board's attention to components of the proposed budget that pertain to education. Mr. Nelson requested that the Board have ample time after the HCPS presentation to ask questions and receive direct answers from the HCPS staff.

The Board adjourned for the day at 4:58 p.m. and reconvened at 12:11 p.m. on Thursday, March 19, 2015.

Members of the Board Present:

Frank J. Thornton, Chairman, Fairfield District
Tyrone E. Nelson, Vice Chairman, Varina District
Richard W. Glover, Brookland District
David A. Kaechele, Three Chopt District
Patricia S. O'Bannon, Tuckahoe District (*arrived at 12:25 p.m.*)

Other Officials Present:

John A. Vithoukias, 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
Evan T. Helgesen, Budget Analyst
Catherine Joynes, Budget Analyst
Marielle P. McFarland, Budget Analyst
Julian S. Parr, Budget Analyst
James A. (Adam) Rosatelli, 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 Bebe W. West, Chair; Alice F. Creighton, Vice Chair; and April A. Cain, Secretary

Mr. Coakley directed the Board's attention to two handouts. The first handout contained charts and graphs listing the number of registered voters in each of Henrico's magisterial, House of Delegates, State Senate, and United States Congressional districts. The second handout contained a breakdown by locality of voter photo identification cards submitted to the Virginia Department of Elections (ELECT) for processing. Mr. Coakley also showed the Board a slide containing a live shot of his office on the New York City Times Square Jumbo-Tron. The photograph included Mr. Coakley, Deputy Clerk Anne Marie Middlesworth, and CNN photographer Gary Tubman and was taken during the 2014 presidential election because the media identified Henrico County as a bellwether locality in predicting the outcome of the election. Mr. Coakley responded to questions from the Board. At Mr. Thornton's request, Mr. Coakley elaborated on the County's procedures for accommodating curbside voting by senior citizens. Mr. Thornton asked Mr. Coakley to provide the Board with a periodic document that includes data on voters who have been purged from the registration rolls. He also thanked Mr. Coakley for making a presentation at one of his recent town meetings. Mr. Vithoukias advised the Board that staff would be bringing forward a work session item to update the Board on the replacement of the County's voting equipment.

- Circuit Court Clerk – Paige W. Cranor, Chief Deputy Clerk; joined by Kathleen (Katie) Koehler Dysert, Criminal Section Supervisor; and Rebecca L. Cone, Land Records Supervisor

Mr. Vithoukas informed the Board that Circuit Court Clerk Yvonne Smith was unable to be present due to illness. Ms. Cranor introduced Ms. Koehler and Ms. Cone. Ms. Crainor reviewed technology changes that have been implemented in her office. Ms. Cone updated the Board on the status of a new land records system that will be rolled out in mid-May and allow e-filing of certain land documents. Ms. Dysert discussed the new Officer of the Court Remote Access (OCRA) system that provides a secure connection to the case imaging system (CIS) servers at the Supreme Court of Virginia for members in good standing of the Virginia State Bar. Mr. Cranor also referred to the savings achieved by her office through a new filing system. Mr. Vithoukas and Ms. Crainor responded to questions and comments from Mr. Glover and Mrs. O'Bannon.

- Human Resources/Employee Benefits/Risk Manager – Paula G. Reid, Director; joined by Brian Parker, Risk Manager; and Sharon Wilson, Business Supervisor

Mrs. Reid introduced Mr. Parker and Ms. Wilson and recognized two members of her staff who were in the audience, Assistant Director Becky Simulcik and Benefits Manager Julia Sleeman. She provided an oral presentation, which addressed the five components of her department's budget and recent staffing changes within her department. Mr. Vithoukas elaborated on the department's new senior management specialist position, which is being created to act as a liaison between the County and its growing senior community. Mr. Vithoukas, Mr. Hinton, and Mr. Parker spoke to processed claims that have been filed against Henrico County Public Schools (HCPS) and how the County's self-insurance reserve fund is used. Mrs. Reid resumed her presentation by touching on how her department is utilizing its funding. Along with Mr. Vithoukas and Mr. Hinton, she responded to questions from the Board. Mrs. O'Bannon thanked the department's staff for assisting the Greater Richmond Partnership in its recruitment of a new president/chief executive officer. Mr. Vithoukas commented on how the department has helped the County navigate increases in employee health insurance costs and the strides it has made with the County's wellness and fitness programs. He and Mr. Hinton commented further on the risk management program managed by the department and how the County budgets for the payment of claims. Mrs. O'Bannon asked staff to find out whether local governments and school divisions can participate in the Virginia Association of Counties (VACo) Group Self-Insurance Risk Pool (VACoRP) without being a member of VACo.

The Board recessed at 1:11 p.m. and reconvened at 1:22 p.m.

The legislative budget reviews continued with the following presentation:

- Schools - Patrick C. Kinlaw, Superintendent; joined by John W. Montgomery, Jr., School Board Chair, Varina District; Beverly L. Cocke, School Board Member, Brookland District; Michelle F. "Micky" Ogburn, School Board Member, Three Chopt District; and Lisa A. Marshall, School Board Member, Tuckahoe District; Terry S. Stone, Assistant Superintendent for Finance and Administration

Mr. Montgomery recognized the members of the School Board who were present as well as Dr. Kinlaw and Ms. Stone. He advised that School Board Vice Chair and Varina District representative, Lamont Bagby, was unable to attend because he was at Norfolk State University for a Board of Directors meeting. Mr. Montgomery noted that the school population was projected to exceed 50,000 students during the next school year. He identified various groups who had provided input into the HCPS budget.

Dr. Kinlaw introduced the following members of his staff who were seated at the conference table: Bondy Gibson, Deputy Superintendent; Al Ciarochi, Assistant Superintendent for Operations; Nyah Hamlett, Assistant Superintendent for Instructional Support; Mandy Baker, Human Resources Director; and Andy Jenks, Communications & Public Relations Director. He showed a short video that captured a few highlights/snapshots of happenings at public schools. Dr. Kinlaw narrated the first portion of a slide presentation on the HCPS FY16 annual financial plan, which began with graphs and data on enrollment trends, ethnic distribution, students receiving free and reduced meals, and the number of schools not fully accredited. He continued the presentation by addressing school improvement efforts; positive behavioral intervention and supports; and collaborative initiatives. He and Ms. Stone responded to a number of questions from the Board of Supervisors throughout his portion of the presentation. Mr. Glover asked staff to provide information documenting how much HCPS has allocated for school improvement efforts in the current fiscal year. He suggested that the collaborative initiative described as an “after-school” academic enrichment pilot program be referred to instead as an “extended-day” academic enrichment pilot program. Dr. Kinlaw and Mr. Montgomery elaborated on the purpose and scope of this program.

Ms. Stone introduced the following members of her staff who were in the audience: Debra Hargrave, Budget Director; Juan Smith, Senior Controller; and Stephanie Rouse, Joy Walton, and Pamela Butler, Accountants. She continued the slide presentation by addressing new positions in teaching, transportation, operations, and instructional support; FY16 revised general fund revenue targets and School Board approved general fund expenditures; five-year general fund expenditures by type and a summary of all funds; the FY16 capital improvements program; FY15 meals tax projects; and next steps in the School Board’s budget public hearing, adoption, and appropriations processes. Mr. Kaechele asked staff to provide estimates for meals tax projects by type as identified in the presentation. Mr. Ciarochi responded to questions from Mr. Glover. At Mr. Vithoukas’ request, Mr. Ciarochi distributed a spreadsheet listing the projects and funding sources contained in the HCPS capital improvement program.

Following the slide presentation, Dr. Kinlaw responded to a number of questions from the Board of Supervisors with the assistance of Ms. Stone and members of the School Board. Mrs. O’Bannon expressed concerns relating to recent increases in the budget for students receiving special services under the Comprehensive Services Act. Mr. Thornton commented on the importance of parenting programs and voiced concerns about teacher migration from lower-achieving to higher-achieving schools, the limited number of minority students enrolled in the Maggie L. Walker Governor’s School for Government and International Studies, and the level of sensitivity within Henrico’s public schools to

cultural diversity. Mr. Nelson noted he is held accountable for schools by voters during election time although he has little control over the HCPS budget. He expressed concern with the academic gap in his district, which has 17 public schools that are not accredited. There was extended discussion of this issue by members of the Board of Supervisors, members of the School Board, Dr. Kinlaw, Ms. Stone, and Mr. Vithoukas. Mr. Nelson and Mr. Glover voiced strong concerns that the amount of funds included in the HCPS budget for extended-day academic enrichment pilot programs was insufficient to address the disparity in student achievement among Henrico public schools. Mr. Glover asked that Mr. Vithoukas and Dr. Kinlaw put their heads together to find more money in the HCPS budget for these programs. Mr. Kaechele asked staff to provide information explaining how school resource officers (SROs) are allocated throughout Henrico's public schools. At Mr. Kaechele's request, Ms. Stone reviewed the laptop computer program for students and the cost of this program. Mr. Thornton concluded the discussions by noting that the eastern corridor of the county was responsible for passage of the meals tax. He expressed confidence that Mr. Vithoukas and Dr. Kinlaw will look at how things can be done differently than in the past so that Henrico's schools can be the very best, including the 28 throughout the county that are currently unaccredited.

The Board recessed at 3:34 p.m. and reconvened at 3:41 p.m.

The legislative budget reviews continued with the following presentations:

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

Ms. Taylor reviewed trends in criminal cases prosecuted by her office, noting her office has begun to see an increase in child abuse and human trafficking cases. She also mentioned that the new General District Court judge and additional courtroom coming later in the year may impact staffing in her office and in the Victim/Witness Assistance Program office. Ms. Taylor responded to a question from Mrs. O'Bannon and then reviewed possible plans to restructure the Special Drug Prosecutor's office in view of more responsibilities and duties that have been assigned to that office.

Ms. Shuman-Johnson commented that there continues to be an increase in the number of protective orders and human trafficking hearings within the County's court system. She explained increases in her office's budget resulting from a lease increase and additional grant funding from the Virginia Department of Criminal Justice Services.

Mr. Vithoukas recognized Mr. Petrini, who offered follow-up responses to questions asked by the Board during the previous day's discussion of the Public Utilities budget and water and sewer revenue fund. He provided more detailed financial information on water and sewer expenses and debt service and responded to questions from Mr. Kaechele.

The Board recessed at 3:59 p.m. and reconvened at 4:06 p.m.

At Mr. Vithoukas' request, Mr. Hinton distributed copies of staff's cumulative written responses to questions requiring research and asked by the Board during the previous day's sessions.

The legislative budget reviews concluded with the following presentation:

- Capital Projects – Mr. Hinton

Mr. Hinton narrated a slide presentation that focused on priorities of the proposed FY16 capital budget from a multitude of sources. These priorities included projects in the areas of schools, public safety, public works, sports tourism, recreation and parks, facilities maintenance, general services, technology, and water and sewer. Mr. Hinton also identified upcoming projects involving voting machines, the General District Court fifth courtroom, self-contained breathing apparatus (SCBA), and a replacement radio communication system. He distributed a spreadsheet listing FY16 mechanical/roof capital improvement program (CIP) projects proposed for various public schools based on current anticipated needs. Mr. Vithoukas responded to several questions from Mr. Kaechele.

Mr. Vithoukas reminded the Board of the schedule for considering and adopting both the budget and the tax and utility rates. He thanked the Board for its attention during the four days of budget reviews, noting it is the only elected body in the Commonwealth that goes through the entire budget, line item by line item. Mr. Vithoukas pointed to this process as having contributed to the Board not raising the County's real estate tax rate since 1979. He thanked staff members for their time and effort.

Mr. Thornton thanked the Department of Finance and all of the County agencies that worked with the County Manager to cull out the budget. He characterized this effort as synergistic and a manifestation of the "Henrico Way."

There being no further business, the meeting was adjourned at 4:25 p.m.



Chairman, Henrico County Board of Supervisors