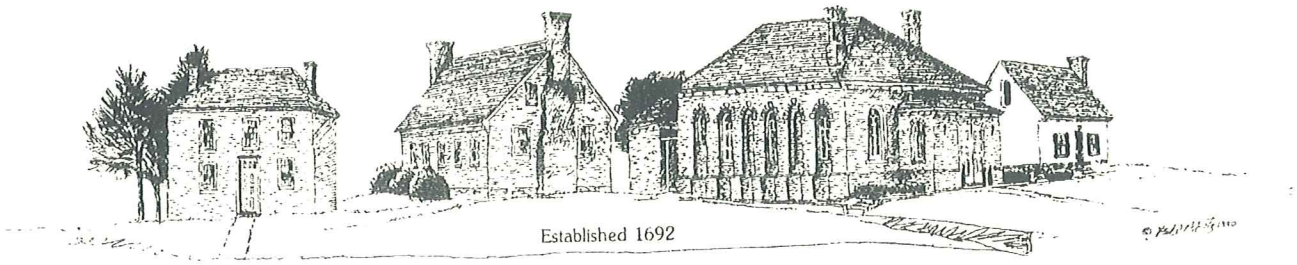


Richmond County Board of Supervisors

101 Court Circle P.O. Box 1000 Warsaw, Virginia 22572 (804) 333-3415 FAX (804) 333-3408 www.co.richmond.va.us

TO: Richmond County Board of Supervisors

FROM: R. Morgan Quicke, County Administrator RMQ

DATE: November 3, 2016

RE: November 10th Board of Supervisors Meeting

Dear Board Members:

Please find enclosed the information needed for the November 10th Board of Supervisors Meeting, set to begin at 9:00 A.M. in the County Public Meeting Room. There are no Public Hearings scheduled; therefore there will be no 7:00 P.M. meeting.

We have two individuals on the agenda to present to the Board, with the first being Devin Donovan of Warsaw and Boy Scout Troop 250, who is working on his Eagle Scout Project. The second is Kathy Clark of Northern Neck Soil and Water. She will be in attendance to discuss the recent successful Household Hazardous Waste day as well as our future events such as Tire Amnesty day which has been preliminarily scheduled for Saturday, May 13, 2017 from 7:30 A.M. – 2:00 P.M.

AGENDA ITEMS

OLD BUSINESS

EMS Building – RFP and Discussion

On October 26th, Chairman Sanders, Supervisor Thomas and I met with representatives from Perretz and Young to discuss the RFP in further detail. I was hoping to have the proposal in prior to packets going out, but I did not get them in time. I will provide you with them as soon as I receive them.

Board Appointments and Re-appointments – Planning Commission, BZA, IDA

The Planning Commission has five terms ending on December 31, 2016, and all five of these members are eligible for re-appointment if it is the pleasure of the Board. The new terms will run from January 1, 2017- December 31, 2020.

- District 1- Cassandra Jackson
- District 3- Jesse Clark
- District 3- Rick Cox
- District 4 John Lewis
- District 5 Glenn Bowen

The Board of Zoning Appeals has Mr. Louis Thompson's term ending on November 30, 2016. As we have discussed, Mr. Thompson is one of two BZA members from the 2nd District and the 4th District is currently without representation. This appointment will be a recommendation from Supervisor Pemberton, to be forwarded to the Circuit Court Judge for appointment.

The IDA has two terms ending on December 31, 2016, of which both are eligible for re-appointment if it is the pleasure of the Board. The new terms will also run from January 1, 2017 – December 31, 2020.

- District 1 – Deborah Bass
- District 3 - Bill Johns

NEW BUSINESS

EMS – Billing Rates

We have been notified that our billing rates for each tier of transport can increase by $50 per Medicare/Medicaid standards and our loaded mile charge can increase by $1 per mile, something I recommend we take advantage of. Our current rates are:

- BLS - $450
- ALS 1- $550
- ALS 2- $650

- $13 per loaded mile

The proposed new rates:

- BLS - $500
- ALS 1- $600
- ALS 2- $700

- $14 per loaded mile

Currently we budget $305,000 each year for revenue from EMS billing, which covers about 38% of the costs of operating the EMS department. The other $495,000, or 62%, comes from General Fund Dollars. By increasing our rates up to the maximum allowable charge, I estimate based on current call volume an annual billable increase of $55,000. This number is derived from an average of 73 transports per month and an average of 950 loaded miles per month. Please realize

the difference between billable and collectable. At a 62% collection rate, it could mean additional annual revenue of $30,000.

Our current rates have been in effect since the formation of the EMS Billing Authority through the PDC, which dates back to 2011.

This potential increase of revenue could help offset the increased costs of continuing to run the department for the benefit of the County, specifically the increase we are seeing in the costs of new Medic Units. Our last Medic was bought in September 2012, and currently sits at 85,000 miles. We budget and plan for a new Medic to be purchased every five years, which puts us buying a new one next summer. The cost of the unit purchased in 2012 was $140,000 and preliminary numbers are showing that our next unit will be in the neighborhood of $200,000.

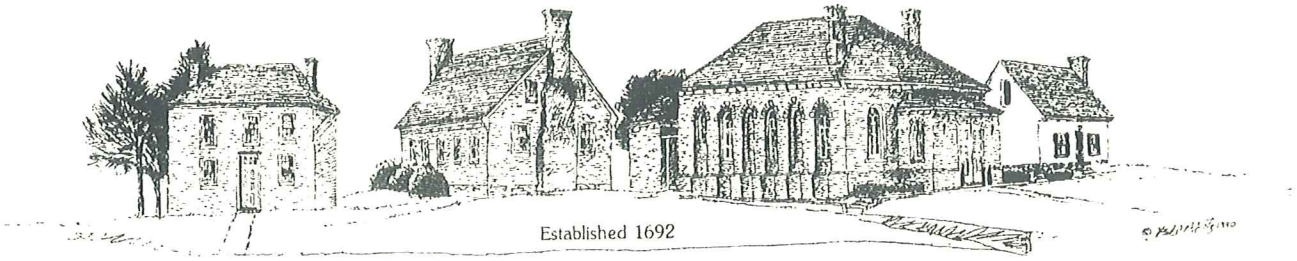
Richmond County Commerce Park – RFP for Commercial Real Estate Broker

Our "2017 Goals" includes the goal of selling property at the Richmond County Commerce Park. I believe it would be beneficial to explore the possibility of bringing on a Commercial Real Estate Broker with experience in vacant commercial land and an existing book of clients that are always looking for new expansion ideas. In the preliminary talks I have had with several agencies, payment for this service is strictly commission based at 10% of sale price, and the typical contract would be for 12 months.

I have attached an overhead photo of the property for a better visual. We have remaining approximately 40 acres of developable land with access to roads, electricity, water and sewer.

Countywide Emergency Radio System

At the end of the October meeting I brought up the issue of our Emergency Radio System and the need to begin looking into future upgrades/rebuilds of the system and the idea of having an engineering firm take stock of our current situation and our future options. After looking into the costs of this study over the last few weeks, I would recommend that this item be placed into the FY18-FY22 Capital Improvement Plan, with this item being an FY18 funding priority. We simply do not have the funds budgeted currently to take on these costs and pulling out of the fund balance would not be prudent. Holding off this study until July 1, 2017 would be sufficient.



Richmond County Board of Supervisors

101 Court Circle P.O. Box 1000 Warsaw, Virginia 22572 (804) 333-3415 FAX (804) 333-3408 www.co.richmond.va.us

November 10, 2016

RICHMOND COUNTY BOARD OF SUPERVISORS

AGENDA

9:00 A.M.

1. Call to Order, Invocation and Pledge of Allegiance

2. Special Recognition

3. Monthly Staff Reports

   - Richmond County Public Schools
   - VDOT
   - Sheriff
   - Treasurer
   - Commissioner of the Revenue
   - Planning/Zoning/Land Use
   - Chief of Emergency Services
   - Fire Chief

4. Public Comment

5. Devin Donovan -- Boy Scout Pack 250

6. Kathy Clark – Northern Neck Soil and Water Conservation District

OLD BUSINESS

7. EMS Building -- RFP Results and Discussion

8. Board Appointments and Re-appointments – Planning Commission, BZA, IDA

Richard E. Thomas, Election District 1 | J. David Parr, Election District 2 | William C. Herbert, II, Election District 3 | Robert B. Pemberton, Election District 4 | Lee Sanders, Election District 5 | R. Morgan Quicke, County Administrator

NEW BUSINESS

9. EMS - Billing Rates

10. Richmond County Commerce Park – RFP for Commercial Real Estate Broker (1)

11. Countywide Emergency Radio System

ONGOING PROJECTS/ISSUES

12. Little Florida – Zoning Case

13. Monthly Appropriations- Richmond County Department of Social Services

14. Monthly Appropriations- Richmond County School Board

15. Monthly Supplemental Appropriations

16. Approval of Minutes - October 13, 2016

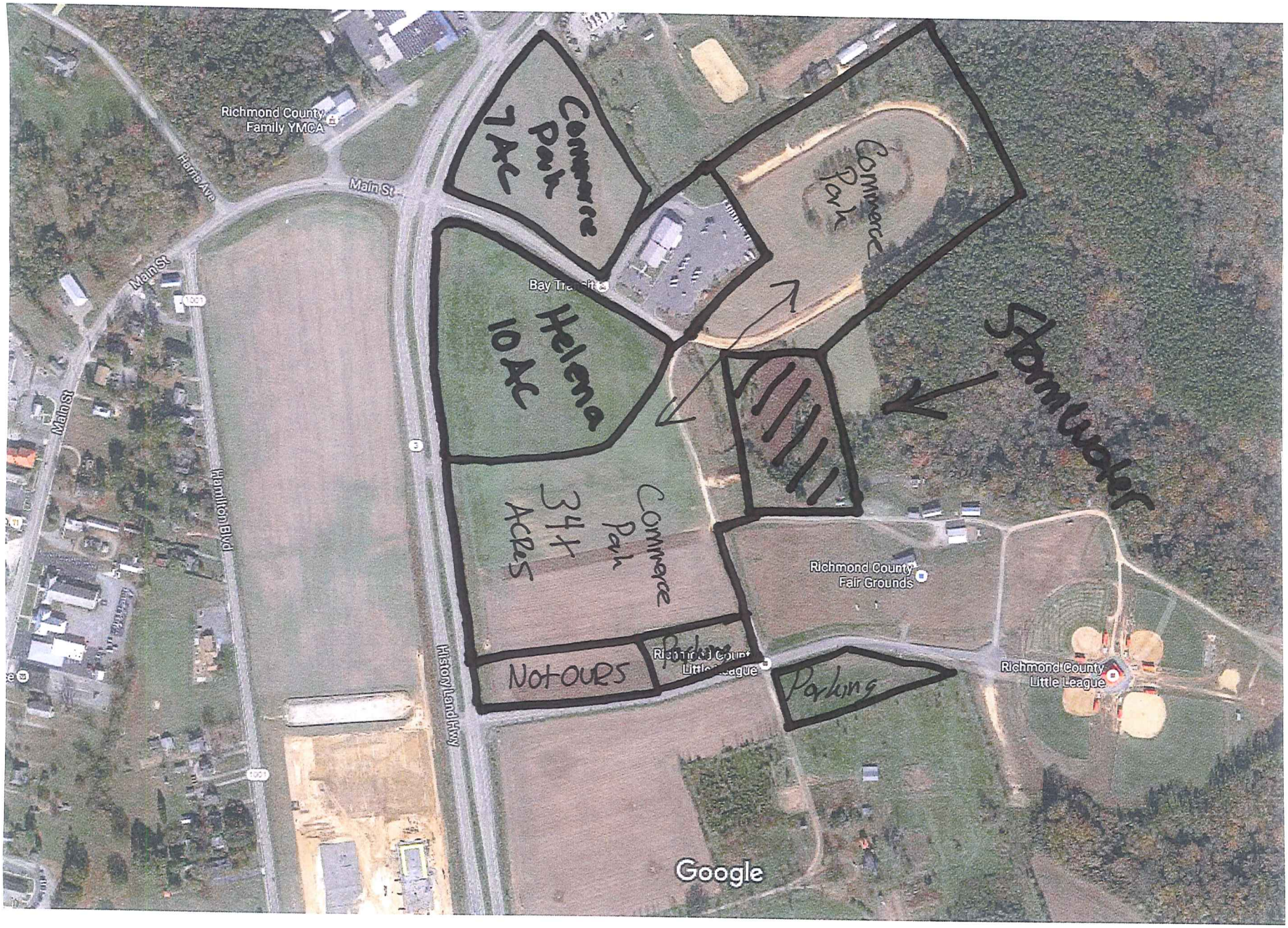
17. Other Business

18. Adjourn

Next Regular Meeting: December 8, 2016 – 9:00 A.M.

AGENDA DOCUMENTS

Richmond County Commerce Park – RFP for Commercial Real Estate Broker


Richmond County Family YMCA
Harris Ave
Main St
Main St
Main St
Hamilton Blvd
History Land Hwy
Bay Transit
Commerce Park 7Ac
Helena 10Ac
Commerce Park 34 Acres
Not OURS
Commerce Park
Stormwater
Richmond County Fair Grounds
Richmond County Little League
Parking
Richmond County Little League
Google

STAFF REPORTS

Richmond County Building Official
Building Permit Report For October, 2016

Breakdown of New Projects Begun

Project Description	Number
Accessory Structure (Residential)	4
Addition (Residential)	1
Demolition	1
Dwelling (Single Family)	6
Electrical Service Upgrade (Residential)	1
Fire Alarms	1
Fuel Piping and/or Tank	1
Marine Structure	1
Mechanical Replacement	1
Remodel (Commercial / Industrial)	3
Remodel (Residential)	1

Total of All New Projects Begun

Total
21

Totals of Fees Collected and Construction Costs

Total Fees Collected	Total Construction Cost
$4,449.50	$6,187,004.00

Richmond County Building Official

Richmond County Building Official
Building Permit Report For October, 2016

Proj #	Applicant Name	Project Location	Project Description	Total Fee	Construction Cost
10172	Helena Chemical Company	100 Commerce Parkway	Commercial / Industrial Construction	$308.55	$51,100.00
10549	S & C Building Company, Inc.	Baileys Ridge Subdivision	Dwelling (Single Family)	$40.80	$4,400.00
10585	Rappahannock Church of Christ	4324 Richmond Road, Warsaw, VA	Remodel (Commercial / Industrial)	$122.40	$20,000.00
10587	Brian Self	11564 Richmond Road, Warsaw, V	Accessory Structure (Residential)	$48.96	$3,000.00
10617	Pet Dairy	77 George Brown Lane	Electrical Service Upgrade (Commer	$51.00	$6,618.00
10628	Wayne C. Blake	356 Rappa Point Road	Dwelling (Single Family)	Exempt	$0.00
10655	Wayne Angolia	10823 History Land Highway	Accessory Structure (Residential)	$106.38	$9,800.00
10656	Northern Neck Electric Coop.	Pine Street	Remodel (Commercial / Industrial)	$2,190.10	$1,500,000.00
10657	Samuel Johnson	425 Morgan Lane	Remodel (Residential)	$230.72	$23,830.00
10658	Medalist Properties 1, LLC	4677 Richmond Road	Remodel (Commercial / Industrial)	$81.60	$5,201.00
10659	Richard E. Rainey	2274 Suggetts Point Road	Mechanical Replacement	$30.60	$23,040.00
10660	Russell G., Jr. Acree	193 Front Street	Addition (Residential)	$182.13	$89,000.00
10664	Daniel Dunn, III	261 Kellys Lane	Electrical Service Upgrade (Resident	$30.60	$825.00
10665	Industrial Development Authority of Ric	92 Walnut Street	Fire Alarms	Exempt	$13,000.00
10667	Menokin Foundation	4037 Menokin Road	Remodel (Commercial / Industrial)	Exempt	$4,000,000.00
10668	Glenn Bowen	2143 Snyder Road	Accessory Structure (Residential)	$105.75	$4,500.00
10670	Jane M. Glazebrook	76 Rappa Point Road	Marine Structure	$140.76	$23,000.00
10671	CMH Homes, Inc.	Menokin Road	Dwelling (Single Family)	$397.38	$125,000.00
10672	Sandra Perez	1031 County Bridge Road	Accessory Structure (Residential)	$73.11	$10,000.00
10673	George Drewry	Lake View Terrace	Dwelling (Single Family)	$278.06	$270,000.00
10674	Donald H. Bowen	97 Atkinson Road	Fuel Piping and/or Tank	$30.60	$4,690.00

Board of Supervisors: 11/10/2016 Monthly Report

Activity for the month of October 2016:

- 0 E&SC and SWM plan(s) was/were submitted for review;
- 0 Revised E&SC and SWM plan(s) was/were submitted for review;
- 0 E&SC and SWM plan(s) was/were reviewed and approved;
- 0 E&SC and SWM Plan(s) was/were found deficient and not approved;
- 0 E&SC and SWM plan(s) is/are pending review;
- 1 New Land-Disturbing Permits was/were issued;
- 0 Permitted Land-Disturbing project(s) was/were completed;
- 0 Permitted Land-Disturbing project(s) was/were renewed;
- There are 28 active Land-Disturbing projects;
- Performed E&SC site inspections upon active land-disturbing projects;
- Provided guidance to engineers and property owners regarding erosion and sediment control and stormwater management;
- Provided guidance to citizens regarding the permitting process for proposed shoreline activities, water-dependant facilities and land-disturbing activities;
- There was not a Wetlands Hearing held in October. There will be a Public Hearing scheduled for Wednesday, November 30th at 7pm.

Best regards,

Report Prepared By: T. Richard English Jr.
Environmental Compliance Agent

101 COURT CIRCLE · P.O. BOX 1000
WARSAW, VIRGINIA 22572-1000

(804)333-3415
Fax: (804)333-3408

www.co.richmond.va.us

D. BARRY SANDERS
Director of Code Administration

T. RICHARD ENGLISH
Code Compliance Officer

N. Dwayne Sanders
Richmond County Planner

Monthly Status
October / 2016

To: Richmond County Board of Supervisors
From: Dwayne Sanders, Richmond County Planner

Subject: Monthly Status on Planning and Zoning

Planning:

- Mr. D. Sanders attended the Floodplain Management Workshop in Fredericksburg on October 25th.
- Mr. D. Sanders scheduled R. L. Self Co. to start work on November 7th to remove the brush pile and mulching at the Convenience Center located at Indianfield. Also R. L. Self will leave 100 yards of mulch for County usage.

Development & Zoning Violations:

- Currently two zoning infractions are still pending.

Questions or concerns please feel to contact me at 804-333-3415

Sincerely,

Dwayne Sanders
Richmond County Planner

FINANCIAL INFORMATION

Monthly Financial Report – October 2016

Cash Balance	(10-31-2016)	$1,127,203
Previous Year	(10-31-2015)	$1,067,869
General Fund Balance	(10-31-2016)	$554,933
Previous Year	(10-31-2015)	$550,482
Monthly Sales Tax		$93,862
YTD Sales Tax		$425,066
Monthly Building Permit Value		$2,154,004
YTD Building Permit Value		$6,335,797
Monthly Building Permit Fees		$4,449
YTD Permit Fees		$15,521
Outstanding 2016 Taxes		$7,091,113
Outstanding 2015 Taxes		$235,687

RICHMOND COUNTY, WARSAW, VIRGINIA
OFFICE OF THE TREASURER
KRISTIE S. BRANN, TREASURER

TREASURER'S TRIAL BALANCE
OCTOBER 31, 2016

CASH IN OFFICE:	700.00	
UNION BANK		
Cash in Bank Acct. 817	262,832.52	
Richmond County HIFI Acct. 5016258	864,371.63	
Rich. Co. Special Welfare Fund Acct. 026204	12,554.59	
Commonwealth Attorney Asset Foreiture Federal 835212034	0.00	
Commonwealth Attorney Asset Foreiture State 8506820341	16.20	
Richmond County Public Library Account 630003121	14,931.93	
Rich. Co. Public Library Special Account 8502698142	22,095.85	
N.N. Technical Center Acct. Ck. 8966	65,561.57	
N.N. Technical Center HIFI 5016231	386,047.15	
N.N. Regional Special Education Program Checking	25,000.94	
N.N. Regional Special Education Program HiFi	1,317,590.83	
GENERAL FUND:		554,933.00
ASSIGNED FUND BALANCES:		
Reassessment Fund		60,000.00
Capital Improvement Fund		125,053.96
Bond Holding		110,487.00
Ambulance Fund		30,329.32
EMS Retention		44,928.00
RCPS CIP Fund		188,000.00
Prepaid Taxes – 2017		475.63
Over & Short Account		163.53
Courthouse Maintenance Fund		13,533.71
Richmond Co. Special Welfare Fund		12,554.59
Commonwealth Attorney Asset Foreiture Federal 8352120341		0.00
Commonwealth Attorney Asset Foreiture State 8506820341		16.20
Richmond County Public Library Account 630003121		14,931.93
Rich. Co. Public Library Special Account 8502698142		22,095.85
N.N. Technical Center Trust		451,608.72
N.N. Regional Special Education Program Accounts		1,342,591.77

COUNTY TAXES:		
Uncollected Taxes 2016	7,091,113.48	
Uncollected Taxes 2015	235,687.27	
Uncollected Taxes 2014	100,120.68	
Uncollected Taxes 2013	41,501.73	
Uncollected Taxes 2012	20,221.13	
Uncollected Taxes 2011	13,874.01	
Prior	23,645.35	
		7,091,113.48
Reserve for Uncoll 2015		235,687.27
Reserve for Uncoll 2014		100,120.68
Reserve for Uncoll 2013		41,501.73
Reserve for Uncoll 2012		20,221.13
Reserve for Uncoll 2011		13,874.01
Prior		23,645.35
	10,497,866.86	**10,497,866.86**

Richmond County

Expenditure Report - Department Summary

10/31/2016

Financial Report

	Annual Budget	Month To Date 10/31/2016	Year To Date 10/31/2016	% Budget Expended
General Government				
Board of Supervisors	110,052	3,778	25,957	24
Operating Reserve	1,700,797	371,460	974,701	57
County Administrator	210,834	12,886	86,294	41
Information Technology	227,063	6,782	62,406	27
Commissioner of Revenue	182,583	13,801	62,536	34
Assessor	30,000	0	30,000	100
Treasurer	204,744	16,715	69,391	34
Electoral Board	17,711	1,835	7,580	43
Registrar	62,576	6,136	23,827	38
Total General Government	2,746,360	433,393	1,342,692	49
Judicial				
Circuit Court	15,000	0	13,357	89
General District Court	10,860	0	290	3
Magistrate	100	87	174	174
Juv. Detention/Ct. Serv. Unit	30,748	1,239	7,982	26
Clerk of Circuit Court	231,756	15,072	67,497	29
Commonwealth's Attorney	277,128	22,187	93,460	34
Total Judicial	565,592	38,585	182,760	32
Public Safety				
Sheriff/Law Enforcement	1,456,322	106,686	524,575	36
E911 System	64,500	183	31,850	49
Ambulance/Rescue	676,256	64,012	246,142	36
Fire Suppression/VFD	157,000	22,500	76,137	48
Juvenile Group Home	11,698	0	12,538	107
Building Inspections	90,428	7,070	28,320	31
Animal Control	64,848	4,351	18,482	29
Medical Examiner	400	0	0	0
Civil Defense	81,362	6,694	26,882	33
Total Public Safety	2,602,814	211,496	964,926	37
Public Works				
Street Lights	4,150	0	1,081	26
Solid Waste Management	600,600	22,660	177,972	30
General Properties	313,424	17,323	154,806	49
Total Public Works	918,174	39,983	333,859	36
Health and Welfare				
Local Health Services	122,309	27,940	65,880	54
Community Service Board	25,000	6,250	12,500	50
Dept. of Social Services	1,684,350	128,134	601,061	36
Comp. Services Act	337,500	0	0	0
Family Development Center	189,957	15,830	63,319	33
Area Agency on Aging	7,650	0	7,650	100
Total Health and Welfare	2,366,766	178,154	750,410	32
Education				
Public Schools	14,270,012	1,290,116	6,636,540	47
Rapp. Community College	9,647	0	9,647	100
Total Education	14,279,659	1,290,116	6,646,187	47
Parks Recreation and Culture				
Recreational Programs	30,500	0	25,000	82

Richmond County

Expenditure Report - Department Summary

10/31/2016

Financial Report

	Annual Budget	Month To Date 10/31/2016	Year To Date 10/31/2016	% Budget Expended
Richmond County Museum	18,129	5,318	9,124	50
Public Library	88,160	24,040	44,080	50
Total Parks, Recreation and Culture	136,789	29,358	78,204	57
Community Development				
Planning	152,657	12,267	50,339	33
Economic Development	15,938	0	11,500	72
NN Planning District Commission	9,500	0	9,500	100
Soil & Water/RC&D	12,000	0	12,000	100
Wetlands Board	3,207	0	0	0
Litter & Recycling	5,000	0	3,573	71
Coop. Extension Program	57,542	0	2,847	5
Total Community Development	255,844	12,267	89,759	35
Nondepartmental				
Misc. & Contingiencies	89,317	10,117	71,208	80
Total Nondepartmental	89,317	10,117	71,208	80
Capital Projects				
Capital Projects	0	0	35,162	0
Total Capital Projects	0	0	35,162	0
Total Expenditures	23,961,315	2,243,469	10,495,167	44