

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
March 20 – 23, 2017

The Henrico County Board of Supervisors convened a Special Meeting on Monday, March 20, 2017, at 9:00 a.m. in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

Members of the Board Present:

Patricia S. O'Bannon, Chairman, Tuckahoe District
Frank J. Thornton, Vice Chairman, Fairfield District
Thomas M. Branin, Three Chopt District
Harvey L. Hinson, Brookland District
Tyrone E. Nelson, Varina District (*departed at 1:30 p.m. and returned at 2:01 p.m.*)

Other Officials Present:

John A. Vithoukaskas, County Manager
Barry R. Lawrence, CMC, 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 Community Services
Douglas A. Middleton, Deputy County Manager for Public Safety
Anthony J. Romanello, Deputy County Manager for Administration
Randall R. Silber, Deputy County Manager for Community Development
C. Michael Schnurman, Legislative Liaison
Eugene H. (Gene) Walter, Director of Finance
Justin D. Crawford, Management and Budget Division Director
Denise L. Sandlin, Budget Supervisor
Julian S. Parr, Senior Budget Analyst
Sharon Todd Van Gils, Senior Budget Analyst
Heather B. Cottrell, Budget Analyst
Brandon M. Harvey, Budget Analyst
Marielle P. McFarland, Budget Analyst

Mrs. O'Bannon called the meeting to order at 9:08 a.m. She thanked the Department of Finance and its Management and Budget Division staff for their hard work in preparing the proposed Fiscal Year 2018 (FY18) budget.

Mrs. O'Bannon recognized Mr. Vithoukaskas, who also thanked the Department of Finance for its efforts on the budget. Mr. Vithoukaskas noted Mr. Walter, who has worked with him for 20 years, has announced his retirement effective June 30. Mr. Walter pointed out his mother is turning 90 this year and the best gift he can give her is his time. Mr. Vithoukaskas expressed support for Mr. Walter's decision and reminded the Board that Henrico's Director of Finance is responsible for the duties performed in other Virginia localities by two elected constitutional officers, the Commissioner of Revenue and Treasurer.

Mr. Vithoukikas elaborated on a letter he sent to the Board regarding a two-alarm fire that occurred at Baker Elementary School the previous morning. He explained the fire was caused by a malfunctioning electrical junction box in the ceiling of the mechanical room. Mr. Vithoukikas advised the Board he would be attending a meeting that evening at Varina High School with parents of Baker Elementary School students. He has authorized an emergency procurement, effective immediately, to help with any of the school's immediate needs. The school will be closed for at least two days. Mr. Vithoukikas responded to questions from Mr. Nelson and Mrs. O'Bannon. Mr. Nelson noted he will be joining Mr. Vithoukikas at the meeting to help offer assurances to the parents.

Expenditure Briefing/Budget Overview

Mr. Vithoukikas recognized Mr. Crawford, who began employment with the Management and Budget Division in December 2005 as a Budget Analyst and was recently promoted to his current position. The members of Mr. Crawford's staff provided self-introductions. Mr. Vithoukikas provided the FY18 expenditure briefing and budget overview. His slide presentation focused on the following budget priorities: sound fiscal practices, business-friendly environment, exceptional services, and maintenance of infrastructure. He also demonstrated how the County's budget is responding to trends and provided FY18 budget details and the FY18 budget calendar. Mr. Vithoukikas summarized his presentation by advising that every dollar is being strategically budgeted to maintain the quality of services while building upon the County's economic development efforts, rewarding the County's hard-working employees with a 2.5 percent raise, and addressing the need for infrastructure renovations. He responded to a number of questions from the Board during his presentation. Mr. Hinson and Mr. Nelson asked staff to provide background information regarding the Children's Services Act (CSA). Mr. Nelson asked staff to provide the anticipated reduction in State Aid to Education for Henrico on a per pupil basis that will result from the reduction of Average Daily Membership (ADM) for FY17. In response to a question from Mrs. O'Bannon, Mr. Vithoukikas advised the Board staff will be presenting information at an upcoming work session on the GRTC Pulse pilot project for bus rapid transit (BRT). In response to questions from Mr. Nelson, Mr. Vithoukikas pointed out revenues from Belmont Golf Course were not meeting expenses. He suggested future options for the golf course be discussed by the Board with staff during a retreat.

Mr. Vithoukikas noted Henrico is the only locality in Virginia where staff spends four days with the elected body to obtain feedback on the proposed budget. He further noted that during the legislative budget reviews staff tries to answer within a 24-hour timeframe those questions from the Board for which it does not have immediate answers.

The Board recessed at 10:17 a.m. and reconvened at 10:28 a.m.

Mr. Vithoukikas pointed out the schedule for this year's legislative budget reviews was adjusted to allow more time for presentations by larger agencies. This was achieved by consolidating some of the presentations by smaller agencies.

Revenue Briefing

Mr. Vithoukikas recognized Mr. Crawford, who provided the revenue briefing on the proposed FY18 budget. Mr. Crawford noted the following at the outset of his slide presentation: the FY18 proposed budget projects growth with cautious optimism; real estate reassessments have

increased by 3.5 percent, reflecting a normalizing local market; the local economy remains healthy, with results tied to strength in tourism results; and state revenues have been conservatively projected, with the majority of the increase tied to schools. His presentation included a summary of general fund revenue and trends in real estate revenues, other local revenues, state aid, and national economic indicators. He concluded the presentation by citing a need for remaining cautious and conservative with estimates of state revenues. Economic difficulties historically impact state finances immediately, with the state inclined to cut aid to localities as a first resort, and the state has a history of stretching its revenue estimates, so the slightest economic decline will yield state budgetary gaps. Mr. Crawford and Mr. Vithoulkas responded to several questions and comments from the Board. Mr. Hinson asked staff to provide the number of businesses licensed in Henrico County by gross receipt categories. Mr. Hinson and Mr. Nelson asked staff to provide the economic impact of enterprise zones by magisterial district in terms of amount invested and jobs created. Mr. Branin asked staff to provide the anticipated economic impact of the Jefferson Cup in 2017. Mr. Nelson asked staff to provide a 10-year history of state revenues as a percentage of total general fund revenues.

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

- General District Court Services – G. Barton Chucker, Chief Judge; joined by Linda S. Knight, Clerk

Judge Chucker updated the Board on temporary, part-time administrative staffing assistance that has been provided by the County to his office and on the courts building renovation project. He noted the impact of the opioid epidemic on caseloads. Judge Chucker responded to questions from Mr. Branin regarding staffing and renovations.

- Circuit Court Services – James S. Yoffy, Chief Judge; joined by Donna M. Sandefur, Court Administrator

Judge Yoffy referred to the courts building renovation project and the increase in criminal cases before the court. He pointed out most of the criminal cases are related to drug addiction. At Mr. Vithoulkas' request, Colonel Middleton updated the Board on how security risks in the courts building are being addressed by the renovation project. He explained for Mr. Nelson how the parking lots serving the courts building are being improved.

- Drug Court – John Marshall, Circuit Court Judge; joined by Gary A. Hicks, Circuit Court Judge

Judge Marshall updated the Board on a new program that has been established for first-time drug offenders similar to the Drug Court where they can receive intensive substance abuse treatment through Henrico Area Mental Health & Developmental Services. He invited the Board to attend the next Drug Court graduation ceremony on May 19 and elaborated on the Drug Court program and sanctions. In response to questions from the Board and at Mr. Vithoulkas' request, Judge Marshall explained two medications, vivitrol and suboxone, that are used as anti-opiate addiction medications. Mr. Nelson asked staff to provide how many participants are in Chesterfield's and Richmond's drug courts.

- Juvenile Domestic and Relations Court Services – Stuart L. Williams, Jr., Chief Judge; joined by Shanda R. Ellis, Clerk of Court

Judge Williams gave a brief overview of the court’s budget. He reported that juvenile cases have decreased while domestic violence cases have increased. He responded to several questions from Mrs. O’Bannon concerning parenting classes and mediation services offered on a contractual basis through the court by private providers.

- Juvenile Probation – Kathleen E. Jones, Director of Court Services

Ms. Jones briefly reviewed juvenile and probation and diversion trends in Henrico. She responded to questions from Mr. Thornton and Mrs. O’Bannon. Mr. Thornton asked staff to provide the racial profile for Henrico’s juvenile probation cases.

The Board recessed at 11:49 a.m. and reconvened at 12:00 noon.

The legislative budget reviews continued with the following presentation:

- Administrative Department Review (Board of Supervisors, County Manager, County Attorney, Internal Audit, Public Relations & Media Services, and Real Property) – Mr. Crawford

Mr. Vithoukas recognized Mr. Crawford, who narrated a brief slide presentation highlighting the proposed changes to each of these agencies’ budget and personnel complement. They responded to questions from Mr. Branin relating to expenses in the Board’s office budget. At Mr. Vithoukas’ request, Mrs. McKinney provided the Board with information regarding a countywide communications survey that was conducted by her department for the first time since 2004 with the assistance of an outside consultant. She advised that a more comprehensive overview of the survey will be presented to the Board in a work session on April 25. Mrs. McKinney responded to a question from Mrs. O’Bannon regarding the survey and a question from Mr. Hinson pertaining to her office’s printing and binding expenses. Mr. Vithoukas and Mr. Crawley explained the County’s internal auditing process in response to questions from Mr. Nelson.

The Board recessed for lunch at 12:19 p.m. and reconvened at 12:38 p.m.

The legislative budget reviews continued with the following constitutional office agency presentations:

- Circuit Court Clerk – Heidi S. Barshinger, Clerk

Mrs. Barshinger noted there was a recent reorganization of her office’s staff, members of her staff have received cross-training, and the office is updating its records storage system in terms of automation and accessibility. Mrs. O’Bannon advised Mrs. Barshinger that the National Association of Counties (NACo) Resilient Counties Advisory Board she serves on recently discussed how counties in some parts of the country lost records due to flooding. Mrs. Barshinger referred to her office’s heavy use of interns and changes in many of its procedures since she took office in January 2016. She responded to questions from Mr. Thornton pertaining to election records maintained by her office and office morale.

- Commonwealth Attorney/Victim Witness/Drug Prosecutor – Shannon Taylor, Commonwealth Attorney; joined by Michael S. Huberman, Chief Deputy Commonwealth’s Attorney, and Shelley Shuman-Johnson, Victim/Witness Assistance Program Director,

Mrs. Taylor introduced several members of her staff who were at the table and in the audience. She recognized Mrs. Shuman-Johnson, who gave an overview of the Victim Witness program’s budget and offered some program statistics. Mrs. Shuman-Johnson responded to questions from Mrs. O’Bannon relating to office expenses associated with human trafficking cases.

Mrs. Taylor narrated a slide presentation, which included information on her office’s mission, proposed budgetary changes, personnel complement, proposed addition of an attorney position to address increased work associated with heroin-related cases, and recent initiatives to increase the positive image of the County. She pointed out her office leads the commonwealth in prosecuting human trafficking cases. In response to questions from Mr. Thornton, Mrs. Taylor addressed the issues of office morale and ethnic diversity. She explained for Mr. Branin the responsibilities of a new attorney position in the proposed budget for her office.

The legislative budget reviews continued with the following community development agency presentation:

- 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 and Ms. Graham, and County Planner Seth Humphries, who was providing technology assistance. He narrated a slide presentation that highlighted his department’s caseload, the County’s development activity and population projections, and special projects that his department is undertaking. Mr. Emerson responded to questions from the Board during and following his presentation. There was discussion by Mrs. O’Bannon and Mr. Emerson regarding information that is currently posted on the department’s website. Mr. Thornton asked for assurances that citizens as well as developers will have the opportunity to provide input during the process to update the County’s zoning and subdivision ordinances.

The Board recessed at 1:52 p.m. and reconvened at 2:01 p.m.

The legislative budget reviews continued with the following community development agency presentations:

- Building Inspections – Gregory H. Revels, Building Official, and Bolman H. Bowles, Deputy Building Official

Mr. Revels narrated a slide presentation on his department’s FY18 budget, which began with bar graphs and tables highlighting permit activity in his office, significant commercial projects occurring in the County, and new single-family dwelling facts. He also provided data on his department’s June 2016 storm damage assessments, existing structure cases and inspections, existing structure focus areas, and budgetary allocations for new construction as compared to existing structures. He responded to

questions from the Board. Mr. Branin congratulated the department on its excellent customer service. Mr. Hinson pointed out the County's development agencies do a tremendous job of coordinating their efforts. He asked that they work together to devise an accurate method for projecting future development activity rather than simply reporting past activity.

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

Mr. Hinson provided the Board with a history of the County's Permit Centers, an effort that was championed by former Brookland District Supervisor Richard Glover. Mr. Tyson introduced Mr. Pennock, Ms. Thibault, and Brett Hinson, who was providing technology assistance. Mr. Tyson narrated a presentation on his department's budget. During his presentation, he reviewed performance measure inquiries, departmental activities and work plan, and proposed changes to major budget categories. Mr. Tyson introduced a student from the Planning and Public Policy class he teaches at Virginia Commonwealth University (VCU) who was serving the final day of an internship with the County's Planning Department. He responded to a question from Mr. Thornton concerning his adjunct faculty position at VCU.

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

Mr. Strickler introduced the members of his staff who were at the table and in the audience. He narrated a slide presentation on the highlights, accomplishments, and budget for his 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. He also reviewed two 2016 NACo achievement awards his department received, the Laburnum Gateway/Highland Springs revitalization initiative, and proposed changes in the major categories of his department's budget. Mr. Sacks responded to a question from Mr. Hinson pertaining to the number of jobs that have been created because of the County's enterprise zones. He played a video spotlighting the Laburnum Gateway/Highland Springs revitalization initiative. Mr. Hinson provided the Board with a history and the merits of the County's community revitalization department and program, which Mr. Glover helped get started by offering a neighborhood in his district as the first target area for revitalization.

- Economic Development – Gary McLaren, Executive Director; joined by Wendy Miller, Office Administrator

Mr. McLaren introduced Mrs. Miller and distributed two brochures published by the Economic Development Authority, one that profiled the County's enterprise zone program and another profiling Henrico's business climate, workforce, education system, and quality of life. He narrated a slide presentation containing charts and graphs with statistical data. During his presentation, Mr. McLaren addressed labor force unemployment rates, major business announcements, regional economic development quadrants, office and industrial building vacancy rates, marketing initiatives, two

electronic newsletters, the office's travel schedule, and proposed changes to major budget categories. He responded to questions from Mr. Nelson and Mrs. O'Bannon regarding recent business expansions in Henrico. Mr. Vithoukas advised the Board that the County is still looking for an appropriate business prospect to acquire the former Best Products headquarters, which is currently owned by the County.

The Board recessed at 3:18 p.m. and reconvened at 3:27 p.m.

The legislative budget reviews continued with the following presentation:

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

Mr. Vithoukas reviewed funding requests from outside agencies and organizations and funding levels recommended by staff. He noted staff was recommending a donation for the first time to Crossover Ministries and an increase in the County's annual donation to Henricus Foundation, which will continue to match the level donated by Chesterfield County. Mr. Vithoukas explained for Mr. Nelson the mission of the James River Advisory Council. Mr. Thornton raised the possibility of the County donating to several African-American cemeteries in Henrico County that have not been adequately maintained. Mr. Vithoukas and Mr. Foster provided the Board with a status report on efforts to create a 501(c)(3) organization to maintain the cemeteries, with possible support from the state. They noted Mr. Thornton brought the plight of the cemeteries to the attention of the County Manager's Office, which has been working with the Sheriff's Office, Superintendent of Schools, and Department of Public Utilities to perform some maintenance with the help of community volunteers. Mr. Vithoukas suggested he can possibly transfer \$5,000 to \$10,000 from his reserve fund during the upcoming year towards this project. Mr. Thornton acknowledged the cemeteries are privately owned and expressed gratitude to Mr. Vithoukas and Mr. Foster for working on a plan to prevent their desecration. Mr. Silber commented on how the County is reaching out to community organizations for assistance. Mrs. O'Bannon pointed out the County reduces the costs of general government services by donating to outside non-profit and charitable organizations. In response to a question from Mr. Hinson, Mr. Vithoukas offered further background information on Henrico Community Partners. Mr. Thornton suggested the County look for creative ways to show the public what the County does in the way of non-departmental funding to help the community.

Mr. Vithoukas discussed the schedule for the following day. He expressed dismay the Richmond Times-Dispatch failed to provide press coverage of a special meeting and public forum that the Board held on March 18 to discuss fair and equitable treatment of all citizens.

The Board adjourned for the day at 3:53 p.m. and reconvened at 12:07 p.m. on Tuesday, March 21, 2017.

Members of the Board Present:

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

Other Officials Present:

John A. Vithoukias, County Manager
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Brandon M. Harvey, Budget Analyst
Marielle P. McFarland, Budget Analyst

Mrs. O'Bannon thanked everyone for their time and effort on the budget.

The legislative budget reviews continued with the following community services agency presentation:

- Children's Services Act – Ty F. Parr, Coordinator; joined by Hugh V. Field, Fiscal Agent

Mr. Parr narrated a slide presentation on the Children's Services Act (CSA) FY18 proposed budget. He began the presentation by reviewing office staffing, the CSA's legislative history and mission, and case study expenditures. Mr. Parr played an audio recording offering a parent's perspective of a Family Assessment and Planning Team (FAPT) meeting. He continued his presentation by highlighting CSA case study outcomes. At Mr. Vithoukias' request, Mr. Field and Mr. Crawford discussed the growth in the County's CSA budget. Mr. Parr concluded his presentation by identifying CSA challenges and actions. There was extended discussion by the Board, Mr. Vithoukias, Mr. Rapisarda, Mr. Parr, and Mr. Hinton pertaining to escalating CSA costs statewide; the role of the FAPT, Henrico County Public Schools (HCPS), and special education advocates in making CSA referrals; and program demographics. Mr. Nelson asked staff to provide the demographic breakdown of youth served by CSA in total and for youth served in private day placement. Mr. Vithoukias advised he and Mr. Rapisarda are working on a memorandum to the Board that elaborates on the role of special education advocates. Audrey Burges, Assistant County Attorney for HCPS, pointed out there are no legal requirements or regulations in Virginia relating to advocates. Mr. Rapisarda emphasized the complexity of federal laws mandating CSA services, which makes it difficult for localities to control costs. Mr. Hinton and Mr. Parr distributed a copy of a slide presentation that will be made at the March 23 State Executive Council meeting titled *Local CSA Funding Options for IEP-Required Special Education Services*. Mr. Vithoukias alerted the Board that staff is working with HCPS to bifurcate the CSA budget between general government and HCPS to ensure HCPS assumes greater responsibility for the local resources needed to fund the program. There was further

discussion by Mrs. O'Bannon, Mr. Vithoukas, Mr. Hinton, and Mr. Parr relating to private providers of services and whether they are driving up demand and influencing legislative actions. Mr. Vithoukas suggested CSA issues and concerns can be the topic of a future Board work session.

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

The legislative budget reviews continued with the following education agency presentation:

- Schools – Patrick C. Kinlaw, Superintendent; joined by Beverly L. Cocke, School Board Chair; Roscoe D. Cooper, III, School Board Vice Chair; Michelle F. “Micky” Ogburn, School Board Member, Three Chopt District; Lisa A. Marshall, School Board Member, Tuckahoe District; John W. Montgomery, Jr., School Board Member, Varina District; and Albert M. Ciarochi, Assistant Superintendent for Operations

Mrs. Cocke introduced herself, the School Board members, Dr. Kinlaw, and Mr. Ciarochi. Dr. Kinlaw introduced other members of his staff who were in the audience. Mrs. Cocke offered opening remarks and thanked the Board and County staff for collaborating on the budget. She recognized Dr. Kinlaw, who expressed appreciation to Mr. Vithoukas and his staff for helping Baker Elementary School reopen quickly after the recent fire.

Dr. Kinlaw narrated the first portion of a slide presentation. He reviewed school-based areas of focus for 2016-17, sustained progress with discipline and reducing the number of out-of-school suspensions, and student diversity. Bill Bowen, Assistant Superintendent for Finance and Administration, continued the presentation by reviewing the HCPS budget process and enrollment trends and data. There was extended discussion by members of the Board of Supervisors, Mr. Bowen, Mrs. Cocke, Mr. Montgomery, Mr. Vithoukas, and Dr. Kinlaw regarding FY17 HCPS enrollment projections that overestimated average daily membership and resulted in a budget shortfall.

Mr. Bowen resumed the presentation by reviewing HCPS' general fund revenue targets and sources and expenditure changes for FY18. He and Mr. Ciarochi responded to questions from Mrs. O'Bannon and Mr. Branin pertaining to graduation expenses. Mr. Bowen continued his presentation by reviewing expenses for the Achievable Dream Academy that will open at Highland Springs Elementary School in July 2017, five-year general fund expenditure and budget changes, 10-year elementary and secondary class size changes, special revenue fund summaries, school highlights in the County Manager's proposed budget, future challenges and bond referendum projects, meals tax projects, and general capital projects. He concluded his presentation by noting how HCPS is moving forward and identifying next steps in the HCPS budget process.

Following Mr. Bowen's presentation, he and Assistant Superintendent for Instructional Support Nyah Hamlett responded to questions from Mrs. O'Bannon concerning the placement of students with an Individualized Education Plan (IEP). Mr. Ciarochi responded to questions from Mrs. O'Bannon relating to the status of electrical systems in older schools. Mr. Hinson suggested that replacing school facilities may sometimes be less expensive than renovating them. Mrs. Cocke and Dr. Kinlaw responded to concerns expressed by Mr. Branin and Mr. Nelson regarding the replacement of school

supplies at Baker Elementary School in the aftermath of the fire. Dr. Kinlaw and Mrs. Ogburn responded to concerns voiced by Mr. Nelson pertaining to Standards of Learning (SOL) scores at schools in the Fairfield and Varina Districts. Mr. Nelson asked the school administration to provide statistics showing the percentage of students at each school who receive free or reduced-price lunches. Mr. Thornton suggested there needs to be more parenting programs in the schools and schools need to be more welcoming of the County's increasingly diverse student population. He asked the school administration to provide a breakdown of the ethnicity of the student population by school. Dr. Kinlaw responded to questions from Mrs. O'Bannon and Mr. Thornton concerning teacher recruitment. Mrs. O'Bannon asked the school administration to provide HCPS's pupil/teacher ratio and average class size for each school and to provide the breakdown of SOL scores for each school. Dr. Kinlaw responded to questions from Mr. Thornton relating to teacher morale. Mr. Nelson and Mr. Cooper discussed how the location of housing and socioeconomic segregation affects school performance. Dr. Kinlaw responded to questions from and comments by Mr. Hinson regarding the number of Henrico students who are homeless. Mr. Ciarochi responded to questions from Mr. Branin pertaining to equipping school buses with seat belts. Mr. Branin asked the school administration to provide the cost of buses with seatbelts and the cost to retrofit buses with seatbelts. Dr. Kinlaw and Mr. Vithoukas responded to comments by Mrs. O'Bannon concerning the need to inform parents and the public about increasing CSA costs. Mr. Nelson asked the school administration to provide a list of meals tax projects by district. Mrs. Ogburn commented on the progress of renovations at Tuckahoe Middle School. Mr. Hinson asked Mr. Vithoukas and Dr. Kinlaw to have HCPS work more closely with the County's Department of Planning in developing school enrollment projections.

The Board recessed at 3:23 p.m. and reconvened at 3:41 p.m.

The legislative budget reviews continued with the following community services agency presentations:

- Community Corrections – Gary A. Hughes, Director; joined by Christopher Jacobs, Probation Services Supervisor, and Laura L. Siegfried, Pretrial Services Supervisor

Mr. Hughes narrated a slide presentation titled *Renew & Reinvest: Recognizing Excellence in Community Supervision*. He began his presentation by explaining the responsibilities of the Community Corrections Program's pretrial and probation officers and highlighting major revenue sources and expenditure categories for the agency's FY18 budget. Ms. Siegfried continued the presentation with background information and statistics regarding pretrial supervision. Mr. Hughes responded to questions from Mrs. O'Bannon concerning the impact of opiate addiction on caseloads. Mr. Jacobs presented slides addressing probation supervision. Mr. Hughes concluded the presentation by highlighting the program's partnerships with other County agencies and explaining how it is renewing its ability to provide quality community supervision and maximizing opportunities to obtain additional resources to protect the public while aiding in rehabilitation. He and Mr. Vithoukas responded to questions from the Board pertaining to the program's state funding formula. Mr. Thornton asked staff to provide the Board with a breakdown of the ethnicity of participants in the program's pretrial and probation supervision.

- Juvenile Detention/VJCCCA (Probation and Detention) – Edward O. Martin, Assistant Superintendent (Henrico); joined by Jerry Jackson, Assistant Superintendent (Henrico), and Debra A. Nedervelt, Coordinator

Mr. Martin noted the recent passing of Superintendent Mike Bingham. He reviewed highlights and performance measures regarding Juvenile Detention’s budget for the Virginia Juvenile Community Crime Control Act (VJCCCA). Mr. Martin responded to a question from Mrs. O’Bannon regarding the prevalence of ankle bracelets for monitoring outreach participants.

Mr. Martin reviewed budget highlights and service trends for the Henrico Juvenile Detention Home. He advised the Board that the state is closing all its juvenile detention facilities except for the Bon Air location. He responded to questions from the Board pertaining to food and meal costs, average daily facility population, and the age range of residents.

- JRJDC – Michael D. Martin, Superintendent (James River); joined by Ryan Stevens, and Sandra Martin, Assistant Superintendents (James River)

Mrs. O’Bannon suggested the Board take a bus trip to the regional James River Juvenile Detention Commission (JRJDC) facility in Powhatan County. Mr. Martin introduced his staff at the table and in the audience. He provided a brief overview of the commission’s budget, shared statistics, and discussed the commission’s re-entry program. He responded to questions from Mrs. O’Bannon concerning the re-entry program. Mr. Martin reviewed performance measures and shared several success stories of former residents. He referred to savings the commission has achieved through new lighting at the facility and gave examples of challenges faced by his staff. Mr. Martin responded to questions from Mrs. O’Bannon relating to the increased use of opiates by juvenile offenders, and the age range and average length of stay of residents. He concluded his presentation by pointing out how community-based efforts have affected the resident population at his facility.

The legislative budget reviews continued with the following administrative agency presentation:

- Finance – Eugene H. Walter, Director

Mr. Walter responded to a question from Mrs. O’Bannon regarding participation in the County’s Real Estate Advantage Program (REAP).

Mr. Vithoulkas distributed copies of staff’s written responses to questions requiring research and asked by the Board during the previous day’s sessions. He reviewed the questions and responses. Mr. Vithoulkas briefly reviewed the schedule of legislative budget reviews for the following day. He advised the Board that Kim Sicola, History Programs Recreation Manager for the Division of Recreation and Parks, was currently in France representing Henrico County.

The Board adjourned for the day at 4:29 p.m. and reconvened at 9:09 a.m. on Wednesday, March 22, 2017.

Members of the Board Present:

Patricia S. O'Bannon, Chairman, Tuckahoe District
Frank J. Thornton, Vice Chairman, Fairfield District
Thomas M. Branin, Three Chopt District
Harvey L. Hinson, Brookland District
Tyrone E. Nelson, Varina District (*departed at 2:30 p.m.*)

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Brandon M. Harvey, Budget Analyst
Marielle P. McFarland, Budget Analyst

The legislative budget reviews continued with the following public safety agency presentation:

- Police/Metro Aviation/Wireless E-911 – Humberto Cardounel, Chief; joined by Maj. Carl A. Mueller, Assistant Chief for Support Operations, and Kathryn A. Sobczak, Controller

Chief Cardounel introduced approximately three dozen members of his staff who were in the audience and thanked them for their support and commitment. He narrated a slide presentation on the division's proposed FY18 budget. Chief Cardounel began his presentation by addressing budget highlights, growth in the personnel complement triggered by a 50-officer deployment plan, career development programs, decision-making authority, efficiencies, the division's TRI-ARC accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA), traffic safety achievements, the Help Eliminate Auto Theft (HEAT) program, and recruiting. He introduced the following members of his recruiting team: Sgt. Matthew Pecka, Ofc. Kathryn Alter, and Ofc. Jerame Carrigan. Sergeant Pecka elaborated on the division's efforts to diversify its staff. Chief Cardounel resumed his presentation and reviewed the Crisis Intervention Team and fair and impartial policing, including the lifecycle for body-worn cameras. He responded to questions from Mrs. O'Bannon concerning body-worn camera technology. Chief Cardounel concluded his presentation by highlighting statistical trends during the past four decades in crimes per 1,000 residents and emphasizing the importance of engagement and responsibility.

Chief Cardounel and Major Mueller responded to questions from Mr. Nelson relating to recruitment and the demographic profile of the division. He expressed concern that nearly 50 percent of Henrico's residents are minorities but only five percent of the County's police officers are minorities. Mr. Nelson and Mr. Branin asked staff to provide with information showing the trend over the past five years of the percentage of Henrico police officers who are minorities. There was extended discussion by the Board, Chief Cardounel, Major Mueller, Sergeant Pecka, and Officer Alter regarding the division's minority recruitment efforts and challenges. Mr. Nelson asked staff to provide a comparison of the police hiring standards for the City of Richmond and the Counties of Chesterfield, Hanover, and Henrico.

Chief Cardounel and Major Muller responded to questions from Mrs. O'Bannon regarding drug detection dogs, cyber-crimes, and language barriers. Chief Cardounel responded to questions from Mr. Hinson pertaining to community policing and the division's relationship with high school ROTC programs. He responded to questions from Mr. Thornton concerning recruitment applications and summer internships for students. Chief Cardounel and Colonel Middleton updated the Board on the status of the regional public safety radio system project in response to questions from Mrs. O'Bannon. Chief Cardounel responded to a question from Mr. Branin pertaining to the division's staffing. Mrs. O'Bannon expressed appreciation to all the Police Division representatives who were in attendance. Chief Cardounel commented on the division's close partnership with the Division of Fire and other County agencies.

The Board recessed at 10:23 a.m. and reconvened at 10:40 a.m.

The legislative budget reviews continued with the following public safety agency presentation:

- Fire/EMS/Emergency Services – Anthony E. McDowell, Chief; joined by Krystal S. Adebayo, Controller

Chief McDowell introduced several members of his staff who were in the audience. He narrated a slide presentation on the division's proposed FY18 budget. Chief McDowell began his presentation by addressing the division's internal budget process, budget highlights and departmental highlights, incident data, and structure fires. He and Mr. Silber responded to questions from the Board regarding code requirements for firewalls at apartment complexes and sprinkler systems in schools. In response to questions from Mr. Nelson, District Fire Chief Eugene "Cricket" Gerald elaborated on the recent fire incident at Baker Elementary School. There was discussion by the Board, District Chief Gerald, and Chief McDowell concerning roof construction and fire safety concerns at Henrico's older public schools. Mr. Nelson thanked District Chief Gerald and his crew for their response to the Baker Elementary School fire and hard work on the scene of the incident. Chief McDowell resumed his presentation and reviewed the division's emergency medical care services, community risk reduction and outreach events, and specialty teams and shops. He responded to comments from Mr. Vithoukias and a question from Mrs. O'Bannon relating to the permitting process for events that feature fireworks. Chief McDowell continued his presentation by reviewing the division's specialty teams and shops and recruitment process. Mr. Nelson complimented the division on its success in hiring more minority firefighters since overhauling its recruitment process in 2014. Chief McDowell then discussed budget highlights and operation costs per capita. He and Mr. Vithoukias responded to questions from Mr.

Branin and Mrs. O'Bannon concerning the division's policy of not charging residents for EMS transports.

Chief McDowell concluded his presentation by addressing the division's successful partnerships with other County agencies and profiling a day in the life of a firefighter. Mr. Thornton thanked Chief McDowell and his staff for working to make the division's staff more inclusive and for taking an innovative approach towards the renaming of fire stations.

The Board recessed at 11:45 a.m. and reconvened at 11:52 a.m.

The legislative budget reviews continued with the following public safety/constitutional officer agency presentation:

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

Sheriff Wade narrated a slide presentation on the Sheriff Office's FY18 proposed budget. He began his presentation with a budget overview, including a breakdown of major operating costs, and clarified for Mr. Branin the inmate population and capacity for Jail West. Sheriff Wade continued his presentation by addressing his office's personnel complement and contract renewals for 2017, and unclaimed body expenses. There was discussion between Mrs. O'Bannon and Sheriff Wade concerning the services provided by the Sheriff's Office for unclaimed bodies. Sheriff Wade next addressed data regarding facility operations at Jail East and Jail West, the Prison Rape Elimination Act, the role of secure pass body scanners in the confiscation of contraband, inmate medical and pharmacy costs, mental health expenses, detox protocol statistics, Opiate Recovery by Intensive Tracking (ORBIT), cost saving initiatives for inmate healthcare, and future collaborations with Virginia Commonwealth University's (VCU) Medical College of Virginia (MCV).

In response to a question from Mrs. O'Bannon, Colonel Gregory elaborated on MCV's future development of a tele-medicine program for orthopedics. Sheriff Wade concluded his presentation and highlighted his office's Student Summer Basic Academy and community workforce initiative that has enabled the County and HCPS to achieve costs savings for lawn care, window cleaning, and painting services. He responded to questions from Mr. Branin relating to the advantages and risks of a community weekend center. Sheriff Wade asked his staff who were in the audience to introduce themselves.

The Board recessed for lunch at 12:26 p.m. and reconvened at 12:37 p.m.

The legislative budget reviews continued with the following presentation:

- Heroin Taskforce Hearing – Susan Fischer Davis, Director of Health, and Laura S. Totty, Director of Mental Health & Developmental Services

Ms. Totty introduced the members of the Henrico Heroin Taskforce. Dr. Fischer Davis narrated the first portion of a slide presentation titled *The Opioid Epidemic: Henrico County Response*. In providing an opioid overview, she explained various types of pharmaceutical and non-pharmaceutical opioids and graphs highlighting opioid

overdose death data in the United States and Henrico County. Ms. Totty continued the presentation by highlighting opioid data specific to Henrico and cases opened by the Commonwealth's Attorney during the first six months of 2016 involving arrest for possession of an opioid. In response to a question from Mrs. O'Bannon, Ms. Totty elaborated on the Henrico Heroin Task Force's outreach efforts. Dr. Fischer Davis resumed the presentation by reviewing the task force's membership, recommendations and actions, and community events related to the opioid epidemic. She spotlighted recent state and federal actions to address the opioid addiction crisis and explained state legislation (House Bill 2317) sponsored by Delegate John O'Bannon that allows the Virginia Commissioner of Health to establish and operate a comprehensive harm reduction program during a declared public health emergency. Dr. Fischer Davis concluded the presentation by identifying web links to resources addressing the opioid epidemic.

The Board congratulated and thanked the Task Force for all that they are doing to increase awareness and engage the community. Dr. Fischer Davis and Ms. Totty responded to questions from Mr. Branin and Mrs. O'Bannon concerning best practices that will help Henrico and other communities get ahead of the addiction cycle. Dr. Fischer Davis shared a story of a young mother in recovery who received treatment services through Henrico Area Mental Health & Developmental Services for opiate addiction. Mr. Thornton thanked her for leading a discussion on the opioid crisis at his most recent Fairfield District town meeting.

The Board recessed at 1:31 p.m. and reconvened at 1:38 p.m.

The legislative budget reviews continued with the following community services agency presentations:

- Social Services – Cynthia J. Steinhauser, Director; joined by Faye C. Owhin and Shawn M. Rozier, Assistant Directors, and Hugh V. Field, Senior Controller

Mrs. Steinhauser introduced the members of her staff who were at the table and in the audience. She narrated a slide presentation on her department's FY18 proposed budget. Mrs. Steinhauser began her presentation by identifying the key members of her staff and programs administered by the department's Services Division and Benefit Division. In response to questions from Mrs. O'Bannon, Mrs. Steinhauser provided background information on the Benefit Division's long-term care Medicaid program. Mrs. Steinhauser continued her presentation by reviewing the responsibilities of the Service Division's Child Protective Services (CPS) unit and state legislation that will take effect on July 1 and impact CPS. She responded to questions from Mr. Branin and Mrs. O'Bannon pertaining to the legislation. Mrs. Steinhauser continued her presentation by reviewing the responsibilities of the Service Division's and Benefit Division's programs and providing statistics on the persons served by these programs. She responded to questions from Mr. Nelson and Mrs. O'Bannon relating to the status of Medicaid considering discussions at the state and federal levels. Mrs. Steinhauser next presented data pertaining to the Temporary Assistance to Needy Families (TANF) program. There was discussion by Mr. Vithoulkas, Mrs. Steinhauser, Mrs. O'Bannon, Colonel Middleton, and Mr. Thornton concerning factors contributing to poverty and how poverty can be accurately tracked. Mrs. Steinhauser resumed her presentation by sharing a benefit program analysis and highlighting the responsibilities of the

department's Finance Division, Information Technology staff, and Customer Service Unit. She concluded her presentation by identifying departmental accomplishments in FY16, leadership initiatives in 2017 and beyond, and her department's financial impact on the County. In response to comments by Mr. Vithoukikas and a question from Mrs. O'Bannon, Mr. Romanello elaborated on the schedule to expand the department's offices at the Human Services Building into space that will be vacated by the Division of Recreation and Parks.

- 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

Mr. Vithoukikas pointed out the capital budget identifies funds for a new facility next to the Eastern Henrico Government Center that will allow Henrico Area Mental Health & Developmental Services (MH/DS) to move out of space it has leased since 1992. Ms. Totty introduced the members of her staff who were seated with her at the table. She narrated a slide presentation on the County Manager's recommended FY18 budget for her agency. Ms. Totty began the presentation by providing annual statistics on unduplicated consumers served, recent awards and grants, impactful projects in 2017, and priority programs and initiatives for health and wellness. She responded to questions from Mr. Branin concerning the status of state funding for "same day access" services and to questions from Mrs. O'Bannon regarding the connection between smoking and mental illnesses. Ms. Totty continued her presentation by explaining how the County's Crisis Intervention Team is improving public safety and elaborating on expanding access to services and community partnership and outreach efforts. Mrs. O'Bannon and Mr. Branin asked staff to provide the Board with the number of suicide attempts and suicides in Henrico. Ms. Totty showed a suicide awareness flyer that is being distributed on GRTC Transit Service buses.

Ms. Totty resumed her presentation by documenting significant increases in opiate use among her agency's clients, highlighting a Department of Justice intellectual disability/developmental disability initiative, new electronic health record initiative, and the future environment for mental health and developmental services. In response to comments by Mr. Vithoukikas and a question from Mrs. O'Bannon, Ms. Totty elaborated on new federal regulations that will impact intellectual disability day and employment services. She concluded her presentation by explaining her agency's staff focus on leadership development, offering a revenue analysis by revenue source, and noting there is funding in the proposed budget to support 14 anticipated graduates in the agency's day support initiative. Ms. Totty responded to questions from Mrs. O'Bannon pertaining to the day support program and to questions from Mr. Branin relating to the agency's use of college interns. Ms. Totty, Ms. Shephard, and Mr. Vithoukikas responded to a question from Mrs. O'Bannon regarding long-term mentally ill services.

The Board recessed at 3:15 p.m. and reconvened at 3:25 p.m.

The legislative budget reviews continued with the following community services agency presentations:

CRWP – Brian K. Davis, Director

- Mr. Davis narrated a slide presentation on the Capital Region Workforce Partnership (CRWP) FY18 Henrico County budget submission. Mr. Davis explained what the agency does, the area and customers it serves, and Henrico's share of the regional budget. He also provided statistics on new customers enrolled during the past year, the volume of customers served, and successful job placements. Mr. Davis concluded his presentation by identifying initiatives that are on the horizon. In response to questions from Mr. Thornton, Mr. Davis elaborated on the agency's out-of-school youth programs. He responded to comments by and questions from Mrs. O'Bannon concerning the impact of family poverty on job placements and retention.
- Public Health – Dr. Susan Fischer Davis, Director; joined by Cecil (Charlie) Lintecum, Administrator, and Michael Callahan, Environmental Supervisor

Mr. Lintecum and Mr. Callahan introduced themselves to the Board. Dr. Fischer Davis narrated a slide presentation on the Henrico Health Department's FY18 budget request. During her presentation, she provided statistics about the department; reviewed the department's funding sources; identified statistical trends and factors relating to infant mortality; explained how the department's Women, Infants & Children (WIC) program helps reduce risk factors for infant mortality; offered statistics on WIC enrollment; and discussed future directions for maternal and child health services. In response to questions from Mr. Branin and comments by Mrs. O'Bannon, Dr. Fischer Davis expanded on the benefits of baby boxes in creating a safe sleeping environment for infants. Mr. Branin and Mr. Thornton asked Dr. Fischer Davis to work with the Department of Public Relations & Media Services on a public service announcement addressing sleep-related infant deaths.

Dr. Fischer Davis resumed her presentation by explaining statistics concerning refugee public health patients. She and Mr. Vithoukas responded to questions from Mr. Branin and comments by Mrs. O'Bannon and Mr. Hinson relating to refugee resettlement. Dr. Fisher Davis next provided environmental health statistics for permitted food establishments, onsite sewage disposal systems, and private wells. Mr. Callahan responded to questions from and comments by Mr. Hinson and Mrs. O'Bannon pertaining to state well and septic regulations. Dr. Fischer Davis concluded her presentation by spotlighting her department's participation in emergency preparedness and response initiatives.

Mrs. O'Bannon thanked everyone for their time and effort. Mr. Vithoukas reviewed the schedule of legislative budget reviews for the final day.

The Board adjourned for the day at 4:34 p.m. and reconvened at 9:05 a.m. on Thursday, March 23, 2017.

Members of the Board Present:

Patricia S. O'Bannon, Chairman, Tuckahoe District
Frank J. Thornton, Vice Chairman, Fairfield District
Thomas M. Branin, Three Chopt District
Harvey L. Hinson, Brookland District
Tyrone E. Nelson, Varina District (*departed at 10:03 a.m. and returned at 11:27 a.m.*)

Other Officials Present:

John A. Vithoukas, County Manager
Barry R. Lawrence, CMC, 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 Community Services
Anthony J. Romanello, Deputy County Manager for Administration
C. Michael Schnurman, Legislative Liaison
Eugene H. (Gene) Walter, Director of Finance
Justin D. Crawford, Management and Budget Division Director
Denise L. Sandlin, Budget Supervisor
Julian S. Parr, Senior Budget Analyst
Sharon Todd Van Gils, Senior Budget Analyst
Heather B. Cottrell, Budget Analyst
Brandon M. Harvey, Budget Analyst
Marielle P. McFarland, Budget Analyst

The legislative budget reviews continued with the following agency presentations:

- Electoral Board/Registrar – Mark J. Coakley, General Registrar; joined by Anne Marie Middlesworth, Deputy General Registrar; Alice F. Creighton, Vice Chair of the Electoral Board; and Cathy P. Woodson, Secretary of the Electoral Board

Mr. Coakley introduced Ms. Middlesworth, Ms. Creighton, and Ms. Woodson. Mr. Coakley noted the proposed budget for his department includes a new assistant registrar position to address an increase in workload arising from a rise in voter registration. He distributed a map showing the number of ballots cast for the presidential candidates in each Henrico precinct in the November 8, 2016, general election. Mr. Coakley also distributed a list of the total number of voters in each Henrico precinct as of March 1, 2017. He explained a proposed increase in his department's operating budget for a new poll worker management software program that will assist with the processing of poll worker appointments, training, and work duties. In response to questions from Mr. Thornton, Mr. Coakley updated the Board on his department's training efforts for staff and election officers and explained how student pages are currently being used to facilitate curbside voting for elderly and disabled voters. Mr. Thornton suggested the County needs to be more diligent in using the media to convey voting information to the public, especially minority residents. Mr. Coakley and Ms. Middlesworth responded to concerns expressed by Mrs. O'Bannon regarding the long lines voters experienced at some precincts in the presidential election. In response to questions from Mr. Nelson, Mr. Vithoukas advised the Board that he will be meeting

with Mr. Coakley to discuss an alternate voting location for the Baker Elementary School precinct considering the recent fire damage to the school.

Mr. Vithoulkas announced to the Board that he and a Varina Area Library employee have been invited to appear on a Hispanic radio station.

- Human Resources/Employee Benefits/Risk Management – Paula G. Reid, Director; joined by Rebecca L. Simulcik, Assistant Director; and Sharon N. Wilson, Business Supervisor

Mrs. Reid and Ms. Simulcik responded to questions from Mrs. O'Bannon pertaining to the screening of applicants in the first step of the hiring process. Mrs. Reid introduced the members of her staff who were at the table and in the audience. She provided an oral presentation on the proposed budget for the Department of Human Resources. Mrs. Reid began her presentation by talking about the department's focus on communication, collaboration, and credibility; highlighting the way the department supports the workforce and the community; and referring to several employee development programs. There was discussion among Mr. Branin, Mrs. Reid, Mr. Vithoulkas, and Mrs. O'Bannon relating to the feasibility of the County offering long-term care insurance to its employees. Mr. Vithoulkas stated that staff will report back to the Board on this issue prior to September 2017. Mr. Nelson asked staff to provide the Board with a demographic profile of the County's workforce. In response to a request by Mr. Branin, Mrs. Reid noted she was asked by Mr. Vithoulkas to draft a letter to the Board advising that the Lee-Jackson Day County holiday will be discontinued and replaced with a holiday on President's Day. Mr. Vithoulkas clarified this is an issue of economics and the change can be made administratively without Board action.

Mrs. Reid briefly touched on employee benefits and Julia Sleeman, Benefits Manager, responded to a question from Mr. Hinson regarding the retirement supplement that was offered to employees several years ago. Mrs. Reid explained the responsibilities of the Risk Management Division and pointed out most of the division's budget is addressed through budget amendments. There was discussion by the Board, Mr. Vithoulkas, and Mr. Walter concerning the status of a new boat that is being acquired for the Division of Fire. In response to a question from Mr. Nelson, Mr. Vithoulkas referred to an upcoming budget amendment for the replacement of supplies at Baker Elementary School and explained the proper role of the Henrico Education Foundation in addressing this matter. Mrs. Reid explained the Other Post-Employment Benefits (OPEB) trust fund and related Government Accounting Standards Board (GASBY) requirements. Mr. Romanello responded to questions from Mrs. O'Bannon and he and Mr. Walter elaborated on the County's OPEB trust fund investments and performance. Mr. Vithoulkas thanked the Department of Human Resources staff for constantly thinking of new ways to engage County employees.

The Board recessed at 10:03 a.m. and reconvened at 10:10 a.m.

The legislative budget reviews continued with the following administrative agency presentations:

- Public Library – Gerald M. McKenna, Director; joined by Barbara F. Weedman, Assistant Director; John C. Gentry, Controller; and Kara B. Rothman, Tuckahoe Area Library Manager

Mr. McKenna introduced the members of his staff who were at the table and in the audience. Ms. Weedman narrated a slide presentation on the Public Library's FY18 budget proposal. She began by reviewing the major components of the department's budget and library locations and services. In response to questions from Mrs. O'Bannon, Ms. Weedman elaborated on Hoopla, a library service that gives patrons the option to checkout and watch movies and television shows; listen to full music albums and audiobooks; and read eBooks, comic books and graphic novels on a computer, smartphone, and tablet. Mr. Vithoukas suggested this as a topic at one of Mrs. O'Bannon's future town meetings. Ms. Weedman resumed her presentation and provided public library statistical data for the previous year; photos profiling library facilities, services, and events; statistics documenting Libbie Mill Library's first-year increases over the former Dumbarton Area Library and Varina Area Library's first six-month increases over the former Varina Branch Library; information on the future replacement of Fairfield Area Library; and an update on the department's career development plan that was implemented on July 1, 2016.

Ms. Weedman responded to concerns expressed by Mr. Branin relating to interactions of library front desk employees with the public. He asked that these employees receive a heightened level of training based on a couple of bad experiences he recently had at one of the library's branches. Ms. Weedman confirmed for Mrs. O'Bannon that these employees are receiving mental health first aid training. Ms. Weedman concluded her presentation by citing the library's mission. Mr. Vithoukas advised Mrs. O'Bannon that opening libraries on Sunday would have a fiscal impact that is equivalent to one cent on the County's real estate tax rate. Mr. Thornton agreed with Mr. Branin about the importance of customer service training for front desk employees to ensure the Henrico Way is not just a slogan. He expressed the hope that all the County's agency directors will check on a regular basis to see that these employees are being hospitable to the County's customers. Mr. Vithoukas asked Board members to let staff know if they encounter problems with front desk employees.

Mr. Vithoukas announced Mr. Nelson had to leave the meeting to tend to personal business but would be returning later in the morning.

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

Mr. Owdom introduced Mr. Bains and presented a slide presentation. He began by providing a summary of his department's budget and reviewing services, systems, locations, and devices supported by his department. He responded to questions from Mrs. O'Bannon regarding remote locations and surveillance cameras. Mr. Owdom continued his presentation by highlighting major projects that are happening in his department. Mr. Vithoukas noted HCPS and general government will be consolidating their data centers on the third floor of the Administration Building above the Board Room. Mr. Owdom also spotlighted an enterprise land management system, offsite Quality Technology Services (QTS) data backup site, unified Voice over Internet (VoIP)

phone system, movement to Comcast Metro-E/increased internet, outsourcing of enterprise printing, and E-911 system upgrade. Mrs. O'Bannon noted she serves on the NACo Resilient Counties Advisory Board, which has discussed the problem of localities losing data due to flooding. In response to a question from Mrs. O'Bannon, Mr. Owdom confirmed that his department has a full-time position devoted solely to cybersecurity and Mr. Vithoulkas has authorized a second position for this purpose. Mr. Owdom and Mr. Bains responded to questions from Mr. Thornton pertaining to the department's commitment to diversity and inclusion in its staffing. Mr. Thornton suggested the department take a more aggressive approach in this regard.

- Technology Replacement – Mr. Crawford; joined by Mr. Owdom and Mr. Bains

Mr. Crawford acknowledged the efforts of Mrs. Van Gils in putting together and tracking the budget for this fund in partnership with the Department of Information Technology. He explained the purpose and importance of this fund and how it is supported. Mr. Owdom and Mr. Bains elaborated on the process for disposing of equipment that is being replaced, in response to questions from Mr. Hinson and Mrs. O'Bannon.

Mr. Vithoulkas advised the Board of a serious accident on Interstate 64 near Airport Drive that resulted in one fatality and one serious injury.

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

Mrs. O'Bannon asked Mr. Neal to install softer lighting in the ladies' restrooms at the Administration Building. Mr. Neal narrated a slide presentation on the department's FY18 budget. He began the presentation by providing an overview of the department's divisions. Mr. Neal responded to questions from Mrs. O'Bannon pertaining to the recent fire at Baker Elementary School and the location of fire alarms at the school. Mr. Neal continued his presentation by reviewing the department's mission and values, explaining proposed increases in both the General Services and Central Automotive Maintenance (CAM) budgets, and offering budget highlights. Mr. Vithoulkas and Mr. Neal responded to questions from Mrs. O'Bannon concerning the proposed addition of temporary positions for security. Mr. Neal responded to questions from Mr. Branin relating to the department's recruitment of heavy equipment mechanics and the cost, design, and operation of its big truck wash. Mr. Neal continued his presentation with photos highlighting recently completed projects and ongoing facility refresh projects. There was extended discussion by the Board, Mr. Neal, and Mr. Vithoulkas of the renovation project for the third floor of the Courts Building.

Mr. Neal resumed his presentation by highlighting ongoing departmental and partnership projects. He and Mr. Vithoulkas responded to questions from the Board regarding the use of inmates for County projects. Mr. Branin suggested that County agencies look at expanding opportunities for inmate labor, which helps in rehabilitating inmates as well as saving the County money. Mr. Vithoulkas agreed to explore this with Sheriff Wade. Mr. Neal continued his presentation by reviewing several major accomplishments of his department. Larry Maready, Automotive Fleet Manager, and Mr. Vithoulkas responded to questions from Mr. Branin pertaining to the feasibility and costs of equipping school buses with seat belts. Mr. Neal concluded his presentation by identifying new initiatives that his department will be undertaking. In response to

questions from Mrs. O'Bannon and Mr. Hinton as well as a comment by Mr. Branin, Mr. Neal agreed to look at ways to offer more discounts to employees and make reasonable adjustments to the menu at Café 1611. Mr. Vithoukaskas pointed out Café 1611 already offers discounted meal prices to employees because it is being heavily subsidized by the Department of General Services. Mr. Neal and Mr. Walter responded to questions from Mr. Thornton concerning minority procurement and the status of the County's Small, Women-Owned, and Minority-Owned (SWaM) supplier diversity program, which now falls under the Department of Finance rather than the Department of General Services. Mr. Vithoukaskas pointed out Henrico's program continues to lead the state. He advised the Board that the County's Supplier Relations Manager who administers this program, Marvis Marshall, has announced her intention to retire.

The Board recessed for lunch at 12:05 p.m. and reconvened at 12:35 p.m.

The legislative reviews continued with the following agency presentation:

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

Mr. Luther introduced his staff who were seated at the table and in the audience and noted Kim Schott, Administrative Assistant, was operating the audiovisuals. He narrated a slide presentation on the department's FY18 proposed budget. Mr. Luther began his presentation by providing an overview of the Phase I plan for Greenwood Park, proposed changes in the department's personnel complement, and a snapshot of recent park openings. In response to questions from Mr. Nelson and Mrs. O'Bannon, and at the request of Mr. Vithoukaskas, Mr. Luther reviewed the full master plan for Greenwood Park. He discussed future opportunities for the park site and deed restrictions on the property. Mr. Luther continued his presentation by highlighting the economic impact of sports tourism and Phase I of Greenwood Park. He showed photographs of creative ways the department is engaging with the community. Mr. Luther distributed copies of a guide profiling Camp Henrico's 2017 summer camps. He next reviewed statistics documenting improvements in recreation programming effectiveness and talked about the process for gaining departmental accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA). Mr. Luther responded to questions from Mr. Nelson relating to plans for the development of Taylor Park and for sponsoring Civil War reenactments. He responded to questions from Mr. Branin regarding the County's annual Fourth of July event and the growth of pickle ball. Mr. Vithoukaskas and Mr. Foster responded to questions from Mr. Branin concerning the potential for establishing bicycle paths on former trolley tracks that run from Ashland to the City of Richmond. Mr. Nelson expressed an interest in putting a spray park at Dorey Park. Mr. Luther responded to a question from Mr. Hinson pertaining to plans for hosting a senior softball tournament that was formerly held in Manassas. He responded to questions from Mr. Nelson relating to the impact of year-around sports on athletic field availability. There was extended discussion by Mrs. O'Bannon, Mr. Vithoukaskas, and Mr. Luther regarding the demand for indoor courts and the feasibility of constructing a large indoor recreational facility that could also be used as a convocation center. Mr. Luther shared photos of his staff member, Ms. Sicola, in England meeting with British officials and dignitaries.

Mr. Luther concluded his presentation by addressing the Belmont Golf Course enterprise fund. Mr. Vithoukias announced that he will ask the Board to consider holding a retreat during the first quarter of 2018, at which time there will be discussions about the future of the golf course. Mr. Luther showed a video of work being done on the back nine holes of Belmont. He advised the Board that as of February 1 the pro shop is being operated by the department rather than a private contractor. This has resulted in better customer relationships. Mr. Luther showed a slide comparing the rates at Belmont with other public golf courses in the area. He noted the number of rounds of golf being played annually at Belmont is continuing to decline, consistent with national trends. There was discussion by the Board, Mr. Luther, and Mr. Vithoukias pertaining to Belmont operations and revenue challenges. Mr. Nelson stated he would like to see examples where localities have successfully transitioned publicly-owned courses to other uses.

The Board recessed at 1:29 p.m. and reconvened at 1:38 p.m.

The legislative budget reviews continued with the following community operations agency presentations:

- Agriculture and Home Extension – Kimberly H. Edmonds, Extension Agent; joined by Angela M. Wrigglesworth, Administrative Assistant

Ms. Edmonds narrated a slide presentation titled *Extending Knowledge, Improving Lives: Henrico Extension Office*. She began the presentation by reviewing Virginia Cooperative Extension's mission, statistics documenting how the Henrico Extension Office is reaching out to citizens, priority issues for the period 2014 to 2016, and the Municipal Separate Storm Sewer System (MS4) program plan outreach to Henrico residents. There was discussion by Mrs. O'Bannon, Mr. Foster, and Ms. Edmonds relating to the Extension Office's outreach efforts and nutrient management plans it has written for Henrico residents. Ms. Edmonds concluded her presentation by explaining the Henrico 4-H Youth Development Program, how Henrico Extension is serving the public schools, and programs it offers in nutrition and financial education.

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

In response to questions from and comments by Mrs. O'Bannon, Mr. Yob explained his department's Best Management Practices (BMP) inspection program. He advised there are 1,500 commercial, 100 residential, and 119 County-owned BMPs in Henrico. Mr. Yob introduced the members of his staff who were seated at the table and in the audience. He used photographs to profile several major projects, including the Creighton Road Bridge, Dominion Magnolia Farm Drive Operations Center, and Polykon Manufacturing Extension of Engineered Right-of-Way. Mr. Yob referred to an increase in state allocations in his department's budget and highlighted significant weather events that affected the budget. He responded to a question from Mrs. O'Bannon concerning the status of the County's leaf collection program. Mr. Yob also highlighted the startup of rapid mass transit and expansion of bus service in Henrico and showed photographs of the Hungary Creek Stream Restoration project. He, Transportation Development Division Director Todd Eure, and Mr. Foster responded to questions from Mr. Branin pertaining to several projects pending in the Three Chopt

District and the feasibility of doing more design-build projects under the Public-Private Transportation Act (PPTA). Mr. Branin impressed upon the Board and staff the importance of moving forward as quickly as possible with the Interstate 64/North Gayton Road interchange project. Mr. Eure responded to a question from Mr. Nelson regarding the Seven Pines GRTC route and responded to a question from Mrs. O'Bannon concerning the status of a pilot taxi service program for the elderly and disabled. Mr. Vithoukaskas noted the Board will receive more information on this service during a March 28 work session presentation by the Department of Public Works that will address Virginia transportation funding. Mr. Yob responded to a question from Mr. Branin relating to the timing of BMP inspections.

- Public Utilities/Solid Waste/Street Lighting – Arthur D. Petrini, Director; joined by Bentley B. Chan, Assistant Director, and Evelyn D. McGuire, Senior Controller

Mr. Petrini announced he will be retiring on June 30. He introduced the members of his staff who were at the table and in the audience. Mr. Petrini narrated a slide presentation on his department's proposed FY18 budget. He began his presentation by highlighting his department's accomplishments, identifying how the proposed budget will allow the department to maintain its current level of service, and providing a statistical overview of the County's current water and sewer system. Following a question by Mrs. O'Bannon, there was extended discussion among the Board, Mr. Petrini, Mr. Chan, Mr. Vithoukaskas, and Mr. Foster regarding how the County is communicating water line breaks to the public and the level of information that is being communicated. Mr. Nelson and Mr. Branin suggested the County take greater advantage of TWITTER to convey pertinent information about water line breaks. Mr. Chan assured them that the number of water line breaks has not increased but it may appear that way to the citizens because staff has been using the media more to notify them when breaks occur.

Mr. Petrini resumed his presentation by showing the number of miles of water pipe added to the County's utility system each decade since the 1930s and projecting the number of miles of water pipe that will need to be rehabilitated each decade during the next 80 years. He and Mr. Vithoukaskas responded to a question from Mrs. O'Bannon pertaining to infrastructure funding. Mr. Petrini next illustrated the number of miles of sewer pipe added to the County's utility system each decade since the 1930s and projected the number of miles of sewer pipe that will need to be rehabilitated each decade during the next 80 years. He then reviewed the proposed water and sewer enterprise fund for FY18, which includes a proposed five percent rate increase in water and sewer rates and residential connection fees. In response to questions from Mr. Branin and Mr. Hinson at Mr. Foster's request, Mr. Petrini provided the Board with a regional comparison of residential and commercial water and sewer connection fees. He concluded his presentation by highlighting revenues and expenses, including street lighting costs, in the proposed FY18 solid waste special revenue fund. Jon Clary, Solid Waste Division Director, and Mr. Vithoukaskas responded to a question from Mrs. O'Bannon pertaining to the County's expenditures for bulky waste collection. There was discussion by Mrs. O'Bannon, Mr. Vithoukaskas, and Mr. Petrini relating to a potential new street lighting district in Fairfield and future demand for street lighting in other areas of Henrico.

The Board recessed at 3:20 p.m. and reconvened at 3:31 p.m.

The legislative budget reviews concluded with the following presentation:

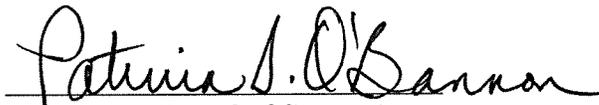
- Capital Projects – Mr. Vithoukas

Mr. Vithoukas thanked department heads for their efforts in preparing capital budget requests. He narrated a slide presentation on the FY18 proposed capital budget. Mr. Vithoukas began his presentation by reviewing public infrastructure requests for education, public utilities, public safety, recreation, libraries, public works, and other project requests. Mr. Petrini responded to a question from Mrs. O'Bannon regarding the proposed modification of a guardrail at the transfer station. Mr. Vithoukas continued his presentation by focusing on capital priorities for schools, recreation and parks, and mental health. In response to a question from Mr. Nelson, Mr. Vithoukas assured the Board that high school athletic directors are working with Mr. Luther to rank the order in which high school athletic fields will be upgraded throughout Henrico. Mr. Neal responded to a question from Mr. Branin concerning the lease on the current Mental Health & Developmental Services facility in eastern Henrico. Mr. Vithoukas continued his presentation by addressing capital priorities for public safety and roadways.

At Mr. Vithoukas' request, Mr. Yob updated the Board on a countywide engineering study. Mr. Vithoukas resumed his presentation by addressing stormwater requirements and priorities for building and site improvements, information technology, and public utilities. At his request, Mr. Petrini discussed a proposed \$58 million filter replacement project. Mr. Vithoukas next showed a pie chart illustrating components of the proposed capital budget. He noted the bond referendum addressed many needs in the community and the FY18 capital budget will continue to make strategic investments in the maintenance of the County's infrastructure. Mr. Vithoukas concluded his presentation by reviewing charts depicting current and proposed bonded debt, debt service, debt per capita, and gross debt as a percentage of assessed value.

Mr. Vithoukas thanked the County's budget staff, pointing out that this was the first budget Mr. Crawford has worked on as budget director. He remarked that department heads continue to bring forward a good product. The members of the Board each joined Mrs. O'Bannon in expressing appreciation to Mr. Vithoukas and the County staff for all they do.

There being no further business, the meeting was adjourned at 3:53 p.m.


Chairman, Board of Supervisors
Henrico County, Virginia