

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
March 15 – 18, 2021

The Henrico County Board of Supervisors convened a Special Meeting on Monday, March 15, 2021, at 9:00 a.m. at Henrico Training Center shared classrooms 2029/2030 located at 7701 E. Parham Road, Henrico, VA 23294.

Members of the Board Present:

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

Other Officials Present:

John A. Vithoulkas, County Manager
Tanya Brackett Harding, CMC, Assistant to the County Manager/Clerk to the Board
Monica Smith-Callahan, Deputy County Manager for Community Affairs
W. Brandon Hinton, Deputy County Manager for Administration
Anthony E. McDowell, Deputy County Manager for Public Safety
Cari Tretina, Assistant to the County Manager/Chief of Staff
Steven J. Yob, Deputy County Manager for Community Operations
Yvette D. George, Director of Human Resources
Meghan F. Coates, Director of Finance
Justin Crawford, Management & Budget Division Director
Kailyn Campbell, Budget Supervisor

Revenue Briefing

Meghan Coates, Director of Finance, presented the revenue briefing for FY 2021-22. Virginia is 85% back to normal since the beginning of the pandemic after a huge increase in layoffs and employees quitting their jobs. The residential real estate market is booming, and the commercial real estate market took a brunt of the COVID impact. Nonetheless, the County added \$363.7 million in new construction.

Virginia is seeing growth of about 1.7% in state revenues. The County's budget contains less revenue than what it expects to get from the state, and the County is not using federal stimulus funding to balance the budget. The County has received approximately \$64 million in stimulus funding, and Finance will report back once it gets guidance on allowable uses.

Expenditure Briefing

Brandon Hinton, Deputy County Manager for Administration, shared the expenditure briefing and the Manager's proposed budget for FY 2021-22. He reviewed Henrico's COVID response efforts, including increased teleworking by employees, virtual townhall meetings, distribution

of nearly 41,000 meals to students, establishment of an emergency rental assistance line and COVID-19 outreach call center, efforts to support local restaurants, and the mass vaccinations at Richmond Raceway. The County has approximately 450 vacant positions.

The proposed budget includes Schools funding to expand the ACE centers, complete the new Tucker and Highland Springs High Schools, do renovations at Adams Elementary School, and expand Holladay Elementary Schools. The proposed Schools budget also adds funds for 91.5 new positions, the Achievable Dream Academy, and school bus replacements.

The proposed Public Safety budget will restore funding for police vehicles and fire apparatus, and \$12.7 million has been allocated for the new Staples Mill Road fire station. There will be added funding for the Department of Public Works because of its increased number of projects. The budget for the Department of Public Utilities will include a rate increase of \$3.00 a month, and DPU is working on a new recycling contract and new bulky waste and community clean-up programs. The budget will restore funding for Recreation & Parks events and funding to move three positions in Recreations & Parks.

The Board recessed at 11:26 a.m. and reconvened at 11:42 a.m.

Highlights of Department Presentations

- County Manager and Board of Supervisors – Joyce Cooper, Administrative Assistant

Justin Crawford, Management & Budget Division Director, noted there is a 4.7% decrease in the County Manager's budget because of vacant positions and there is a 2.3% increase in the Board of Supervisors' budget for the County's financial audit.

Ms. Cooper noted that the budget includes advertising costs for County-wide events.

- Public Relations – Benjamin A. Sheppard, Director

Public Relations will begin pushing the public engagement survey discussed at the Board's January Retreat out in the spring. Mr. Sheppard discussed the increase in viewership for the County's online presence.

- County Attorney – J. T. (Tom) Tokarz, County Attorney, joined by Karen W. Grizzard, Business Supervisor

Upcoming tasks include adoption of new zoning and subdivision ordinances, decennial redistricting, design and construction of a proposed opioid recovery facility, and condemnations for road projects.

- Internal Audit – Vaughan G. Crawley, Director

The Internal Audit Office's budget will increase 17% because of the new compensation plan. Internal Audit is now auditing General Government and Schools and has identified 300 potential audits for General Government and 100 potential audits for Schools.

- *Real Property – Charles Marston, Director*

There is a 40% increase in the department's budget, mostly due to the new compensation plan. Unfortunately, there has been significant turnover in the office.

The Board recessed at 12:53 p.m. and reconvened at 1:11 p.m.

- *Circuit Court Services – The Honorable L. A. Harris, Jr., Chief Judge, joined by Donna M. Sandefur, Court Administrator*

One law clerk and one management technician has been added in the proposed budget. Judge Harris noted that Henrico was the first court in the state to reopen and restart jury trials after the beginning of the COVID pandemic.

- *Juvenile and Domestic Relations Court – The Honorable Margaret Deglau, Chief Judge*

Mr. Vithoukas noted he could not recommend a salary supplement for the court clerks because they are state employees.

- *Non-Departmental Projects – John Vithoukas*

Mr. Vithoukas directed the Board's attention to the list of requests and recommendation for donations to outside agencies and Henrico's share of funding for County-supported activities. Some agencies received funding and others did not, including entities that received funding last year but are not proposed to receive funding this year. Board members discussed funding for Safe Harbor, the YMCA, and the McShin Foundation.

- *General District Court – The Honorable John K. Honey, Chief Judge, joined by Barbara Shaw, Clerk*

Mr. Vithoukas stated there was a 2.5% personnel increase, and Judge Honey noted the salary increase has made a difference in reducing the turnover rate. Judge Honey stated the court will be starting a Mental Health docket.

- *Drug Court – Shelly Johnson, joined by Judge John Marshall with Sarah Perkins via Webex*

The Drug Court program has been in existence for 18 years, has 249 graduates, and 94% of drug screens in FY20 were negative. The proposed budget for FY22 is funded by a state grant, County funding, and supervision fees.

- *Community Corrections – Shelby Johnson, Director*

Community Corrections does work with the CHIRP program which provides short-term funding for recovery residences; the CAP program which is a community alternative program to keep a felony conviction off a participant's criminal record; and the volunteer programs at Woodland Cemetery and Saint Paul Baptist Church.

- Juvenile Detention – Ed Martin, Superintendent, joined by Jerry T. Jackson, Assistant Superintendent

The department budget has an 8.1% increase for the provision of educational services, medical services, and mental health services to offenders. During the past year, 653 individuals were admitted, the youngest being 12 years old.

- James River Juvenile Detention – Michael D. Martin, Superintendent, joined by Ryan Stevens, Assistant Superintendent, and Fay Lewis, Business Supervisor, via Webex

The facility had 365 intakes during the past year, and the average daily population is 30 with an average stay of 27 days. It offers family counseling, life skills, employment, crisis intervention, and behavior management.

- Commonwealth's Attorney's Office – Shannon Taylor, Commonwealth Attorney, joined by Julie Goolsby, Senior Business Supervisor, and Shelly Shuman-Johnson, Victim/Witness Director

The office has 33 of the 34 full-time positions filled and one part-time out of the five part-time positions filled. Ms. Taylor noted that 20% of her office staff consists of people of color, up from 13% when she took office.

- Victim/Witness Program – Shelly Shuman-Johnson, Director

The program worked with 5,588 new victims during the past year.

- Circuit Court Clerk – Heidi Barshinger, Clerk

The Clerk's Office remained open during the pandemic; installed drop boxes; encouraged e-recordings, e-access requests, and filings through the mail; and provided curbside assistance. In 2021, the office will have e-filing available for attorneys in civil cases.

The Board recessed at 3:44 p.m. and reconvened at 4:00 p.m.

- Finance – Meghan Coates, Director

The Finance Department maintained its efficiency despite an 11% vacancy rate; appointed new division directors in purchasing and real estate assessment; installed video monitors for walk-in traffic; and administered substantial CARES Act funding.

- Human Resources – Yvette George, Director

Human Resources has completed an analysis of employee classifications, worked on the County's pay plans, launched new harassment training, hired a diversity, equity and inclusion specialist, started a health coaching program, modified the flexible spending program, and modified procedures for new employees.

The Board adjourned for the day at 4:24 p.m. and reconvened at 1:06 p.m. on Tuesday, March 16, 2021.

Members of the Board Present:

Daniel J. Schmitt, Chairman, Brookland District
Patricia S. O'Bannon, Vice-Chairman, Tuckahoe District
Thomas M. Branin, Three Chopt District
Tyrone E. Nelson, Varina District
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The legislative budget reviews continued with the following presentations:

- Voter Registration & Elections – Mark Coakley, General Registrar, joined by Electoral Board members Cathy Woodson, Secretary, and Bob Shippee, Vice Chair

In the past election, 60% of the votes were by absentee ballot. The Board requested break-out information on the numbers for absentee and in-person voting in each district.

- Emergency Management & Workplace Safety – Jackson Baynard, Emergency Manager

The focus of Emergency Management was the County's response to COVID-19 with testing and vaccinations, but that effort has now equipped the County to deal with future needs.

- General Services & Central Automotive Maintenance – John Neal, Director, joined by Carrie Webster, Energy Manager

The highlights of General Services during the past year included facility cleaning for COVID-19, helping courts stay open, update activities in the Circuit Court, the new Police Evidence Storage building, new signage at the Eastern and Western Government Centers, and expansion of solar facilities.

Central Automotive Maintenance is working with Schools on purchases of new school buses to replace older units in the fleet and performing maintenance on solid waste refuse trucks.

- Information Technology – Travis Sparrow, Director

IT's accomplishments included expansion of employee telework capabilities, greater use of electronic signatures, more Microsoft Teams and Webex meetings, and greater transparency for the Police Division.

- Public Libraries – Barbara Weedman, Director, joined by Kara Rothman, Assistant Director

Libraries engaged residents during COVID with virtual programs such as EngAGE at Home, Henrico Reading challenges, and story times on Facebook Live. Libraries also created curbside pickups before starting to reopen buildings in June. *Library Journal* recognized Henrico Public Libraries as a five-star library service.

- Social Services – Ty Parr, Director

Jocelyn Dale, the Division Benefits Manager, reported that Social Services has had a 20% increase in SNAP applications in March, and Medicaid cases have also increased.

Dr. Leslie Hughes, Chief Learning Officer for Schools, discussed the increase in private placements under the Children's Services Act to provide therapeutic supports and applied behavior analysis for students requiring specialized services.

- Building Inspections – Greg Revels, Director; joined by Bolman Bowles, Assistant Director

Building Inspections remained busy because the pandemic did not stop construction in the County. Mr. Revels discussed the 2019 ordinance allowing the removal of derelict buildings and Building Inspections has identified 36 buildings that fall within the criteria. Sixteen have been demolished, seven have been repaired, and 13 cases are pending. Finally, Mr. Revels noted that his department is diligently working on the new IT customer service system.

- Department of Planning – Joe Emerson, Director; joined by Nancy Graham, Business Supervisor

Planning continued processing applications during the pandemic and the Planning Commission and Board of Zoning Appeals continued to meet without interruption. Major projects include development of the new zoning and subdivision ordinances and small area studies such as the Bridlewood subdivision future land use study, Glen Allen Small Area Plan, and the Mountain Road and Woodman Road area studies.

- Permit Center – Lee Tyson, Director

The Permit Center remained open throughout the pandemic, and staff participated in inter-departmental review of the new zoning and subdivision ordinances and implementation of a new system to replace the Tidemark data system.

- Community Revitalization – Eric Leabough, Director; joined by Paul Johnson, Community Maintenance Manager, and David Sacks, Community Development Manager

Mr. Leabough discussed the use of CARES Act funding to address homelessness and housing issues. Mr. Johnson discussed the work of the Community Maintenance Division and stated that proactive enforcement had been suspended because of the pandemic. Mr. Leabough updated the Board on improvement efforts at St. Luke Apartments, Newbridge Village, and Henrico Arms.

- Economic Development Authority – Anthony J. Romanello, Executive Director; joined by Kayla Coleman, Existing Business Administrator and Ashely Cobalt, Officer Administrator

Mr. Romanello reviewed strategic plan goals and the effect of the COVID-19 pandemic on County businesses. The County delayed tax payments without penalty and made numerous other efforts to support small businesses.

The Board recessed at 5:32 p.m. and reconvened on Wednesday, March 17, 2021, at 9:07 a.m.

Members of the Board Present:

Daniel J. Schmitt, Chairman, Brookland District
 Patricia S. O'Bannon, Vice-Chairman, Tuckahoe District
 Thomas M. Branin, Three Chopt District
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The legislative budget reviews continued with the following presentations:

Henrico County Public Schools – Henrico School Board – Michelle F. Ogburn, Chair; Marcie F. Shea, Vice Chair; Kristi B. Kinsella, Brookland District; Roscoe D. Cooper, Fairfield District; and Alicia S. Atkins, Varina District; joined by Dr. Amy Cashwell, School Superintendent

Mrs. Ogburn, Chair of the School Board, noted the School Board is effectively running two school systems, one for in-person learning and the other for online students.

Lenny Pritchard, Chief of Operations, stated Schools has 624 buses in the County fleet and use about 530 on a daily basis. Schools is starting to phase out the older buses and budget for newer buses. Dr. Cashwell discussed bus drivers and teacher vacancies, and she stated 42% of elementary school students, 30% of middle school students, and 23% of high school students have returned to in-person learning during the pandemic. She also indicated that the school division has shifted its focus to STEM training and channeled the former funding for the Math and Science Center into other areas. Board members also discussed school accreditation efforts, particularly in the eastern part of the County, and diversity efforts in hiring teachers.

The Board recessed at 11:09 a.m. and reconvened at 11:24 a.m.

- Capital Budget – Management & Budget Division Director, Justin Crawford

Much of the capital budget is dedicated to Schools. Notable capital projects include renovations at Adams Elementary School and the Highland Springs and Hermitage High School ACE Centers, planning and construction of Firehouse 23, construction of a stormwater basin at Firehouse 20, and land acquisition for the relocation of Firehouse 6 and a new recovery center. There is funding for completion of the Richmond Henrico Turnpike project, the installation of bicycle and pedestrian improvements, and the creation of dedicated reserve funds for transportation projects.

Mr. Crawford reviewed CIP projects and County needs looking 6 -10 years out and the possibility of a new bond referendum.

- Sheriff – Alisa Gregory – Sheriff, joined by Tyrone Montague, II, Undersheriff

Sheriff Gregory currently has 43 vacancies. There are 685 inmates at Jail West and 517 at Jail East. The jail vaccinated over 500 inmates and virtual visitation began at Jail West on March 10.

The Board recessed at 12:38 p.m. and reconvened at 12:44 p.m.

- Police Division – Eric English, Chief; joined by Lt. Colonel Linda Toney; Dawn Hardman, Controller; and Major Chris Eley

The Division has renewed its accreditation and has upgraded its technology with new laptops and phones. Chief English introduced Lt. Colonel Barbara West who was hired on January 14, 2021.

- Division of Fire – Alec Oughton, Chief; joined by Krystal Adebayo, Controller and David Morales, Technology Manager

Fire's proposed budget will increase 8.3%. Chief Oughton highlighted how the Division of Fire adjusted to COVID-19, including reductions in recruitments and shifting funds to address crucial needs.

- Recreation and Parks – Neil Luther, Director; joined by Karen Pauley, Recreation Services Division Director

The departmental budget will increase 16%, mostly due to the restoration of full capital funding. The past year saw record park usage, and sports activities for young athletes are increasing.

- Extension Office – Kim Edmonds, Extension Agent

Ms. Edmonds explained the Extension Office works with Virginia Tech and Virginia State University. It maintained its services during COVID-19, by offering over 25 virtual programs and was able to continue its Henrico 4-H Youth development programs.

- Mental Health & Developmental Services – Laura Totty, Director

Mrs. Totty stated 9,649 individuals have been served, 17% of them inmates. The department has experienced particular challenges with changes to its electronic reporting and billing system.

- Health Department – Dr. Melissa Viray, Deputy Director

Despite the pandemic, the Health Department has maintained core services and has hired a social worker to assist expectant mothers, identified doula grant programming, and hired two community health workers. The department will continue to roll out vaccinations, maintain core public health services, mitigate and diminish health disparities, seek to improve health outcomes despite the pandemic, and focus on continued efforts at St. Luke Apartments.

The Board recessed at 3:34 p.m. and reconvened on Thursday, March 18, 2021, at 9: 12 a.m.

Members of the Board Present:

Daniel J. Schmitt, Chairman, Brookland District
Patricia S. O'Bannon, Vice-Chairman, Tuckahoe District
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The legislative budget reviews continued with the following presentations:

- Department of Public Works – Terrell Hughes, Director; joined by Todd Eure, Assistant Director, Jamie Massie, Assistant Director and Danielle Bazemore, Senior Controller

The Public Works budget recommends additional staff because of an increase in the number of large projects. Recent rain events have caused massive erosion around some of our small creeks, and Public Works has been working to keep the sediment out of the Bay. Mr. Hughes highlighted projects for sidewalks, bus shelters, bike lanes, and trails.

Board members asked about maintenance of GRTC bus stops. Mr. Eure stated they are working with GRTC, particularly on maintenance of bus shelters and trash pickup.

Mr. Hughes highlighted his department's work on various projects such as a pond that damaged property each time it overflowed with trash and debris. Staff created a tool to collect the overflow trash and debris and greatly improved the situation. Mr. Hughes also discussed the amount of new funding coming from the new Central Virginia Transportation Authority, work on the Fall Line Trail, and upgrades to Church Road.

- Department of Public Utilities & Solid Waste – Bentley Chan, Director; joined by Evelyn McGuire, Senior Controller and Ed Overman, Manager of the Cobbs Creek project.

There is a recommendation for a water and sewer increase, but the County will still be the lowest in the area. During the pandemic, Public Utilities suspended disconnections and provided a relief program to assist residents needing help with payments.

Mr. Chan reported that there was a 20% increase in solid waste as a result of more people staying home during the pandemic. His department is proposing a \$3 increase on refuse collection with a July 2021 start date. Mr. Chan concluded his presentation with a brief discussion of street lighting.

- Capital Region Workforce – Brian Davis, Director

The Capital Region Workforce is a regional effort to be a connector between job seekers and employers who have job vacancies. The majority of funds come from the federal government. There was a brief shutdown on service because of the pandemic, but the centers reopened on July 6 with over 8,355 customers. The newest location that opened in March 2021 near Willow Lawn replaces the downtown location.

The Board recessed at 11:27 a.m. and reconvened at 11:48 a.m.

- Non-Departmental Funding

The Board discussed non-departmental funding for non-County groups, including the McShin Foundation and other recovery centers while the Board is moving toward the creation of a regional detox facility.

Cari Tretina, Chief of Staff, discussed action items arising during the budget discussions. There will be a priority list for infrastructure projects of the Department of Public Works and the Department of Public Utilities for potential federal and state funds. There will be discussions with state officials about reimbursement for County

activities that are state responsibilities such as housing state inmates in County jails. Staff will also work on continuing problems with abandoned shopping carts.

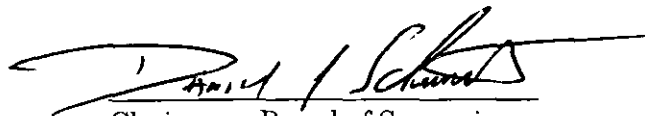
Monica Smith-Callahan discussed secured ballot boxes and satellite offices for future elections. The plan is to have secured ballot boxes in all five magisterial districts for the June 2021 primary, a satellite office for in-person absentee voting for the November 2021 election, and satellite locations in each magisterial district for the November 2024 general election.

The Board recessed at 12:46 p.m. and reconvened at 1:01 p.m.

- Zoning Ordinance – Ben Blankinship, Zoning Administrator; joined by Joe Emerson, Director of Planning; Tom Tokarz, County Attorney, and Andrew Newby, Deputy County Attorney

Mr. Emerson discussed the process for drafting and adopting new subdivision and zoning ordinances later in the year. After working with consultants over several years to prepare new drafts and holding several input meetings with stakeholders, Planning staff has reviewed the drafts with the County Attorney's Office and presented them to the Planning Commission in numerous work sessions. Mr. Blankinship outlined the major changes, including the introduction of form-based overlay districts and the use of numerous illustrations throughout the zoning ordinance. Staff members answered questions about the reasons for, and intended effects of, the changes. The staff's plan is to bring the proposed ordinances to the Board for further review and public comment review in public hearings in May and June in advance of adoption in June with an effective date in September 2021 in conjunction with a new standalone floodplain ordinance.

There being no further business, the meeting was adjourned at 4:35 p.m.

A handwritten signature in black ink, appearing to read "David J. Schmitt", written over a horizontal line.

Chairman, Board of Supervisors
Henrico County, Virginia