

COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
SPECIAL MEETING  
March 18 – 21, 2019

The Henrico County Board of Supervisors convened a Special Meeting on Monday, March 18, 2019, 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:**

Tyrone E. Nelson, Chairman, Varina District  
Thomas M. Branin, Vice Chairman, Three Chopt District  
Patricia S. O'Bannon, Tuckahoe District  
Daniel J. Schmitt, Brookland District  
Frank J. Thornton, Fairfield 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, CMC, Administrative Assistant/Deputy Clerk to the Board  
Timothy A. Foster, P.E., Deputy County Manager for Community Operations  
W. Brandon Hinton, Deputy County Manager for Administration  
Anthony E. McDowell, Deputy County Manager for Public Safety  
Randall R. Silber, Deputy County Manager for Community Development  
Steven W. Knockemus, Assistant Director of Public Relations & Media Services  
Edward N. (Ned) Smither, Jr., Director of Finance  
Justin D. Crawford, Management and Budget Division Director  
Marielle P. McFarland, Budget Supervisor  
Julian S. Parr, Senior Budget Analyst  
Sharon Todd Van Gils, Senior Budget Analyst  
Heather L. Galas, Budget Analyst  
Daniel B. Hayes, Budget Analyst  
Nicholas Pietrzak, Budget Analyst  
Catherine Fitzgerald, Management Assistant, Management and Budget Division  
Eugene H. Walter, Management and Budget Division

Mr. Nelson called the meeting to order at 9:08 a.m.

Mr. Vithoukas recalled that members of the Chesterfield County Board of Supervisors came from south of the river to sit in on the Henrico Board's legislative budget reviews in 2016, which demonstrates that imitation is the sincerest form of flattery. He reviewed the schedule for this year's reviews. Mr. Vithoukas acknowledged the young group of budget analysts seated at the table and noted this is the 28<sup>th</sup> year he has personally worked on local government budgets, with most of that time spent in Henrico. He assured members of the Board that all their budget questions would be answered. In response to a question from Mrs. O'Bannon, Mr. Vithoukas clarified that although Gene Walter retired as Director of Finance in 2017, he has been working

part-time in the budget office helping with the transition of new analysts. At Mr. Vithoukas' request, the members of the Management and Budget Division staff introduced themselves to the Board. Mr. Vithoukas advised the Board that as in previous years the budget staff would try to answer by the next day those questions posed by the Board requiring research. Mrs. O'Bannon remarked that she would appreciate receiving printed copies of the slide presentations. Mr. Vithoukas pointed out that the legislative budget reviews present an opportunity for Board members to identify topics for upcoming town meetings.

### **Expenditure Briefing**

Mr. Vithoukas recognized Mr. Hinton, who provided the Fiscal Year (FY) 2019-20 expenditure briefing. Mr. Hinton's slide presentation began with an overview of the structure of the general fund budget. Mr. Hinton highlighted the operating budget calendar and explained pie charts illustrating the major categories of all funds, the general fund, and general fund operating expenditures. He informed the Board that 77 cents of every taxpayer dollar are going to support education and public safety. Mr. Hinton then reviewed budget allocations and priorities. He noted 83 percent of the total revenue increase for FY20 is allocated to education and public safety, which will result in the largest increase in funding the school system in 13 years. Mr. Hinton identified major budget initiatives relating to education, public safety, and public works and advised the Board that 57 percent of the proposed general fund increase is dedicated to employee compensation and rewarding employee service. He explained how the proposed budget addresses the ever-rising costs of health care and improves fiscal structure. Mr. Hinton listed major projects that will be funded in the capital budget in addition to two new high schools. He concluded his presentation by informing the Board as to what it could expect during the legislative budget reviews. During Mr. Hinton's presentation, he responded to many questions from the Board with the assistance of Mr. Crawford, Mr. Vithoukas, Mr. Knockemus, and Mr. McDowell. There was discussion of a proposal to consolidate the school system's and general government's Internal Audit Offices to combine resources for greater efficiency. Mr. Nelson and Mr. Branin suggested the Public Relations & Media Services Department share the County's story with the public regarding the use of meals tax revenues to fund school capital projects. Mr. Vithoukas advised the Board he will be asking Mr. Nelson and Mr. Branin to look at alternatives for diverting persons from jail who need treatment for substance use. Mr. Thornton remarked he hopes the Board will be sensitive to programs that will address the insidious prison pipeline. Mr. Vithoukas informed the Board that the executive director of the Central Virginia Waste Management Authority (CVWMA) will present information at a Board work session in April pertaining to Chesterfield County's possible withdrawal from the Authority's curbside recycling program. In follow up to a question from Mr. Nelson, there was discussion by Mr. Vithoukas, Mr. Hinton, and Mrs. O'Bannon pertaining to the status of developing and funding a career development track for schoolteachers. There was also discussion by the Board and Mr. Hinton concerning projects included in the capital budget. Mr. Thornton asked staff to provide the amount of state lottery funds that Henrico County Public Schools (HCPS) is projected to receive in FY20 and where these funds are to be allocated.

The Board recessed at 10:14 a.m. and reconvened at 10:24 p.m.

### **Revenue Briefing**

Mr. Vithoukas recognized Mr. Crawford, who complimented and thanked the members of his staff for their efforts in developing the budget during the past few months. Mr. Crawford provided the revenue briefing on the proposed FY20 budget. At the outset of his slide

presentation, Mr. Crawford noted the following: the FY20 proposed budget projects growth with a conservative view towards the future; real estate assessments have increased by 6.1 percent over the previous year, reflecting the current condition of the local real estate market; the local economy remains healthy, with results in part tied to strength in tourism; and state revenues will be met based on the budget adopted by the General Assembly in February 2019. Mr. Crawford then highlighted how the proposed budget maintains Henrico's low tax burden in order to foster a competitive business-friendly environment and documented Henrico's low residential tax burden relative to comparably sized localities in Virginia. He next addressed the County's revenue structure, including its major funds, and offered a general fund revenue summary. In response to questions and comments from Mrs. O'Bannon and for the benefit of Mr. Schmitt, Mr. Vithoukaskas asked Mr. Smither to speak to the safety, liquidity, and yield of the County's invested funds. Mr. Vithoukaskas elaborated on a graph depicting an increase in FY20 budgeted general fund revenue over actual revenue collections in FY18. Mr. Crawford continued his presentation by identifying trends in residential and commercial real estate revenues and assessments, noting the Board has not raised the County's real estate tax rate in 41 years. He, Mr. Vithoukaskas, Mr. Hinton, Mr. Smither, and Mr. Foster responded to questions from the Board regarding these trends. Mr. Branin asked staff to provide how Henrico's historical real estate collections compare to other large localities within Virginia. Mr. Crawford reviewed other local revenues, noting the economic recovery has been reflected in local revenue growth and visitor spending. Mr. Vithoukaskas elaborated on a graph highlighting a multi-year trend in the County's personal property tax revenue with Personal Property Tax Relief Act (PPTRA) reimbursements by the Commonwealth. Mr. Branin and Mr. Schmitt asked staff to provide the estimated impact of increasing the County's Business, Professional, Occupational, and License (BPOL) tax exemption to \$400,000 and to \$500,000 and what percentage of businesses this would impact. There was a lengthy discussion by the Board and Mr. Vithoukaskas of the BPOL tax exemption. Mr. Crawford next addressed state aid, pointing out that schools account for nearly three-quarters of state aid in the County's general fund and for over 87 percent of new state aid in the general fund. He offered the following cautions: economic difficulties historically impact state finances immediately, with the state typically inclined to cut aid to localities as a first resort; the state has a history of stretching its revenue estimates so the slightest economic decline will yield budget gaps; and the County must remain conservative in estimating state revenues. Mrs. O'Bannon asked staff to provide the breakout for state and local revenues for HCPS in FY19 and FY20. Mr. Crawford continued his presentation by citing several national economic indicators and explaining a graph documenting that there has been a national recession every five years on average since World War II. There was extended discussion by the Board, Mr. Hinton, and Mr. Vithoukaskas of the economic indicators and projected timeframe for the next national recession. Mr. Crawford concluded his presentation by reviewing a bar graph highlighting fluctuations in both the unassigned and assigned general fund balances during the past 10 fiscal years. Mr. Schmitt asked staff to reprint this slide with additional information that includes the percentage of change each fiscal year in the assigned and unassigned fund balances. There was extended discussion by the Board, Mr. Hinton, Mr. Crawford, and Mr. Vithoukaskas concerning the ideal size of the County's fund balance.

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

- County Manager – Holly L. Zinn, Management Specialist

Mrs. Zinn pointed out the increase in this office's budget was solely the result of the proposed wage adjustment. She advised the Board that one of the office's two management specialist positions had been transferred to the Department of Public Relations & Media Services. Mr. Parr clarified for Mrs. O'Bannon the amount of dues the County pays annually to the National Association of Counties (NACo) and Virginia Association of Counties (VACo). Mrs. O'Bannon pointed out the County discontinued its membership in the Virginia Municipal League (VML) several years ago.

- Board of Supervisors – Mrs. Zinn

In response to a question from Mr. Nelson, Mrs. Zinn reviewed staff positions that are funded in the Board's budget. Mr. Vithoulkas explained for Mr. Nelson how the office has reduced meal expenses for Board meetings in recent years by using outside food establishments rather than the employee cafeteria.

- Public Relations & Media Services – Benjamin A. Sheppard, Director

Mr. Sheppard narrated a slide presentation titled *Telling Henrico's Story, the Henrico Way*. Mr. Sheppard highlighted press conferences his department has coordinated during the current fiscal year as well as the department's social media presence and upcoming initiatives, including a mobile application, multimedia news platform, podcasts, and community outreach. His presentation also included a slide listing the office's workload measures. Mr. Vithoulkas advised the Board that the department's proposed budget contains funding for a new community outreach position suggested by Mr. Thornton some years ago. There was discussion by the Board and Mr. Vithoulkas regarding the impetus for this position. Mr. Branin and Mr. Nelson applauded Mr. Vithoulkas on his foresight, leadership, and execution of innovative ideas. Mr. Sheppard responded to questions from the Board relating to departmental initiatives. Mr. Vithoulkas pointed out the new multimedia news platform will have a district component as previously suggested by Mr. Nelson.

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

Mr. Rapisarda narrated a slide presentation titled *Our Story*, during which he reviewed the County Attorney's Office's mission, big cases and transactions, and code enforcement activities. Mr. Rapisarda concluded his presentation by citing Juvenile and Domestic Relations District Court and Circuit Court case statistics to illustrate how his office is protecting Henrico's children and adults. He acknowledged the great job Mrs. Mitchell is doing for the office in the area of human services. There was extended discussion by the Board, Mr. Rapisarda, and Mr. Vithoulkas pertaining to the office's handling of special education due process claims. Mrs. Grizzard distributed a handout prepared by the County Attorney's Office titled *Top 5 Special Education Headlines*. Mr. Rapisarda responded to a question from Mr. Thornton regarding future staffing of the office considering the community's increasingly diverse population.

The Board recessed for lunch at 12:17 p.m. and reconvened at 12:31 p.m.

The legislative budget reviews continued with the following presentations:

- Internal Audit – Vaughan G. Crawley, Director

Mr. Vithoukaskas noted there was a 43 percent increase in the Internal Audit Office's proposed budget due to the office's consolidation with the HCPS's internal audit agency. At Mr. Vithoukaskas' request, Mr. Crawley reflected on his professional experience with Circuit City and Deloitte prior to becoming the County's Director of Internal Audit in 2009. Mr. Crawley gave a brief overview of his office's budget, then explained how the consolidation of general government and schools internal audit functions will benefit the County. The long-serving Internal Audit Director for HCPS will be retiring in June. He responded to questions from Mr. Branin and Mr. Schmitt pertaining to the logistics of the consolidation and staffing for the consolidated office. Mr. Schmitt applauded the consolidation. Mr. Vithoukaskas advised the Board that Mr. Crawley will be working on a yearlong effort to pay teachers semimonthly.

- Real Property – Andrew S. (Steve) Price, Director

Mr. Price gave a brief overview of the functions his department oversees. He updated Mr. Branin on the status of County property acquisitions for the Sadler Road widening and realignment project. Mr. Price explained for Mr. Nelson how the Real Property Department supports the County's Housing Specialist. In response to a question from Mr. Nelson, Mr. Price reviewed his department's duties. At Mr. Vithoukaskas' request, he elaborated on the property acquisition process for the new Highland Springs High School. Mr. Price clarified for Mr. Nelson that his department has seven full-time employees and that retired Assistant County Attorney George Elmore works for the department part-time.

- General District Court – B. Craig Dunkum, Chief Judge; joined by Linda S. Knight, Clerk

Judge Dunkum discussed the statewide issue of employee turnover in general district courts and measures that have been taken to improve retention and address this critical situation. He, Ms. Knight, and Mr. Vithoukaskas responded to questions from the Board regarding compensation for deputy general district court clerks and the level of the County's salary supplement for those positions.

- Circuit Court Services – Richard S. Wallerstein, Jr., Chief Judge; joined by Donna M. Sandefur, Court Administrator

Mr. Branin expressed appreciation to Judge Wallerstein and his fellow Circuit Court judges for their patience during the renovation project for the Courts Building.

Mr. Vithoukaskas announced that he attended the funeral service held during the previous week for Bernard Greene, the County's Drug Court Administrator, who passed away from pancreatic cancer.

The legislative budget reviews continued with the following presentations:

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

Mr. Vithoulikas directed the Board's attention to a new non-departmental recommendation to provide compensation to the members of the new Housing Advisory Committee. He also referred to the list of requests and recommendation for donations to outside agencies and Henrico's share of funding for County-supported activities. Mr. Crawford and Mr. Parr responded to a question from Mr. Nelson concerning the category "other civic & cultural organizations" for which there was no funding request or recommendation. There was extended discussion by the Board and Mr. Vithoulikas pertaining to the cost and value of the County's membership in the Virginia Association of Counties (VACo). Mr. Branin questioned the need for the County to continue its membership in VACo. Mr. Thornton noted he serves on the VACo Board of Directors and commented that he has seen an improvement in the organization's services and effectiveness. Mrs. O'Bannon pointed out she preceded Mr. Thornton on the VACo Board of Directors and believes the County gets more out of its membership with the National Association of Counties (NACo) and voiced concern that VACo has occasionally worked at cross purposes with Henrico at the General Assembly. Mr. Nelson asked Mr. Vithoulikas to bring back to the Board additional information on VACo as a decision to leave the organization could have a significant impact. Mr. Vithoulikas commented that VACo will not be as effective representing the County on tax reform issues as a hired lobbyist. He hesitated to say that the County is getting its money worth from participation in the organization. Mr. Nelson asked for more information on a request for funding from H.O.P.E. in the Community that was not recommended for funding by staff. Mrs. O'Bannon asked for more information on a request from Ramp Access Made Possible by Students (RAMPS) that was not recommended for funding by staff. Mr. Vithoulikas responded to questions from Mr. Nelson relating to the recommended level of funding for the McShin Foundation.

- Drug Court – Gary A. Hicks, Circuit Court Judge; joined by Shelby P. Johnson, Director, Community Corrections Program

Ms. Johnson narrated a slide presentation titled *Henrico County's Drug Court – Running the Race of Recovery*. During her presentation, Ms. Johnson reviewed the Drug Court's primary sources of funding, drug testing statistics, and recent program enhancements. She and Judge Hicks responded to questions from the Board concerning the average types and costs of drug tests used by the Drug Court, how persons are referred to the Drug Court, how the Drug Court tracks the progress of its graduates, the adequacy of the Drug Court's staffing level and resources in meeting the demand for its services, ways the Drug Court can be improved, and Drug Court eligibility criteria. Judge Hicks informed the Board that the statewide success rate of drug courts was 86 percent in 2016. Mr. Nelson asked staff to provide a more up-to-date metric for this success. Mr. Schmitt asked staff to provide the percentage of inmates who are non-felony related offenders that might qualify for Drug Court services. Mr. Thornton thanked Judge Hicks for having the foresight to husband the Drug Court program but suggested a template be developed for improving it. Mr. Nelson remarked that drug courts have been successful across the country and agreed with Mr. Thornton that it is time to look at taking the Henrico Drug Court to another level. Judge Hicks commented on the funeral held for Bernard Greene the previous week, which he attended. He advised the Board that this was his last time attending a budget meeting with the Board and that he will retire from the Circuit Court on July 1. Mr. Nelson characterized the Drug Court program as impactful and encouraged Judge Hicks and Ms. Johnson to share ideas on how the program can be expanded or enhanced.

- Community Corrections – Ms. Johnson; joined by Laura L. Siegfried, Pretrial Services Unit Supervisor, and Christopher Jacobs, Probation Services Supervisor

Ms. Johnson offered background information on the Community Corrections Program. Ms. Siegfried distributed copies of a slide presentation titled *Henrico County Community Corrections Program – Past, Present and Future*, which Ms. Johnson narrated. Ms. Johnson reviewed the program’s FY20 budget, supervision fee collections and pretrial history over the past several years, and public safety responsibilities. She concluded her presentation by providing a brief story exemplifying how community supervision works. Following her presentation, Ms. Johnson responded to questions from Mrs. O’Bannon concerning the meaning of the term community supervision and how the program’s counseling and group therapy services are funded.

The Board recessed at 2:01 p.m. and reconvened at 2:08 p.m.

The legislative budget reviews continued with the following presentations:

- Juvenile/Domestic Relations District Court Services – Randall G. Johnson, Jr., Judge

Judge Johnson offered a history of Henrico’s Juvenile Court voluntary Drug Court program, which began three years ago and for which County funding has not been requested. He responded to questions from Mr. Branin pertaining to the program’s age demographics. Judge Johnson pointed out he was elected to the Circuit Court and will transition to that bench in July. He advised the Board that the Clerk of Henrico’s Juvenile and Domestic Relations District Court recently resigned after being out on extended medical leave and the court is recruiting for her position. He also advised the Board that there was a vacancy in a secretarial position that is funded by the County. Judge Johnson clarified for Mr. Nelson that the Juvenile Court has five judges and Sharon Jacobs was elected to replace him. At Mr. Vithoukaskas’ request, Judge Johnson spoke to legislation by the Virginia General Assembly that will provide services to offenders before they appear in court. He responded to a question from Mrs. O’Bannon relating to court-ordered services. Judge Johnson remarked that although the number of cases coming before his court has declined the cases the court hears have become more intense. He also pointed out that services needed by some families are not being put in place. Judge Johnson referred to an ongoing problem faced by courts in retaining good employees and noted the very high turnover rate for clerks in Henrico’s Juvenile Court. He mentioned a discussion that is occurring statewide relating to whether localities should be supplementing state funding for court personnel. In response to a question from Mrs. O’Bannon, Judge Johnson acknowledged that the Commonwealth recently raised the salaries of Juvenile Court clerks, which should help some with retention. He responded to questions from Mr. Schmitt regarding his court’s staffing levels and factors contributing to recent significant declines in referrals from HCPS.

- Circuit Court Clerk – Heidi S. Barshinger, Clerk

Mrs. Barshinger distributed and reviewed a handout titled *The Clerk’s Office 2019 – The Good, the Great, the Ugly*. She reviewed statistics for 2018 pertaining to numbers of filings, money remitted to the County and the State from 2016 through 2018, and 2018 and 2019 projects undertaken by the Circuit Court. Mrs. Barshinger also identified 2018 and 2019 challenges faced by her office, which included staff hiring and retention

due to salary differentials. She complimented the Department of Human Resources on its intern program and explained how an intern from Douglas Freeman High School assisted her office. Mrs. Barshinger referred to a spreadsheet in the handout listing Henrico Circuit Court caseload filing statistics for the period January 2017 – December 2018. She clarified for Mr. Branin the schedule for the grand opening of the renovated Courts Building. Mrs. Barshinger and Mr. Lawrence responded to questions from Mr. Nelson relating to the status of a project to scan and electronically archive Board of Supervisors meeting minutes that are currently stored in and maintained by the Circuit Court.

- Commonwealth Attorney/Victim Witness/Drug Prosecutor – Shannon L. Taylor, Commonwealth Attorney; joined by Shelley R. Shuman-Johnson, Victim/Witness Assistance Program Director

Ms. Taylor explained increases in the proposed budget for her office, including funding for two new positions – a paralegal and an attorney – that are associated with a heightened workload resulting from processing data captured by body-worn cameras carried by police officers. Ms. Taylor elaborated on her office's responsibilities for reviewing, redacting, and presenting camera footage. She pointed out there has been an increase in indictments by her office that is largely attributable to the County's initiative to address illegal cigarette trafficking. Ms. Taylor reviewed her office's collaboration with public safety agencies and referred to an increase in reports of elder abuse and suspicious internet banking transactions. She also referred to training in which various members of her staff have participated, the diversity of her office's staff, and the need for the Commonwealth to take more ownership and responsibility for public safety. Ms. Taylor responded to questions from Mr. Thornton and Mr. Schmitt concerning her office's processing of data from body-worn cameras.

Ms. Shuman-Johnson reviewed increases in the Victim-Witness Program budget where funds are being shifted to underfunded accounts and allocated to cover increased rental costs for the program's office space. She recited service statistics pertaining to the program, which documented increases in restitutions and witnesses. Ms. Shuman-Johnson noted her office will be accepting a Victim-Witness Rights Week proclamation from the Board in April and will sponsor an associated walk around the courthouse in support of victims' rights. She and Ms. Taylor responded to questions from Mr. Nelson relating to restitutions.

In response to a question from Mr. Vithoukias, Ms. Taylor commented on the history of the Special Drug Prosecutor, which was established in 1984.

- Juvenile Detention/VJCCCA – Edward O. Martin, Superintendent (Henrico); joined by Jerry T. Jackson, Assistant Superintendent, and Deborah A. Leake, Probation Case Manager

Mr. Martin introduced Mr. Jackson and Ms. Leake and expressed thanks for a new juvenile detention counselor position that was added to Juvenile Detention's personnel complement during the current fiscal year. He explained proposed increases in the agency's budget relating to the addition of the new position and additional funding for training, tuition reimbursement, food supplies, and annual maintenance contract obligations. Mr. Martin reviewed state funding for his agency and his agency's services



and workload measures. He noted the agency recently underwent a successful audit. He responded to questions from the Board regarding trends in average daily population, a profile of the typical juvenile detention resident, how community groups and volunteers assist the Detention Home, and the types of offenses that are landing children in detention.

Mr. Martin next reviewed programs and success rates for probation services offered by the County under the Virginia Juvenile Community Crime Control Act (VJCCCA). He referred to the partnerships the Juvenile and Domestic Relations District Court Services Unit has with other County agencies. Mr. Martin concluded his summary by mentioning the United States Department of Agriculture (USDA) grant that supplements costs for the Detention Home's kitchen and food service.

- JRJDC – Michael D. Martin, Superintendent (James River); joined by Ryan M. Stevens, Assistant Superintendent for Operations, and Ashley Snyder, Office Assistant

Mr. Martin reviewed state requirements for regional juvenile detention facilities and shared information pertaining to James River Juvenile Detention Center's (JRJDC's) client population, average length of stay for pre-dispositional and post-dispositional residents, and partnerships with The Cultural Arts Center at Glen Allen and the Virginia Department of Juvenile Justice. He also cited success stories and statistics for post-dispositional residents. Mr. Martin responded to questions from Mr. Schmitt concerning the Detention Center's capacity, regional allocation of beds, budget criteria, and funds for meal reimbursements.

- Non-Departmental (Cooperative Projects) (*continued*) – Mr. Vithoukias

Mr. Vithoukias explained why staff was not recommending funding for the Association for Preservation of Henrico Antiquities and elaborated on the purpose of the organization in response to questions from Mrs. O'Bannon and Mr. Nelson. There was discussion by Mr. Schmitt, Mr. Parr, Mrs. O'Bannon, and Mr. Vithoukias relating to the criteria used by staff in making recommendations to the Board for non-departmental funding. Mr. Nelson noted the consensus of the Board was not to fund this organization. Mr. Vithoukias also advised the Board why staff was not recommending funding for H.O.P.E. in the Community. Mr. Nelson commented that the Board does not generally fund start-up organizations. Mr. Silber clarified for Mr. Nelson that although staff was not recommending the County fund the \$100,000 non-departmental request from project:HOMES the agency does receive funding from the County through the Community Development Block Grant program. After discussion by the Board and at Mr. Thornton's request, the Board directed staff to include \$10,000 in non-departmental funding for Ramps Access Made Possible by Students (RAMPS) given that the funds will be used for humanitarian purposes to construct wheelchair ramps in the community. The organization was requesting \$25,000 and staff had recommended no funding. In response to a request by Mr. Nelson, Mr. Vithoukias agreed to bring back additional information to the Board concerning the request by Local Initiatives Support Corporation of Virginia. The organization was requesting \$133,280 and staff had recommended no funding. Mr. Vithoukias noted for Mr. Nelson that although the McShin Foundation had initially requested \$100,000 they reduced their request to \$30,000. Staff supported this request, and Mr. McDowell is working with the organization on a memorandum of understanding with the County.

Mr. Thornton suggested the Board may need to take a more prudent look at how it allocates funds to outside organizations. He remarked that there is nothing wrong with groups asking for funding for the first time and suggested that County staff advise previously funded organizations not to assume they will continue to be funded in future years. Mr. Nelson pointed out many of the organizations that are recommended for funding are on the list because of previous requests from Board members. He also pointed out that three of the organizations on the list receive 50 percent of the non-departmental funds. Mrs. O'Bannon reflected on the history of the County's annual contribution to The Cultural Arts Center at Glen Allen. Mr. Nelson voiced concern regarding the large allocation to the Center in the non-departmental category and suggested it be funded in another area of the budget. He asked Mr. Parr if staff can provide the Board with the dates the various outside organizations first began receiving non-departmental funding from the County. There was discussion by the Board of the non-departmental allocation for Lewis Ginter Botanical Garden. Mr. Vithoukas noted that some of the non-departmental funds are directed to regional organizations in which it is beneficial for the County to participate. Mr. Thornton reiterated that the County should ask more questions of the organizations requesting non-departmental funds and allocate funds to these organizations more judiciously. Mr. Nelson asked staff to provide the Board with a description of each of the organizations that have requested non-departmental funding and for which staff has recommended no funding. Mr. Vithoukas assured the Board that staff would circle back with the Board regarding non-departmental funding.

The Board adjourned for the day at 4:38 p.m. and reconvened at 1:04 p.m. on Tuesday, March 19, 2019.

**Members of the Board Present:**

Tyrone E. Nelson, Chairman, Varina District  
Thomas M. Branin, Vice Chairman, Three Chopt District  
Patricia S. O'Bannon, Tuckahoe District  
Daniel J. Schmitt, Brookland District  
Frank J. Thornton, Fairfield District

**Other Officials Present:**

John A. Vithoukas, County Manager  
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W. Brandon Hinton, Deputy County Manager for Administration  
Randall R. Silber, Deputy County Manager for Community Development  
Anthony E. McDowell, Deputy County Manager for Public Safety  
C. Michael Schnurman, Legislative Liaison  
William H. Jones, III, Senior Public Relations Specialist  
Edward N. (Ned) Smither, Jr., Director of Finance  
Justin D. Crawford, Management and Budget Division Director  
Marielle P. McFarland, Budget Supervisor  
Julian S. Parr, Senior Budget Analyst  
Sharon Todd Van Gils, Senior Budget Analyst

Heather L. Galas, Budget Analyst  
Daniel B. Hayes, Budget Analyst  
Nicholas Pietrzak, Budget Analyst  
Eugene H. Walter, Management and Budget Division

The legislative budget reviews continued with the following presentations:

- Electoral Board/Registrar – Mark J. Coakley, General Registrar; joined by Stephen A. Bryant, Chair; Robert C. Shippee, Vice Chair; and Cathy P. Woodson, Secretary

Mr. Coakley introduced the three members of the Electoral Board and recognized Anne Marie Middlesworth, Deputy General Registrar, who was seated in the audience. Ms. Middlesworth distributed spreadsheets prepared by the Office of Voter Registration and Elections documenting monthly voter registration transactions for the past several years, the number of registered voters in each magisterial district, and the location of each of the County's precincts and polling places by magisterial district. Mr. Coakley provided a brief overview of proposed increases for his office's FY20 budget. He noted the FY20 proposed budget includes funding for costs associated with the presidential primary election that will be held in calendar year 2020 and costs associated with training all officers of election in October 2019. Mr. Coakley pointed out that the redistricting process will begin in 2020.

In response to questions from Mr. Thornton, Mr. Coakley elaborated on his office's voter education efforts and procedures for training community groups that conduct voter registration drives. In response to concerns expressed by Mr. Branin and Mr. Nelson, Mr. Coakley elaborated on the timing and frequency of notices to voters who are affected by changes in their precincts and polling places. He also explained the process for initiating and implementing these changes. While responding to questions from Mr. Thornton, Mr. Coakley clarified the role of his office and the Electoral Board in the redistricting process, which involves working with the Planning Department and Department of Information Technology. Mr. Nelson asked staff to provide the cost of mailing notices to citizens of the splitting of electoral precincts. He also suggested the use of social media by the Registrar's Office. Mr. Coakley and Travis Sparrow, Director of Information Technology, responded to questions from Mr. Schmitt regarding the feasibility of using digital notifications on or before Election Day to alert and remind voters of precinct and polling place changes.

- Human Resources/Employee Benefits/Risk Management – Paula G. Reid, Director; joined by Terri R. Melton, Benefits Manager, and Patricia R. Witmer, Business Supervisor

Mrs. Reid introduced Ms. Melton and Ms. Witmer and recognized Assistant Director Becky Simulcik, who was seated in the audience. She also introduced Sara Morris, a new member of the Department of Human Resources staff who serves as the County's Advocate for the Aging. Mrs. Reid reviewed the primary roles of her department and touted the work of Ms. Melton in the department's implementation of a new deferred compensation plan, voluntary benefits plans, and volunteer leave for County employees. Mrs. Reid also mentioned the department's new Power Henrico fitness and wellness initiative that uses data to better understand the aggregate health risks of County employees. She cited statistics documenting the County's low personnel turnover rate,

high number of applications for posted positions, and significant percentage of African Americans who are hired for County positions. Mrs. Reid commented on her department's outreach efforts to make the County's workforce more reflective of the community it serves. She advised the Board that Mr. Vithoukas has appointed a group of diverse employees to the Henrico 2040 Committee.

Mrs. Reid responded to questions and concerns raised by Mr. Nelson pertaining to minority advancement within the County organization. Mr. Nelson emphasized the importance of opportunity and equity and expressed a need for the County to have more diversity in its upper leadership ranks. He asked staff to provide demographic information on Henrico's workforce as well as demographic information for individuals in supervisory roles. There was discussion by Mr. Nelson and Mrs. Reid concerning the value and use of exit interviews and how the workforce is changing to become more diverse, efficient, and technology driven. Mr. Thornton voiced concerns about Caucasians within the County being promoted over persons of color.

- Finance – Edward N. (Ned) Smither, Jr., Director

Mr. Smither distributed and narrated a slide presentation that provided an overview of the department's FY20 budget. He began his presentation by informing the Board that Henrico spent \$2.8 million less than Chesterfield in FY18 for its Finance Department operations. Mr. Smither addressed how the department interacts with citizens indirectly through other agencies and directly. He cited workload statistics and cited the principal responsibilities, proposed total budget amount, and staffing levels for each of the department's six divisions, which are as follows: Accounting, Purchasing, Budget, Treasury, Revenue, and Real Estate. Mr. Smither and Treasury Division Director Louise Evans responded to a question from Mrs. O'Bannon relating to the division's processing of online payments. At Mr. Vithoukas' request, Mr. Smither and Real Estate Division Director Tom Little elaborated on the County's real estate assessment appeals process. Mr. Smither responded to questions from Mr. Thornton regarding the department's commitment to diversity and inclusion in hiring and promoting personnel. Mr. Thornton expressed concerns that some of the department's vendors take the County's business for granted and asked that more consideration and opportunity be given to developing fresh relationships with businesses that the County may not have used in the past.

- General Services/CAM – John H. Neal, Jr. Director; joined by Thomas D. Alford, Assistant Director

Ann Fortune, Senior Controller, distributed copies of a slide presentation titled *General Services FY19/20 Budget Presentation: The House of Henrico*. Mr. Neal narrated the presentation and began by citing several of the department's major accomplishments, which included depot renovations, the use of project cameras and field lenses, solar power purchase agreements, the appointment of his department's Energy Manager to a statewide environmental panel, and the installation of new security software for County facilities. Mr. Neal next reviewed the department's current projects. These include Circuit Court and Human Services Building renovations, construction of the new Fairfield Library and Mental Health East Center, and new signage and street addresses for Government Center buildings. Mr. Neal then mentioned the following eight divisions within his department that take care of the "House of Henrico": Support

Services, Central Automotive Maintenance, Energy Management, Finance, Capital Projects, Security, Building and Grounds, and Café 1611. Mr. Neal concluded his presentation by identifying the department's core values, number of positions, and budget highlights. He pointed out increases in the department's proposed budget are partially due to costs for the newly implemented Energy Cap management system as well as additional maintenance and equipment costs associated with the new Fairfield Library and Mental Health East Center. Mr. Neal responded to questions from Mr. Nelson relating to schedules for the opening of the new Fairfield Library and Mental Health East Center.

- Information Technology – Travis M. Sparrow, Director; joined by George D. Bains, Assistant Director

Jennifer Montrose, Marketing and Technology Specialist for the Department of Information Technology, distributed copies of a flyer highlighting the department's FY20 budget. Mr. Sparrow updated Mr. Nelson on the status of QTS Data Center's expansion at White Oak Technology Park and then showed a short video containing the department's FY20 budget highlights, current year achievements, and goals for the upcoming fiscal year. He narrated a slide presentation on the department's FY20 budget. Mr. Sparrow began by discussing his department's rebranding effort, provided a very brief overview of the department's proposed budget, and offered highlights of the department's successes during FY19 in the areas of security data application and security physical. Security data application highlights included hiring the County's first security analyst, augmenting logging and event monitoring tools, and implementing new firewalls and an email security platform. Security physical highlights included installation of a new infrared "FLIR" camera system and legacy camera system and scoping cameras for replacement at Jails East and West. Mrs. O'Bannon commented on the importance of security measures and asked Mr. Sparrow to enlighten the Board on a recent security breach that occurred in Hanover County. Mr. Sparrow resumed his presentation by discussing the ongoing complete network switch replacement project and a new mobile application that was developed as another tool to access various County services, events, news, and locations. Mr. Sparrow next reviewed accomplishments in the areas of outreach, priority dispatch, and technical support. Mr. McDowell commented on priority dispatch. Mr. Sparrow continued his presentation by explaining the RapidSoS interface that was implemented in November 2018 and identifying the department's goals for FY20, which include development of a wholly integrated Enterprise Land Management System (ELMS), continuation of Office 365 adoption, implementation of a fiber optic initiative for the Mental Health & Developmental Services (MH/DS) East Center, and additional security defense measures. Mr. Vithoukaskas advised the Board that he has asked the Department of Public Relations & Media Services to produce a short video explaining RapidSoS. There was discussion by Mrs. O'Bannon, Mr. Sparrow, and Mr. Bains of the MH/DS fiber optic initiative. Mr. Sparrow concluded his presentation by pointing out his department serves 11,667 human and machine assets at any given time.

Mr. Nelson noted Mr. Sparrow's presentation illustrated the County's progression in information technology. There was discussion by Mr. Schmitt, Mr. Sparrow, and Mr. Bains regarding the advantages and disadvantages of cloud versus on-site data storage. Mr. Schmitt voiced an interest in the Department of Information Technology working

with the Department of Public Relations & Media Services on a mobile geofencing application.

- Public Library –Barbara F. Weedman, Director; joined by Kara B. Rothman, Assistant Director, and John C. Gentry, Controller

Ms. Weedman introduced Ms. Rothman and Mr. Gentry and recognized two members of her staff who were in the audience, Public Services Administrator Alicia Ahlvers and Community Relations Coordinator Patty Conway. Mr. Vithoukas noted Ms. Weedman and Ms. Rothman were promoted to their respective positions during the current fiscal year. Ms. Rothman distributed copies of a slide presentation on the proposed budget for the Henrico County Public Library (HCPL). Ms. Weedman narrated the slide presentation. She began by citing HCPL's mission and its circulation and user statistics. Ms. Weedman next reviewed HCPL programs, including STEM @ the Library, the Summer Reading Club, The Great American Read, community building programs, outreach services and events, and All Henrico Reads. She also presented information on HCPL's new website, recent national and statewide awards, safety and preparedness activities, maintenance plan, regional benchmarks, and the new Fairfield Library scheduled to open in October 2019. Ms. Weedman concluded her presentation by noting changes in HCPL's personnel, operating, and capital budgets.

Ms. Weedman responded to questions from members of the Board, who expressed concerns that HCPL may be reaching its capacity in terms of community meeting spaces. There was discussion among Board members and Ms. Weedman pertaining to the best way for HCPL and the County to meet this demand. Mrs. O'Bannon pointed out she has received a lot of requests from persons in her district for Sunday library hours. Mr. Vithoukas noted a new library can be incorporated into the budget should the Board wish to provide that direction. Mr. Schmitt suggested reappropriating some of the existing library spaces for meeting spaces. Mr. Thornton suggested the County may need to look at extending library hours in the future.

The Board recessed at 3:34 p.m. and reconvened at 3:44 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, Administrative Manager

Mr. Emerson introduced Ms. Moore, Ms. Graham, and County Planner Seth Humphreys, who was providing technology assistance. Ms. Graham and Ms. Moore distributed copies of a slide presentation on the department's FY20 budget request, and Mr. Emerson distributed copies of a proposed resolution to initiate consideration of zoning ordinance amendments for master planned communities in the R-6i General Residence District. Mr. Emerson narrated the presentation, which began with graphs highlighting his department's caseload by fiscal year and the County's development activity. He responded to comments by Mrs. O'Bannon and Mr. Branin regarding how redevelopment is driving higher prices. Mr. Nelson and Mr. Branin commented about current and future development along the Route 5 corridor. Mr. Emerson continued his presentation by reviewing departmental milestones, including the Route 5 and Westwood Area Studies, Tuckahoe and Brookland District sidewalk assessments,

several approved ordinance amendments, and favorable decisions in court cases involving the department and the Board of Zoning Appeals. Mr. Emerson next referred to new and ongoing special projects, noting his staff's special focus on major updates to the County Code (Zoning Ordinance) and Comprehensive Plan. He concluded his presentation by reviewing his department's FY20 budget request in the categories of personnel, operating, and capital. Mr. Nelson commented on the department's heavy workload and encouraged Mr. Emerson to let the Board know should additional staffing be needed although the department's request does not include additional positions for the upcoming fiscal year. Mr. Emerson clarified for Mrs. O'Bannon that his department is working with outside consultants on County Code updates.

- Building Inspections – Gregory H. Revels, Building Official; joined by Bolman H. Bowles, Deputy Building Official, and Robert J. Allen, Senior Plan Review Engineer

Mr. Revels introduced Mr. Bowles and Mr. Allen and distributed copies of a slide presentation. He narrated the presentation, which began with a bar graph depicting multi-year trends in total permits issued and their estimated value as well as a list of significant commercial projects occurring in the County and their construction value. Mr. Vithoukaskas thanked Mr. Revels for setting the standard for the region's localities in terms of efficiency in issuing and keeping up with building permits. Mr. Revels continued his presentation by citing new single-family dwelling facts and highlighting graphs illustrating multi-year trends in inspections for new construction and existing structures. He concluded his presentation by summarizing the department's proposed FY20 budget and personnel complement for the two major inspection categories of new construction and existing structures. Afterward, Mr. Revels cited significant projects his department is currently working on, including implementation of the Tidemark permitting system replacement project and recent amendments to the state building code. In response to an inquiry by Mr. Branin, Mr. Revels informed the Board that his department will consider hiring retired inspectors to work for the County part-time if the need arises. In response to a question from Mr. Thornton, Mr. Revels said his inspectors have not seen a diminishment in the quality of construction in recent years but have experienced challenges with developers not following through with construction plans submitted to the department.

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

Mr. Tyson introduced Mr. Pennock and Mr. Hinson and distributed a slide presentation on his department's FY20 budget. He reviewed performance measure inquiries, departmental highlights, the departmental work plan, and proposed changes to major budget categories. Mr. Tyson concluded his presentation by referring to the current staffing in his department. Mr. Nelson remarked that he frequently hears from the community how favorably Henrico's Permit Center compares with other localities in terms of its efficiency in issuing permits. Mrs. O'Bannon and Mr. Branin also commented on the efficiency of Henrico's Permit Center.

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

Mr. Strickler introduced Mr. Johnson, Mr. Sacks, and a member of his staff who was in the audience, Community Maintenance Inspection Supervisor Sherry Gemmill. Ms. Gemmill distributed copies of a slide presentation on the highlights, accomplishments, and budget for the department's major programs, which include enterprise zone, Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grants (ESG), community maintenance, and volunteer assistance. The presentation also addressed the Laburnum Gateway/Highland Springs revitalization initiative, and Highland Springs Revitalization National Register Historic District. Mr. Strickler narrated the presentation. Afterward, Mr. Sacks displayed interactive maps in demonstrating the new Highland Springs Revitalization website. Mr. Strickler and Mr. Sacks responded to questions from Mr. Nelson pertaining to the status of revitalization efforts in Sandston and the process that was followed in Highland Springs. In response to questions and comments from Mr. Thornton, Mr. Strickler clarified the purpose and benefits of revitalization districts in Henrico. He noted this is a national program and participation is voluntary. Mr. Strickler concluded his presentation by referring to proposed changes in the personnel, operations, and capital categories of his department's budget.

- Economic Development – Anthony J. Romanello, Executive Director; joined by Toney Hall, Deputy Director, and Wendy Miller, Office Administrator

Mr. Romanello introduced Mr. Hall and Mrs. Miller, who distributed copies of a slide presentation titled *Legislative Budget Presentation – Come for Success, Stay for Life* that contained charts and graphs with statistical data. The presentation was narrated by Mr. Hall and addressed Henrico's multi-year labor force unemployment rates and calendar year 2018 major business announcements; rankings of the Commonwealth's top localities in order of jobs created, investment, and business announcements over a 10-year period; regional economic development quadrants; fourth quarter 2018 office industrial, and flex building vacancy rates; marketing initiatives; two electronic newsletters (Henrico NOW and Property NOW); the office's travel schedule for the current fiscal year; and proposed changes to the budget in personnel and non-personnel costs and pass-through funds. Following Mr. Hall's presentation, there was discussion by Mr. Branin, Mr. Hall, and Mr. Vithoukas relating to the status of efforts by the Economic Development Authority (EDA) and the County to attract military contractors. Mr. Hall responded to questions from Mr. Thornton regarding the possibility of establishing economic contacts in Africa.

Mr. Vithoukas briefly reviewed the schedule for the following day of legislative budget reviews and distributed copies of staff's written responses to questions asked by the Board during the previous day's sessions and requiring research. He also distributed copies of questions about the FY20 HCPS budget that Board members requested be directed to HCPS prior to the following day's review of the HCPS budget. Mr. Nelson asked that more time be spent having dialogue with HCPS than receiving a presentation. Mr. Vithoukas advised the Board that staff would put forward the following day revised recommendations for non-departmental funding based on the earlier discussions with the Board.

Mr. Vithoukas informed the Board that a resolution will be presented at the Board's April 8 regular meeting commending the Highland Springs High School Blackout cheerleading team. Mr. McDowell announced there will be a Manager's Comment at the Board's March 26 regular



meeting recognizing the American Legion posts located in Henrico County, at which time representatives of the posts will be presented with award plaques.

The Board adjourned for the day at 5:16 p.m. and reconvened at 9:08 a.m. on Wednesday, March 20, 2019.

**Members of the Board Present:**

Tyrone E. Nelson, Chairman, Varina District  
Thomas M. Branin, Vice Chairman, Three Chopt District  
Patricia S. O'Bannon, Tuckahoe District  
Daniel J. Schmitt, Brookland District  
Frank J. Thornton, Fairfield 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, CMC, Administrative Assistant/Deputy Clerk to the Board  
Timothy A. Foster, P.E., Deputy County Manager for Community Operations  
W. Brandon Hinton, Deputy County Manager for Administration  
Anthony E. McDowell, Deputy County Manager for Public Safety (*afternoon session only*)  
Randall R. Silber, Deputy County Manager for Community Development  
C. Michael Schnurman, Legislative Liaison  
Steven W. Knockemus, Assistant Director of Public Relations & Media Services (*morning session only*)  
Edward N. (Ned) Smither, Jr., Director of Finance  
Justin D. Crawford, Management and Budget Division Director  
Marielle P. McFarland, Budget Supervisor  
Julian S. Parr, Senior Budget Analyst  
Sharon Todd Van Gils, Senior Budget Analyst  
Heather L. Galas, Budget Analyst  
Daniel B. Hayes, Budget Analyst  
Nicholas Pietrzak, Budget Analyst  
Eugene H. Walter, Management and Budget Division

The legislative budget reviews continued with the following presentation:

- Schools – Amy E. Cashwell, Superintendent; joined by John W. Montgomery, Jr., School Board Chair, Varina District; Roscoe D. Cooper, III, School Board Vice-Chair, Fairfield 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

Mr. Montgomery introduced the members of the School Board and Dr. Cashwell. He offered opening remarks and noted some of the highlights and priorities in the HCPS budget. Mr. Montgomery expressed appreciation to the Board of Supervisors, County general government and HCPS staff, and citizens for their support. Dr. Cashwell presented the Board of Supervisors with a gift from County technical education students, a laminated map of Henrico containing the districts and names of the Board

of Supervisors and School Board representatives. She showed a short video spotlighting the County's investment in public education and how it is creating positive opportunities for students.

Dr. Cashwell recognized Chris Sorensen, Assistant Superintendent for Finance and Administration, who expressed appreciation to Mr. Hinton and Henrico's Office of Management and Budget for their assistance with the HCPS budget. Mr. Sorensen narrated a slide presentation titled *Henrico County Public Schools – School Board Approved FY2019-20 Financial Plan*. He began the presentation by addressing HCPS' four cornerstones, budget process, and 10-year enrollment trends. Mr. Sorensen then provided a summary of HCPS' operating budgets and spoke to HCPS' general fund budget highlights, which included teacher/classroom supports and pupil teacher ratio reductions, instructional enhancements, operational enhancements, and the reallocation of existing funds. He next provided a summary of HCPS' general fund expenditures and revenues and concluded his presentation with a special revenue fund summary.

Mr. Branin thanked Dr. Cashwell for coming to Henrico and making a difference in the school system. He emphasized the importance of programs offered to students through the MathScience Innovation Center. At Mr. Branin's request, Dr. Cashwell explained HCPS' decision to withdraw its funding for the center. She noted that other localities in the region have decided to pull their funding, student participation has declined, and HCPS has expanded Science, Technology, Engineering, and Math (STEM) offerings internally within the division. Dr. Cashwell advised Mr. Branin that HCPS is working to ensure that Henrico students will still be able to participate in the Metro Richmond STEM Fair.

In response to questions from Mrs. O'Bannon, Dr. Cashwell elaborated on HCPS' recruitment efforts for exceptional education teachers and the future of the Virginia Randolph Education Center. Mrs. O'Bannon voiced concerns about the age of the facility and the safety of the center's campus-style buildings. Dr. Cashwell responded to concerns expressed to Mr. Thornton by parents in his district pertaining to the inequity of resources among schools. She acknowledged HCPS needs to do a better job of closely examining resource allocation and gave several examples of how resources are being redirected. In response to a suggestion by Mr. Thornton, Dr. Cashwell stated that HCPS will keep exploring how it can more fully utilize retired teachers although there are currently a number of HCPS retirees working at schools through HCPS' Post-Retirement Earnings Plan. Mr. Thornton also commented that there needs to be a system or process to identify teachers who are not able to handle a class or who believe that specific students in their class are unable to learn. He expressed concern that some students have no one to advocate for them. Dr. Cashwell agreed that HCPS needs to provide a support network for students and monitor the effectiveness of classroom instruction. She explained for Mrs. O'Bannon how teachers routinely connect with parents at the elementary school level although there is no one set formula.

Mr. Nelson thanked Dr. Cashwell and the School Board for their accessibility and being responsive to questions from the Board. In response to questions from Mr. Nelson, Dr. Cashwell and Deputy Superintendent Beth Teigen commented on the distinction between the Young Scholars Academy at Wilder Middle School and International Baccalaureate program at Moody Middle School and options that are currently available

to fifth-grade students after they move on from the Achievable Dream Academy at Highlands Springs High School. There was discussion by Mr. Nelson, Dr. Cashwell, and Dr. Teigen pertaining to Standards of Learning (SOL) data, trends, and accreditation for Henrico schools. Al Ciarochi, Assistant Superintendent for Operations, responded to questions from Mr. Nelson concerning meals tax allocations for school projects. Mr. Nelson asked staff to provide the amount of funding Henricus and Maymont Foundations receive from the County and HCPS and how many field trips are being funded per school year. He also asked staff to determine whether students are having to pay for any portion of these field trips and find out the amount of funding these organizations received from Chesterfield and Richmond. Mr. Nelson suggested that HCPS look at whether there is a need to add another specialty center program at Varina High School considering declining enrollments there. Mr. Nelson raised concerns relating to the level of stipends being paid to coaches at Henrico schools and asked staff to provide a chart that compares salary supplements for coaches among localities within the region as well as those within the Tidewater area. There was discussion of this issue by Mr. Nelson, Dr. Cashwell, and Nancy Jones-Otjenbruns, Acting Director of Human Resources. In response to a question from Mr. Branin, Mr. Montgomery stated that HCPS does not wish to pursue having booster clubs supplement coaches' salaries. Dr. Teigen and Mr. Montgomery responded to questions from Mrs. O'Bannon regarding funding for school nurses and Epinephrine (EpiPen) Auto-Injectors and the level of training received by school nurses. Mr. Nelson asked staff to provide a writeup or presentation that explains the changes made by the Commonwealth to the SOL accreditation process.

Mr. Branin thanked the School Board and HCPS staff for their time and preparation. Mr. Sorensen explained for Mr. Branin that elementary school and middle school costs are not broken out separately because of the way they must be reported to the Commonwealth. There was discussion by Mr. Schmitt and Dr. Cashwell pertaining to HCPS' laptop fees. Mr. Ciarochi and Mr. Sorensen responded to questions from Mr. Schmitt relating to how school athletic fields and textbook fees are budgeted. Mr. Schmitt asked staff to provide data concerning how many meals are served per day in Henrico school cafeterias, both for breakfast and lunch; how many of the meals served per day and annually are either free or at a reduced price; and what percentage of meals are for free and reduced lunch. Mr. Schmitt also asked staff to provide information on who are buying lunches at schools and who are getting free lunches and whether students on free and reduced lunches use that benefit towards a la carte options. Mr. Sorensen explained for Mr. Schmitt that the School Nutrition Fund is self-sustaining. He responded to a question from Mr. Schmitt regarding the budget line item for legal services. Mr. Schmitt asked staff to provide an explanation of what is funded by the \$1.8 million in the Other Professional Services category budgeted for FY20 and why the amount for Other Professional Services for High Schools was increased from \$700,000 two years ago to \$1.6 million in FY20. Mr. Sorensen and Dr. Cashwell responded to questions from Mr. Schmitt concerning student enrollment projections for schools in the Brookland District. Mr. Cooper, Dr. Cashwell, and Ms. Ogburn responded to concerns expressed by Mr. Schmitt that some County schools are near capacity and may be further affected by future residential growth. He asked HCPS to ensure it is projecting student population accurately and to look at enrollment figures at the end of the school year as well as September 30 enrollments. Mrs. O'Bannon asked staff to provide an updated Excel spreadsheet that includes historic student enrollment and teacher/staffing trends for all five magisterial districts.

Mr. Nelson remarked that he is looking forward to continuing the County's partnership with HCPS. He further remarked that he would like to find a way for the Board of Supervisors and School Board to meet more than once a year and suggested another conversation between the two bodies be scheduled prior to next year's legislative budget reviews. Mr. Montgomery announced that Mr. Ciarochi was attending his final budget session with the Board of Supervisors as he is leaving HCPS for a position with Prince William County Public Schools.

The Board recessed at 11:20 a.m. and reconvened at 11:38 a.m.

The legislative budget reviews continued with the following presentations:

- Children's Services Act/Schools' CSA – Ty F. Parr, Director of Social Services; joined by Tracy L. Johnson, CSA Coordinator; Nyah D. Hamlett, Assistant Superintendent of Schools for Instructional Support; Shawn M. Rozier, Assistant Director of Social Services; Jocelyn W. Dale, Benefits Division Manager, Department of Social Services; Gretchen I. Brown, Services Division Manager, Department of Social Services; and Hubert V. (Hugh) Field, Senior Controller, Department of Social Services

Mr. Parr introduced Ms. Johnson, who in turn introduced the other members of staff seated at the table. Ms. Johnson narrated the first portion of a slide presentation titled *Henrico County Children's Services Act & Special Education – Joint Legislative Budget Review – FY20 Proposed Budget*. She began by reviewing the legislative history and mission of the Children's Services Act and local responsibilities under the Act. Mrs. O'Bannon pointed out the act was originally known as the Comprehensive Services Act and commented on the local oversight provided by Family Assessment and Planning Teams in complying with this complex and state-mandated program that provides services for special education. Ms. Johnson next explained graphs highlighting multi-year trends in bifurcated CSA expenditures. In response to questions from Mrs. O'Bannon, Mr. Parr offered examples of private school student placements under CSA and Ms. Johnson provided an example of a child who has received CSA services. Ms. Johnson continued her presentation by illustrating a four-year trend in the County's special education wrap-around funds. Dr. Hamlett presented slides explaining CSA's impact on private day placements. Mr. Parr and Dr. Hamlett responded to questions from the Board pertaining to the private day placement process. At Mr. Thornton's request, Dr. Hamlett elaborated on the role of family advocates. Dr. Hamlett concluded her presentation by identifying FY19 cost containment strategies and reviewing short-term and long-term planning measures that were presented in 2018. She responded to questions from Mr. Nelson and Mr. Schmitt concerning program costs. Mr. Thornton asked staff to compile a list of the 17 provider options that are available for parents to choose from a student's Individualized Education Program (IEP).

- Social Services – Mr. Parr; joined by Mr. Rozier, Ms. Dale, Ms. Brown, and Mr. Field

Mr. Parr reintroduced the four members of his staff who were seated with him at the table and advised the Board that Assistant Director Faye Owhin was absent because she was under the weather. Mr. Field narrated the first portion of a slide presentation on the Department of Social Services' proposed FY20 budget. He began by reviewing the major categories of the department's proposed annual fiscal plan and the financial impact of Social Services programs and operations in FY18. Mr. Parr and Mr.

Vithoukas responded to questions from Mrs. O'Bannon regarding additional staffing required as a result of Medicaid expansion. Ms. Dale continued the presentation with Mr. Parr's assistance by providing data over a multi-year period highlighting households served by three Social Services benefit programs (Supplemental Nutritional Assistance Program, Temporary Assistance for Needy Families, and Medicaid) and the impact of Medicaid expansion on applications processed and households enrolled in the program. She and Mr. Parr next reviewed the department's implementation of walk-in customer service, which has improved communications and case resolution and resulted in less wait time for citizens. In response to a question from Mr. Nelson, Mr. Vithoukas asked Mr. Parr to arrange a walk-through for the Board of the newly renovated Social Services Department offices in the Human Services Building. Mr. Parr and Ms. Dale responded to a question from Mrs. O'Bannon pertaining to training for front-line staff who meet with walk-in customers. Mr. Rozier resumed the presentation by offering an overview of Social Services programs, including adoptions, foster care, child protective services (CPS), and adult protective services (APS). He responded to questions from Mrs. O'Bannon concerning the frequency and location of APS cases. Ms. Brown continued the presentation by highlighting the department's information and referral services and transition from a homeless services model to a foster care prevention model. She explained the department has historically been reactive but is trying to become more proactive. Mr. Parr and Ms. Brown elaborated on the new foster care prevention model in response to a question from Mr. Branin. Ms. Brown and Mr. Parr responded to concerns expressed by Mr. Thornton regarding the region's high housing eviction rates. They provided Mrs. O'Bannon with the names of organizations who partner with the Department of Social Services to work with the homeless. Ms. Brown resumed the presentation by reviewing how her department is looking to the future, including aligning operations and functionality in anticipation of the Families First Prevention Act and adopting new technology. In response to questions from Mrs. O'Bannon, Ms. Brown and Mr. Parr elaborated on the Act and how it will direct the County to spend Title V-E federal payments for foster care and adoption. Mr. Parr concluded the presentation by discussing how his department is looking to the future by making ground floor renovations to its offices. He shared a schematic of the new layout. Following the presentation, Mr. Parr responded to a question from Mr. Nelson pertaining to Henrico residents being housed in Richmond's homeless shelter.

Mr. Vithoukas advised the Board that Chesterfield County's proposed FY20 budget includes a new personal property tax classification on computer equipment and peripherals used in data centers.

The Board recessed for lunch at 12:47 p.m. and reconvened at 1:16 p.m.

The legislative budget reviews continued with the following presentations:

- Sheriff – Michael L. Wade, Sheriff; joined by Lt. Col. Alisa A. Gregory, Undersheriff; Sarah Harmon, ORBIT Coordinator; and Christopher Pecci, Controller

Sheriff Wade informed the Board that a deputy who joined the Sheriff's Office in 2017 after interning at the jail while attending Virginia Union University (VUU) was shot the previous night and hospitalized at MCV Hospital. Mr. Branin thanked Sheriff Wade for his nearly 42 years of service with Henrico County. Mr. Nelson noted this was Sheriff Wade's final budget session before retiring at the end of the year and expressed

appreciation to Sheriff Wade on behalf of the entire Board for what he has done for the County.

Sheriff Wade recognized Lt. Col. Gregory, who narrated a slide presentation on the FY20 proposed budget for the Sheriff's Office. Lt. Col. Gregory began her presentation by reviewing the personnel, operating, and capital categories of the proposed budget as well as the office's personnel complement. She clarified for Mr. Nelson that the Sheriff's Office is trying to fill its 32 vacant positions. Lt. Col. Gregory next addressed average daily population trends and bed capacity at Jails East and West. She then highlighted the multi-year trend in the cost of health services and major health contracts associated with the jails. Mr. Vithoukas advised the Board that the Sheriff's Office has transitioned to low-cost prescription services as health costs have continued to increase. At Mr. Vithoukas' request, Sheriff Wade commented on rising medical costs, with Medicaid expansion being one contributing factor. Lt. Col. Gregory next identified the top 15 medical costs in FY18 for persons incarcerated in Henrico jails. Mr. Vithoukas and Sheriff Wade responded to questions from Mr. Schmitt and Mr. Nelson pertaining to this information. Lt. Col. Gregory continued her presentation by reviewing prescription drug costs incurred by the Sheriff's Office and detox protocol statistics. She next discussed jail issues and solutions, recent awards won by the Sheriff's Office, how to find the office on social media and the office's community outreach efforts, facilitated services, recruiting missions, and cost savings initiatives. At Mr. Vithoukas' request, Lt. Col. Gregory and Sheriff Wade elaborated on the office's Student Summer Academy that has been held for the past eight years in partnership with Virginia Commonwealth University (VCU) and VUU. Mr. Thornton offered passed along kudos to the Sheriff's Office for instituting this academy. Mr. Vithoukas commented that the summer internship programs in Henrico's general government agencies and the Sheriff's Office are unlike anything being done in other localities and are providing a pipeline for future Sheriff's Office and County employees. Lt. Col. Gregory concluded her presentation by spotlighting the office's Opiate Recovery by Intensive Tracking (ORBIT) program and the program's workforce initiative that has reduced the County's and HCPS' labor costs for lawn care, window cleaning, painting, and other services. She and Sheriff Wade responded to questions from Mr. Nelson relating to the logistics of work release for persons incarcerated in Henrico's jails. Mr. Vithoukas referred to the Sheriff's Office's ORBIT workforce initiative as involving a herculean effort. Sheriff Wade and Lt. Col. Gregory responded to questions and comments from Mr. Nelson and Mr. Branin concerning the workforce initiative and how it is providing training to participants while saving the County money. Ms. Harmon confirmed for Mr. Nelson that the Sheriff's Office tracks the progress of the workforce initiative and maintains recidivism data relating to the program. Mr. Nelson thanked the Sheriff's Office for what they do and once again thanked Sheriff Wade for his 20 years of service as Henrico's Sheriff.

- Police/Metro Aviation/Wireless E-911 – Humberto Cardounel, Chief; joined by Lt. Col. Carl A. Mueller, Assistant Chief for Support Operations; Lt. Col. Albert J. Scott, III, Assistant Chief for Field Operations; Maj. Linda N. Toney, Deputy Chief for Support Services; Capt. Christopher J. Eley; and Kathryn A. Sobczak, Controller

Chief Cardounel asked the following members of the Police Division's budget team to stand: Ms. Sobczak, Capt. Kim Johnson, and Laura Beck. He narrated a slide presentation on the Police Division's FY20 legislative budget proposal. Chief Cardounel began his presentation by addressing the major components and functions of his

Division's budget and the Division's special revenue fund. He responded to questions from Mrs. O'Bannon and Mr. Nelson regarding the cost of extradition orders. Chief Cardounel showed a video titled *Henrico Police FY19 Recap* and then reviewed slides highlighting the Division's progress in recruiting for diversity. He noted some of the members of the Division's recruiting team were in the audience and clarified for Mr. Nelson that 44 percent of the officers recruited by the Division in FY19 were ethnically diverse or female. Chief Cardounel concluded his presentation by highlighting the Division's involvement with the Henrico Police Athletic League (PAL) and sharing graphs depicting Henrico's crime rate trends. Mr. Thornton commended the Board and Chief Cardounel for their support of PAL and noted recent adjustments have been made to the program.

In response to questions from Mr. Thornton, Chief Cardounel elaborated on the Division's experience with body-worn cameras and how its vendor is addressing defects in the technology. He also explained for Mr. Thornton some of the advantages and challenges associated with body-worn cameras. Mr. Thornton thanked Chief Cardounel for meeting with him and a citizen who was traumatized by a public safety encounter. Mr. Nelson thanked the Division for its professionalism and responsiveness but cited a couple of examples where school resource officers were not effective in preventing Henrico high school students from harassment when they traveled outside the County for athletic events. Chief Cardounel responded to concerns expressed by Mr. Nelson pertaining to negative public perceptions of police activity when officers are not wearing cameras. He also responded to questions from Mr. Nelson relating to the challenges the Division faces in terms of minority recruitment. Mr. Nelson encouraged the Division to continue aggressively recruiting minorities. Chief Cardounel responded to questions from Mr. Schmitt concerning the status of the Services Aid to Recovery (STAR) interdisciplinary team that helps residents find resources to address social or medical needs. He complimented the Division's community policing officers. Mr. Branin noted it was Lt. Cindy Woods' birthday. Chief Cardounel referred to Lt. Cols. Scott and Mueller as his right hands and advised the Board that Lt. Col. Mueller will be retiring in May, so this was his final budget session with the Board.

The Board recessed at 2:50 p.m. and reconvened at 3:00 p.m.

Mr. Vithoukas announced Alec W. Oughton was appointed the County's Fire Chief on March 16 after serving as Acting Fire Chief and has been employed by the County's Division of Fire since 1999. He commented on Chief Oughton's educational background and introduced Chief Oughton's wife, Crystal; son, Landon; and daughter, Lilly. Mr. Vithoukas also complimented Mr. McDowell on his incredible six-year service as Fire Chief prior to being promoted to the position of Deputy County Manager for Public Safety. Ms. Barshinger administered the oath of office to Chief Oughton. Mr. Nelson welcomed Chief Oughton to his new position and expressed excitement that he will continue the work of Mr. McDowell. Chief Oughton remarked that it is an honor and a privilege to serve the Henrico community.

The legislative budget reviews continued with the following presentations:

- Fire/EMS/Emergency Services – Mr. Oughton, Chief; joined by Cari M. Tretina, Director of Administration; and Krystal S. Adebayo, Controller

Chief Oughton introduced Ms. Tretina and Ms. Adebayo and asked the following members of the Division of Fire staff who were seated in the audience to stand and introduced themselves: Lt. Kevin Pond; Hilary Holman, Staffing Manager; Anna Newell, Accountant; Dave Morales, Information Technology Manager; Christian Kidd, Firefighter; and Bob Clark, retired Firefighter. He and Ms. Tretina narrated a slide presentation on the Division's FY20 budget. Chief Oughton began the presentation by noting the Division was celebrating its 20<sup>th</sup> year as an internationally accredited agency and its 75<sup>th</sup> anniversary as a County agency. He reviewed the Division's efforts pertaining to community engagement, including its team approach with other agencies in conducting inspections and its smoke alarm initiative; regional cooperation; and employee engagement, including its peer support team and cancer reduction initiatives. Chief Oughton then highlighted the Division's continued progress in recruiting women and minorities. Mr. Nelson complimented the Division on its current recruitment process and noted some of the recruits were appreciative of changes that have been made to the testing process. Chief Oughton continued the presentation by citing fire and emergency medical services (EMS) statistics and EMS enhancement plan outcomes and provided updates on the Advanced Life Support (ALS) and Basic Life Support (BLS) programs. He noted the Division has achieved a 30 percent reduction in unnecessary heavy suppression unit emergency responses and has installed 65 patient care computers on all front-line apparatus and 20 AutoPulse units on all ALS and BLS ambulances. Ms. Tretina provided budget highlights and explained several budget adjustments, pointing out the Division will focus on existing, core program in FY20. Chief Oughton next focused on 2019 and beyond, starting with a description of a new BLS program model. He responded to questions from Mr. Branin regarding how this program will make more efficient use of equipment, resources, and staff. Chief Oughton continued the presentation by explaining the new CARE program, an EMS prevention and proactive non-medical, and non-acute response program focused on addressing the needs of citizens at the time of an occurrence. He concluded the presentation by discussing a paramedic academy that will proactively address shortfalls in trained paramedics and outlining the Division's vision and future infrastructure for emergency medical dispatch (EMD), EMS/CARE teams, and BLS deployment.

Mr. Thornton suggested the Division consider establishing a Fire Athletic League, comparable to the PAL program, which could potentially help the Division's recruitment efforts. Chief Oughton said the Division will consider this and pointed out the Division does hold a summer academy for teenagers. Chief Oughton and Ms. Tretina responded to questions from Mr. Schmitt pertaining to fire equipment and apparatus, a program to refresh and upgrade fire stations based on a comprehensive facilities assessment, and the Division's capital budget. In response to a question from Mr. Nelson, Mr. McDowell commented on Ms. Tretina's unique responsibilities within the Division and progression within the County organization from her original position as an intern in the Department of Finance's Management and Budget Division. Mr. Thornton and Mrs. O'Bannon commented favorably on Ms. Tretina's assistance with their town meetings while she was working as a management specialist in the Manager's Office prior to joining the Division staff.

- Non-Departmental (Cooperative Projects) (*continued*) – Mr. Vithoukias

Mr. Vithoukias distributed a handout explaining the purpose of FY20 funding requests from outside organizations for which funding had not been recommended by staff. He



revisited these requests with the Board. Mr. Nelson suggested the Board read this information and discuss it during the final day of legislative budget reviews if there were questions or concerns. Mr. Thornton stated he wanted to put forward the following funding recommendations for three organizations - \$20,000 for the Metropolitan Junior Baseball League, \$30,000 for RAMPS, and \$30,000 for the Family Restoration Network. Mr. Vithoukas responded to questions from Mrs. O'Bannon and Mr. Nelson concerning these organizations. The consensus of the Board was to allocate \$20,000 to the Metropolitan Junior Baseball League and \$10,000 to RAMPS and revisit the funding for the Family Restoration Network during the final day of the legislative budget reviews. Mr. Schmitt and Mr. Nelson requested that future letters from staff advising outside organizations that they have received funding from the County include a caveat that the funding was a one-time opportunity and not a commitment to provide future funding. Mr. Vithoukas agreed to incorporate this caveat into the letters and advised the Board that staff will share a draft of the standard notification letter before it is sent out after the Board's adoption of the budget. Mr. Schmitt remarked that he would like for staff to monitor the success of the organizations requesting funding and determine how to make them more accountable. He further remarked that non-departmental funding should be the first area the Board looks at when considering budget reductions during times of economic hardship. There was extended discussion by the Board, Mr. Vithoukas, and Mr. Parr pertaining to the process the County has followed to review non-departmental funding requests. Mr. Branin agreed with Mr. Schmitt that the Board will need to pull back some non-departmental funding when the economy is in a downturn. Mr. Nelson pointed out some members of the Board are more sensitive to the missions of certain organizations. Mr. Thornton commented that some of the funded organizations have been treated as pets over the years and it was refreshing that the Board was taking a more critical look at which organizations are being funded. After some discussion, the Board agreed to follow staff's recommendation to provide \$30,000 in first-time funding to Local Initiatives Support Corporation of Virginia (LISC). Mr. Nelson asked Mr. Parr to contact The WAY for more information and perhaps the Board could consider allocating \$10,000 or \$20,000 more than the organization's \$25,000 request. At Mr. Branin's request, the Board agreed to increase the County's allocation to the ALS Association of D.C./Maryland/Virginia by \$10,000 more than the organization's \$15,000 request. Mr. Vithoukas informed the Board that he would distribute a revised list of non-departmental funding recommendations on the final day of the legislative budget reviews. Mr. Nelson agreed that the Board would revisit non-departmental funding the following day.

There was discussion by Mr. Nelson and Mr. Vithoukas of the legislative budget review schedule for the final day's (Thursday's) session.

The Board adjourned for the day at 4:35 p.m. and reconvened at 9:13 a.m. on Thursday, March 21, 2019.

**Members of the Board Present:**

Tyrone E. Nelson, Chairman, Varina District (*departed at 9:25 a.m. and returned at 9:45 a.m.*)  
Thomas M. Branin, Vice Chairman, Three Chopt District  
Patricia S. O'Bannon, Tuckahoe District  
Daniel J. Schmitt, Brookland District  
Frank J. Thornton, Fairfield District

## Other Officials Present:

John A. Vithoukias, County Manager

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

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

Timothy A. Foster, P.E., Deputy County Manager for Community Operations

W. Brandon Hinton, Deputy County Manager for Administration

Anthony E. McDowell, Deputy County Manager for Public Safety

Randall R. Silber, Deputy County Manager for Community Development

C. Michael Schnurman, Legislative Liaison

Steven W. Knockemus, Assistant Director of Public Relations & Media Services (*afternoon session only*)

William H. Jones, III, Senior Public Relations Specialist (*morning session only*)

Edward N. (Ned) Smither, Jr., Director of Finance

Justin D. Crawford, Management and Budget Division Director

Marielle P. McFarland, Budget Supervisor

Julian S. Parr, Senior Budget Analyst

Sharon Todd Van Gils, Senior Budget Analyst

Heather L. Galas, Budget Analyst

Daniel B. Hayes, Budget Analyst

Nicholas Pietrzak, Budget Analyst

Eugene H. Walter, Management and Budget Division

The legislative budget reviews continued with the following presentations:

- Agriculture and Home Extension – Kimberly H. Edmonds, Extension Agent

Ms. Edmonds briefly reviewed the staffing for her office and noted Henrico County reimburses Virginia Tech for some of the office's personnel costs. She narrated a slide presentation titled *Extending Knowledge, Improving Lives: Henrico Extension Office*. Ms. Edmonds began her presentation by reviewing Virginia Cooperative Extension's mission; statistics documenting how Henrico Cooperative Extension is reaching citizens; priority issues in the areas of environmental quality, health and wellness, and educating and strengthening families; and her office's outreach role regarding the County's Municipal Separate Storm Sewer System (MS4) program plan. She then highlighted a well water drinking clinic sponsored by her office and the Henrico 4-H Youth Development Program. Ms. Edmonds explained a handout she distributed to the Board explaining her office's funding sources and how Virginia Cooperative Extension is making an impact in Henrico County. Ms. Edmonds concluded her presentation by discussing family and consumer programs Henrico Extension offers in nutrition and financial education and how Henrico Extension is serving Henrico's schools.

Mr. Branin inquired about planting low-level vegetation at the Springfield Road transfer station to help the rapidly disappearing honeybee population. Mrs. O'Bannon voiced concerns pertaining to the impact of mosquito control during wet weather on the bee population. Mr. Branin noted he will be rolling out a plan for the transfer station that will also need to involve the Department of Public Utilities. Mrs. O'Bannon commented on beekeeping and remarked that she is a former beekeeper. In response to questions from Mr. Thornton, Ms. Edmonds updated the Board on how community gardens can eradicate food deserts and the status of the soil testing program that is

offered to residents through Henrico Cooperative Extension and the Henricopolis Soil and Water Conservation District.

- Recreation and Parks/Belmont Golf – Edwin C. (Neil) Luther, IV, Director; joined by Catherine J. Latimer, Controller

Ms. Latimer distributed copies of a slide presentation on the Division's FY20 proposed operating budget, a brochure containing the Division's fast facts annual report summary for FY18, and a brochure containing registration information for the Division's 2019 summer camps. Mr. Luther narrated the slide presentation, beginning with an overview of proposed increases in the upcoming budget in personnel, operating, and capital costs. He next reviewed the Division's capital projects and updated the Board on the status of athletic field improvements, including those for high school football fields funded by the 2016 bond referendum. Mr. Luther then provided the Board with Henrico data documenting multi-year increases in visitor expenditures and the economic impact of sports tourism. He showed a one-minute video produced by the Department of Public Relations & Media Services highlighting how the Division is branding the County to visitors. In response to a question from Mrs. O'Bannon, Mr. Luther elaborated on the County's heightened emphasis on sports tourism since 2012 when the County hired Dawn Miller as its first Recreation Tourism Specialist following a 2011 conversation between the late Brookland District Supervisor Richard Glover and former County Manager Virgil Hazelett regarding sports tourism's potential economic impact. Mr. Luther continued his presentation by discussing the Division's community engagement efforts and schedule of upcoming community events as the division celebrates its 50<sup>th</sup> anniversary in 2019. Mr. Luther and Steve Hart, the Division's Capital Projects Division Manager, responded to a question from Mr. Nelson concerning the County's investment in the Farmer's Market. Ms. Miller distributed gift bags and t-shirts to Board members, Mr. Vithoukias, and the Deputy County Managers commemorating the division's 50<sup>th</sup> anniversary. Mr. Luther explained for Mr. Nelson how the Division is promoting the 2019 50<sup>th</sup> anniversary events and introduced the Division's Special Events Coordinator, Heather Clement. He responded to questions from Mr. Nelson and Mr. Branin relating to specific upcoming events. At Mr. Nelson's request, Ms. Clement reported on the *Red, White, and Lights Fourth of July* event the division will host at Dorey Park in 2019. Mr. Luther resumed his presentation by updating the Board on the accreditation process the Division is undergoing with the Commission for Accreditation of Park and Recreation Agencies. He responded to questions from Mr. Nelson regarding the timeframe for opening Taylor Park, one of the 2016 bond referendum park projects. Mrs. O'Bannon asked staff to provide a list of the pocket parks within Henrico County. Mr. Luther responded to questions from Mrs. O'Bannon pertaining to the status of the Tuckahoe Creek Park project and parking for Douglas Freeman High School football games. There was discussion by Mr. Nelson and Mr. Schnurman regarding a plan to create a veteran's memorial on the road entering Taylor Park.

Mr. Luther resumed his presentation and presented information on Belmont Golf Course. He provided data documenting FY18 round distribution by patron and noted the very low participation by junior golfers. Mr. Luther further noted Belmont is following the national trend of declining usage. He concluded his presentation by citing figures for net operating costs and park usage at Deep Run and Three Lakes Parks in comparison with Belmont Park and Golf Course. Mr. Luther advised the Board that the

Division of Recreation and Parks has established a web page where citizens can comment on their vision for the future of Belmont Golf Course. He pointed out there are 325 political jurisdictions in Virginia and only 36 municipal golf courses. Henrico is one of only two counties in Virginia that operates a public golf course. At Mr. Nelson's request, Mr. Luther identified the dates of future community meetings that the Division will host pertaining to Belmont's future. Mrs. O'Bannon noted some citizens have suggested the Belmont course be restored to its historic style with funding from a private foundation. Mr. Vithoukias clarified for the Board that the purpose of the community meetings is to solicit community input and not to recommend turning Belmont into a commercial enterprise. Mr. Luther stated that the conversation about Belmont should focus on the property and the business model for operating or maintaining it. In response to a concern expressed by Mr. Thornton, Mr. Luther assured him that the Division will be conserving and storing historic artifacts in a new facility and in accordance with industry standards. Mr. Luther also assured Mr. Thornton that staff will provide data on what can be done to enlarge the cottage at the Virginia Randolph Museum. In response to questions from Mrs. O'Bannon, Mr. Luther pointed out a foundation has been established to fund the restoration of the kitchen at Meadow Farm and Mr. Vithoukias advised that the Capital Improvements Plan (CIP) includes a new visitor's center at Four Mile Creek. In response to questions from Mr. Nelson, Mr. Hart updated the Board on improvements scheduled for Dorey Park during the summers of 2019 and 2020 and Mr. Vithoukias updated the Board on staff's development of a model to fund and operate a future indoor sports and convocation center. Mr. Vithoukias responded to questions from Mr. Thornton concerning the history of holding Henrico County high school graduations at Richmond International Raceway and in more recent years at VCU's Siegel Center. Mr. Vithoukias and Mr. Luther informed the Board of an agreement the County has reached with Wilton Properties to acquire John Rolfe Commons and add that property to Tuckahoe Creek Park, which will allow the County to create a new park entrance. Mr. Vithoukias credited Mr. Foster with achieving this agreement. Mr. Nelson referred to the incredible job the Division does.

The Board recessed at 10:44 a.m. and reconvened at 11:05 a.m.

The legislative budget reviews continued with the following presentation:

- Public Works – Steven J. Yob, Director; joined by Michael A. Jennings, Assistant Director; Eldon T. (Todd) Eure, Assistant Director; and Danielle E. Bazemore, Senior Controller

Mr. Yob introduced Mr. Jennings, Mr. Eure, and Ms. Bazemore as well as the following members of his staff who were seated in the audience: Jen Cobb, Engineering and Environmental Services Director; Jamie Massey, Road Construction and Maintenance Supervisor; John Cezka, Traffic Engineer; and Rick Schwartz, Chief Design Engineer. He noted Mr. Eure was recently promoted from Transportation Development Division Director to Assistant Director and now is responsible for overseeing three divisions. Mr. Yob further noted that Mr. Schwartz was recently promoted to his position to replace Sam Amos, who retired. Mr. Yob explained that Mr. Massey, Ms. Cobb, and Mr. Cezka were recently given expanded responsibilities. Mr. Yob narrated a slide presentation, copies of which were distributed by his staff, on the Department of Public Works' FY20 proposed budget. He began by reviewing the Glenside, Wistar Road, and John Rolfe Parkway sidewalk projects. Mr. Yob responded to questions from Mr. Branin pertaining

to construction materials for the sidewalks and the size of piping used for drainage. He continued his presentation by highlighting the Farmington Drive and Osborne Turnpike Cedar Trees landscaping projects. Mr. Yob and Mr. Jennings responded to questions from Mr. Branin and Mrs. O'Bannon regarding the use of contracted staff for and cost of tree removal. Mr. Yob also mentioned other tree removal projects undertaken by the department. He next discussed slides relating to road repairs on Richmond-Henrico Turnpike. He responded to questions from Mr. Branin and Mr. Thornton regarding the contractors used for the Richmond-Henrico Turnpike project. Mr. Yob spoke to snow events and storms that were forecast but did not materialize and responded to a question from Mr. Branin concerning the hours worked by his department's staff during inclement weather conditions. Mr. Yob continued his presentation by reviewing drainage projects at the Virginia Home for Boys and Girls and Quarter Mill Apartments and stream restoration work at the County's Training Center.

Mr. Yob addressed his department's proposed budget, noting the department received a record number of drainage complaints due to wet weather. He acknowledged the responsiveness of Mr. Massey and his team during storm events. Mr. Yob reviewed the general fund support for the following departmental functions: environmental inspections, the standing water initiative, leaf collections services, feasibility studies, and litter control. He and Mr. Vithoukas responded to a question from Mrs. O'Bannon about departmental projects using matching funds from federal and state sources. Mr. Yob informed the Board that the department has hired a new employee within the Road Maintenance Division to manage available litter control resources and work cooperatively with contractors, the Virginia Department of Transportation (VDOT), and the Keep Henrico Beautiful program. Mr. Yob returned to his slide presentation and concluded it by identifying major public works construction projects scheduled for 2019 and 2020. He responded to questions from Mrs. O'Bannon relating to inspections of public and private bridges. Mr. Yob noted his department was adding an entry level position in the Traffic Engineering Division to assist with a heightened workload.

In response to a question from Mrs. O'Bannon, Mr. Eure elaborated on GRTC Transit System's successful partnership with UZURV in providing CARE on-demand services. He responded to questions from Mr. Branin and Mr. Nelson regarding the status of several planned projects in the Three Chopt and Varina Districts and bus ridership on three extended routes. Mr. Eure distributed a spreadsheet documenting year-over-year increases in ridership for Henrico GRTC local and express routes and average passengers per bus for expanded GRTC service in February 2019. Mr. Nelson asked staff to provide the rate of GRTC ridership at the Rocketts Landing location. Mr. Eure responded to questions from Mrs. O'Bannon concerning the impact of VCU's Pulse pilot program with GRTC on park and ride lot usage. Mr. Schmitt expressed concerns relating to limited parking in the vicinity of GRTC's Willow Lawn Pulse station. Mr. Yob responded to a question regarding the efficiency of the County's leaf collection services. Mr. Foster and Mr. Eure responded to questions from Mr. Schmitt concerning the status and cost of a VDOT intersection project at Springfield and Francistown Roads, the status of installing a traffic signal at the intersection of Old Washington Highway and Greenwood Road, and the anticipated completion date of the Woodman Road extension project. Mr. Yob advised Mr. Thornton that there is currently no funding for the Cedar Fork and Watts Lane "paper roads." Mr. Thornton thanked the department for moving ahead with sidewalk construction projects. He noted that residents are reluctant to give up their cars.

The Board recessed for lunch at 12:15 p.m. and reconvened at 12:30 p.m.

The legislative budget reviews continued with the following presentations:

- Public Utilities/Solid Waste/Street Lighting – Charles B. (Chip) England, Director; joined by Bentley B. Chan, Assistant Director, and Evelyn D. McGuire, Senior Controller

Mr. England introduced Mr. Chan and Mrs. McGuire and asked the following members of his leadership team who were in the audience to introduce themselves: Jon Clary, Solid Waste Division Director; Josh Byerly, Assistant Solid Waste Division Director; Ralph Claytor, Design Division Director; Alvin Christian, Senior Design Engineer; Marchelle Sossong, Senior Engineer; James Grandstaff, Water Reclamation Facility Director; Lee Maddox, Construction Division Director; Nellow Simukonde, Construction Senior Engineer; Jason Garofalo, Senior Construction Engineer; Russell Navratil, Water Treatment Facility Division Director; Chris Adkins, Assistant Water Reclamation Facility Director; Stephen Porter, Operations Division Director; Michele MacLauchlan, Assistant Operations Division Director; Neal Burns, Assistant Water Reclamation Facility Division Director; and Anita Spain, Senior Accountant. Mr. England reviewed the major responsibilities the Department of Public Utilities. He narrated a slide presentation on the department's FY20 operating budget that was distributed by members of his staff. Mr. England showed photographs depicting several departmental projects and operations, including the Cobbs Creek reservoir project in Cumberland County. He next offered an overview of the County's water and sewer systems and provided data highlighting the number of customers served by each system and their size and assets. Mr. England documented growth in the County's water and sewer customers, broke out the County's cost of delivering water and sewer by major categories, documented how operating expenses and revenues have been tracked over a multi-year period, explained a proposed increase in residential service charges, and provided a comparison of Henrico's service charges and connection fees in comparison with other localities in the region. He responded to a question from Mr. Thornton pertaining to the County's connection fees and clarified for Mrs. O'Bannon the rates paid by the County in purchasing water from the City of Richmond.

The second portion of Mr. England's presentation addressed solid waste and streetlighting. Mr. England showed multi-year trends in the number of customers served by the curbside collection program, tons of waste collected at public use areas and through curbside collection, and solid waste expenses and revenues. He and Mr. Clary commented on the diminishing worldwide market for recyclable goods in response to a question from Mrs. O'Bannon. Mr. England next highlighted multi-year trends in the County's streetlight revenues and expenses for electric services, maintenance, and repairs. Mr. Thornton and Mr. Nelson voiced concerns that the term "sanitary district" inaccurately describes the special taxing district used by the County for streetlights. Mr. England and Mr. Foster clarified that this is the term set forth in state law. Mr. England concluded his presentation by leaving the Board with the following takeaways from his department's budget proposal: operating, maintenance, and capital expenses for water and sewer fit within the projected revenues that will be realized from proposed increases to service charges; there are no proposed increases in water and sewer connection charges, solid waste fees, or streetlighting fees; an additional County subsidy

has been included to cover recycling costs; and the budget takes into account infrastructure reinvestment needs.

Following Mr. England's presentation, he and Mr. Clary responded to questions and concerns raised by Mr. Thornton and Mr. Nelson regarding how technology has impacted the level of staffing required for garbage collection trucks. Mr. Chan commented on the personnel classification of drivers and the training they receive. Mr. Claytor responded to a question from Mrs. O'Bannon relating to how frequently the County's water tanks and towers are painted. Mr. England responded to a question from Mr. Branin regarding the status of a long-range refuse collection master plan that the department is working on with the assistance of a consultant. Mr. England and Mr. Clary responded to questions from Mrs. O'Bannon and Mr. Nelson concerning the volume of households that receive refuse collection services from the County versus private companies. Mr. Nelson asked Mr. Vithoukas to pull together information explaining how the County's refuse collection service has evolved. Mr. Vithoukas advised the Board that staff will schedule a presentation to the Board at its first work session in April on the status of the Central Virginia Waste Management Association (CVWMA) curbside recycling program in which the County and other local jurisdictions in the region participate. He noted Chesterfield County is considering withdrawing from the program and there is a concern about the financial impact of this decision on the other participating localities.

- MH/DS – Laura Totty, Director; joined by Michelle A. Johnson, Assistant Director for Community Support Services; Daniel R. Rigsby, Assistant Director for Clinical Services; Lynn A. Goodale, Assistant Director for Administrative Services; and Martha J. Shephard, Controller

Ms. Goodale and Ms. Johnson distributed copies of the FY18 annual report for Henrico Area Mental Health & Developmental Services' (MH/DS') Cultural Awareness & Competency Committee. They also distributed copies of a slide presentation on the agency's FY20 proposed budget. Ms. Totty introduced Ms. Johnson, Mr. Rigsby, Ms. Goodale, and Ms. Shephard. She noted Yvonne Russell, MHDS' Quality Assurance Manager, was unable to be present this year. Ms. Totty narrated the slide presentation and began by reviewing demographic statistics pertaining to individuals served by her agency, a language service offered to clients and accessed through Cyacom, the agency's increased community outreach through mobile crisis stabilization services and the Crisis Receiving Center, the agency's implementation of same day access to services, the agency's partnership with the Daily Planet Health Services to provide integrated health care, and services the agency offers to ensure stable housing and employment. Ms. Totty responded to questions from Mr. Nelson regarding the Permanent Support Housing grant that has helped persons with mental health and substance abuse disorders secure housing and receive ongoing supports. Ms. Totty next explained her agency's jail diversion and opiate diversion initiatives and responded to questions from Mr. Nelson concerning the components of these initiatives. She also updated the Board on the County's Heroin Task Force and new strategies and actions that have been developed to further address the serious issue of opiate addiction. Ms. Totty reviewed several grants MH/DS is receiving to enhance services and recent awards it has received for innovative programs from NACo and VACo. She elaborated on how new state initiatives will impact service delivery and responded to questions and concerns raised by Mr. Branin pertaining to the cost and effectiveness of new mobile access service

requirements that will be forthcoming from the Virginia Department of Behavioral Health & Developmental Services pursuant to its System Transformation Excellence and Performance system (STEP-VA). Ms. Totty informed Mrs. O'Bannon that staff can share more information about the new state initiatives once it receives the guidelines.

At Mr. Vithoulkas' request, Mr. McDowell explained new life support training requirements for paramedics that have been mandated administratively by the Commonwealth. Ms. Totty responded to questions from Mrs. O'Bannon concerning how MH/DS will be affected by reductions in funding for Medicaid expansion and a decline in the number of psychiatric beds within the region. Ms. Totty resumed her presentation by explaining how her agency's new East Center will accommodate the County's growing number of clients and services. She announced that the building will open on June 24. Mr. Vithoulkas asked that a ribbon-cutting ceremony for the grand opening of the East Center be held independently and in advance of the agency's 50<sup>th</sup> anniversary celebration scheduled for September. Ms. Totty concluded her presentation by identifying her agency's primary sources of revenue and changes that are expected for FY20 over the current fiscal year.

CRWP – Brian K. Davis, Director; joined by Judith B. Willis, Business Manager

- Mr. Davis narrated a slide presentation on the Capital Region Workforce Partnership (CRWP) FY20 budget. Mr. Davis explained what CRWP does, why workforce development matters, and how CRWP is organized. He then highlighted the revenue components of his agency's budget and each participating locality's regional share of the local government general fund contribution. He confirmed for Mrs. O'Bannon that the proposed budget includes the City of Richmond's share of funding. Mr. Davis continued his presentation by reviewing who CRWP's customers are and the agency's individual and business services. He responded to a comment and question by Mrs. O'Bannon regarding the Safe Start Commercial Drivers' License (CDL) School truck driver training requirements. Mr. Davis next discussed CRWP's partners, outcome and performance statistics, customer distribution among participating localities, and Henrico-specific service statistics. He concluded his presentation by sharing indicators and stories of the agency's success and a video profiling a new statewide workforce system branding that was unveiled in 2018. CRWP's new brand is Virginia Career Works Capital Region. Mrs. O'Bannon requested a copy of Mr. Davis' slide presentation, and Mr. Branin asked for agency contact information.

The Board recessed at 2:09 p.m. and reconvened at 2:17 p.m.

The legislative budget reviews continued with the following presentations:

- Public Health – Dr. Danny TK Avula, Director; joined by Richard M. (Mike) Callahan, Environmental Supervisor

Mr. Vithoulkas introduced Dr. Avula, who previously served as the County's Acting Director of Health, as the new Director of Health. Dr. Avula and Mr. Callahan narrated a slide presentation titled *Henrico County Health District Department Highlights and Budget Request*. Dr. Avula began by reviewing the department's staffing, three service sites, and major revenue sources. He noted a new public health collaboration between the City of Richmond and the County was launched in November 2018 and explained



the organizational structure of the new Henrico County Health Department and Richmond City Health Department shared leadership team. In response to a question from Mr. Nelson, Mr. Callahan updated the Board on a recent incident in the Varina District involving rapid feral cats. There was extended discussion by the Board, Mr. Callahan, and Dr. Avula concerning rabies transmission, treatment, and vaccination.

Dr. Avula resumed his presentation by highlighting the three core functions of public health (assessment, policy development, and assurance). He explained how his department supports healthy lifestyles and prioritizes preventative health. Dr. Avula next discussed his department's disease surveillance and investigation efforts and provided cumulative data on tuberculosis outbreaks in Virginia and the region during the past 10 years. He also provided data illustrating the Health Department's emergency preparedness and response activities and newcomer program refugee health screenings as well as local five-year infant mortality rates by race. Dr. Avula informed the Board that the department's assurance function includes the areas of environmental health, clinical health services; communicable disease control; women, infants, and children (WIC); and pre-admission screenings. Mr. Callahan continued the presentation by highlighting environmental health statistics for Henrico County relating to the number of onsite sewage system and private well applications, homes served by an alternative onsite sewage system, and permitted food establishments. In addition, he identified rabies surveillance locations within the County during calendar year 2018. Dr. Avula and Mr. Callahan responded to questions from Mr. Nelson and Mrs. O'Bannon pertaining to rabies symptoms and testing.

Dr. Avula resumed the presentation by identifying his department's clinical health services programs and elaborating on the goal and enrollment trends for its WIC program. He referred to the department's policy development efforts and community partnerships, especially those addressing substance use and opioid addiction. Dr. Avula concluded his presentation by pointing out several future directions for his department, explaining a pie chart comparing four social determinants of health, and offering his personal contact information in addition to contact information for Deanna Krautner, the department's Population Health Manager and Acting Chief Operating Officer.

Following the presentation and at Mr. Nelson's request, Dr. Avula elaborated on departmental strategies to reduce infant mortality among African American babies and implementation of the new Health Department partnership between the City and the County. Dr. Avula advised the Board that five other areas of Virginia have one health director serving two local agencies. In response to questions from Mrs. O'Bannon, Mr. Callahan discussed inspections, success rates, and costs of alternative onsite sewage systems. Dr. Avula clarified that these systems cost approximately \$20,000 as compared to \$8,000 to \$10,000 for conventional systems.

- Capital Projects – Mr. Vithoukaskas

Mr. Vithoukaskas narrated a slide presentation on the FY20 proposed capital budget. Ms. Van Gils distributed copies of the presentation. In the interest of time, Mr. Vithoukaskas abbreviated his presentation by skipping over slides addressing public infrastructure needs identified in the five-year capital improvement program (CIP). Mr. Vithoukaskas began his presentation by reviewing the \$190 million funding plan for replacing J. R. Tucker and Highland Springs High Schools and citing other school projects included in

the FY20 CIP. Mr. Hinton, Mr. Vithoukikas, and Mr. Neal responded to questions from the Board pertaining to the school bus replacement schedule and process. Mr. Vithoukikas continued his presentation by highlighting recreation and parks and public safety projects contained in the CIP. Chief Cardounel commented on the location of the future Evidence Storage Facility. Mr. Vithoukikas informed the Board that the FY20 budget includes the fifth year of \$2.3 million in ongoing funds to satisfy federal stormwater management requirements and pointed out Henrico is the only locality in the James River Basin that does not impose a stormwater utility tax on residents, businesses, and churches. He then reviewed FY20 capital projects in the areas of general services and information technology and highlighted a \$2 million non-departmental project, the Henrico Aquatics Center. Mr. Vithoukikas advised the Board there will be a groundbreaking ceremony for the center in the next three to four weeks with a grand opening anticipated in January or February 2020. Mr. Luther identified the parking area for the center. Mr. Vithoukikas explained how a bond referendum addresses many needs in the community and noting the FY20 capital budget continues to make strategic investments in the maintenance of the County's infrastructure.

Following his printed slide presentation, Mr. Vithoukikas shared three additional slides with the Board that included bar graphs highlighting multi-year trends and projections in the County's gross bonded debt, debt service as a percentage of expenditures, and gross debt as a percentage of assessed value. Mrs. O'Bannon requested a copy of the slides.

Mr. Branin and Mr. Nelson voiced concerns relating to the School Board's decision to remove funding from the HCPS budget for the regional MathScience Innovation Center. Mr. Branin pointed out he and Mr. Nelson have received many calls from citizens who disagree with or do not understand this decision. Mr. Nelson asked Mr. Vithoukikas to put the Board's concerns in writing to HCPS and request a letter from the School Board Chairman explaining the School Board's removal of the funds. Mr. Vithoukikas agreed to request a letter from Dr. Cashwell and in response to a further request from Mr. Branin advised the Board that he would ask Mr. Ciarochi to address this issue during the Board's April 9 public hearing on the budget. Mr. Sorensen responded to otherwise favorable comments from Mr. Nelson regarding the HCPS budget. Mr. Nelson asked Mr. Vithoukikas to explain the County's budget process under the County Manager form of government during the April 9 budget public hearing as well as the inability of the Board of Supervisors to add, veto, or adjust line items in the School Board's budget. Mr. Nelson asked Mr. Vithoukikas to write a letter to Dr. Cashwell asking that HCPS give serious consideration to 1) increasing the annual stipend for high school coaches to \$6,500 or \$7,000 during FY20 and 2) adding a second specialty center at Varina High School in light of declining enrollment in the Center for Communications and Media Relations.

- Non-Departmental (Cooperative Projects) (*continued*) – Mr. Vithoukikas

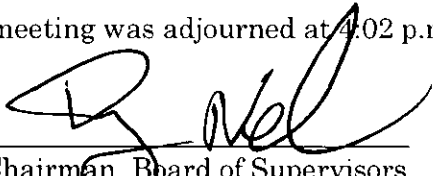
The Budget and Management Division staff distributed a summary of changes to non-department donations reflecting feedback from the Board during the previous days' discussions. Staff also distributed a revised spreadsheet of non-departmental requests and recommended funding levels. Mr. Parr explained the changes and confirmed he had spoken with representatives of the Metropolitan Junior Baseball League and The WAY to obtain more specifics on those organizations' services. The Board concurred

with the changes and agreed to a request by Mr. Nelson to add \$5,000 to staff's \$20,000 recommendation for The WAY. Mr. Thornton commented that staff needs to send a letter to the requesting agencies informing them that the Board is taking a new approach to funding non-departmental organizations. Mr. Vithoukas directed Mr. Thornton's attention to the handout listing the summary of changes, which contained a statement that the Budget and Management Division had been asked to modify the letter that it sends out to recipients to emphasize the importance of organizations not being dependent on Henrico donations for core operating functions. Mr. Vithoukas assured Mr. Thornton that the Board will make it clear in the letter that funding is guaranteed for no more than one year.

Mr. Thornton suggested the County needs to ensure it has tools to protect the County from reductions in state funding. Mr. Vithoukas noted the County has a stabilization fund for this purpose. Mr. Thornton suggested the County needs to think about regional waste disposal options, perhaps incineration, in view of issues it has faced with the East End Landfill. Mr. Nelson requested that staff look at piloting Sunday afternoon library hours at two additional library facilities, one east and one west. Mr. Vithoukas responded that staff will determine appropriate locations and report back to the Board during discussions of the FY21 budget. After further discussion, the consensus of the Board was to proceed with Sunday hours at Libbie Mill and Fairfield Libraries during FY20 and add Sunday hours to Tuckahoe Library in FY21. Mr. Nelson thanked staff for its work on the budget, remarked that the legislative budget reviews are an exciting time for him, and pointed out the Board and staff have built the largest rainy-day fund in the County's history. Mrs. O'Bannon observed that the Board and staff understand the importance of good planning in ensuring good management. She thanked staff for listening to the Board, working well together, and being careful with citizens' tax dollars. Mr. Branin asked Mr. Vithoukas to prepare a letter on behalf of the Board thanking each County employee for what they do on behalf of the County. Mr. Vithoukas commented that it is humbling to observe this elected body do the work of the people and find common ground to provide the best service at the least expense. In adding his thanks, Mr. Thornton credited the County's success to the creativity of its staff. Mr. Schmitt remarked that he enjoyed reading the budget and the legislative budget reviews have reaffirmed his opinions that the County is well run and unique and has employees who do their jobs well.

Mr. Crawford distributed copies of staff's written responses to questions asked by the Board during the previous day's sessions and requiring research. He suggested the Board take this information home to review. Mr. Vithoukas announced the Board will be holding a special meeting at Regency Square at 5:00 p.m. on March 26 to receive an update on the Indoor Aquatics Center. He further announced the Board will hold a special meeting on April 9 to receive an update on the status of CVWMA's curbside recycling program and an overview from Richmond Flying Squirrels Vice President and Chief Operating Officer Todd Parnell on the 2019 Eastern League All-Star game at The Diamond and All-Star Week festivities. Finally, Mr. Vithoukas reminded the Board that the public hearing on the County's FY20 budget will be held at 6:00 p.m. on April 9 in the Board Room.

There being no further business, the meeting was adjourned at 4:02 p.m.

  
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Chairman, Board of Supervisors  
Henrico County, Virginia