

# Richmond County Board of Supervisors

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TO: Richmond County Board of Supervisors

FROM: R. Morgan Quicke, County Administrator **RMQ**

DATE: March 15, 2018

RE: Recommended Fiscal Year 2018-2019 Budget and CIP

Dear Board Members:

I am pleased to present to the Board, the recommended Fiscal Year 2018-2019 Budget as well as the recommended Fiscal 2019 – 2023 Capital Improvement Plan for your consideration. Throughout the last several budgets, our top priorities have been employee compensation and benefits, capital improvements, more detailed financial planning and building of cash reserves, while continuing to support all of our County Departments and programs with the ultimate goal in mind, fairness and accountability to the Taxpayers of Richmond County.

Our budgets over the last several years have been progressively better, something we should all be proud of. Our increase to the Real Estate levy of \$0.03 in FY17 continues to be focused towards the future, rather than the immediate operating budget. As prescribed in FY17, \$0.02, or \$150,000 is put towards our cash reserves while the other \$0.01 or \$75,000 is focused towards our Capital Improvement Plan.

The FY19 Budget is recommended with no changes to the Tax Rates:

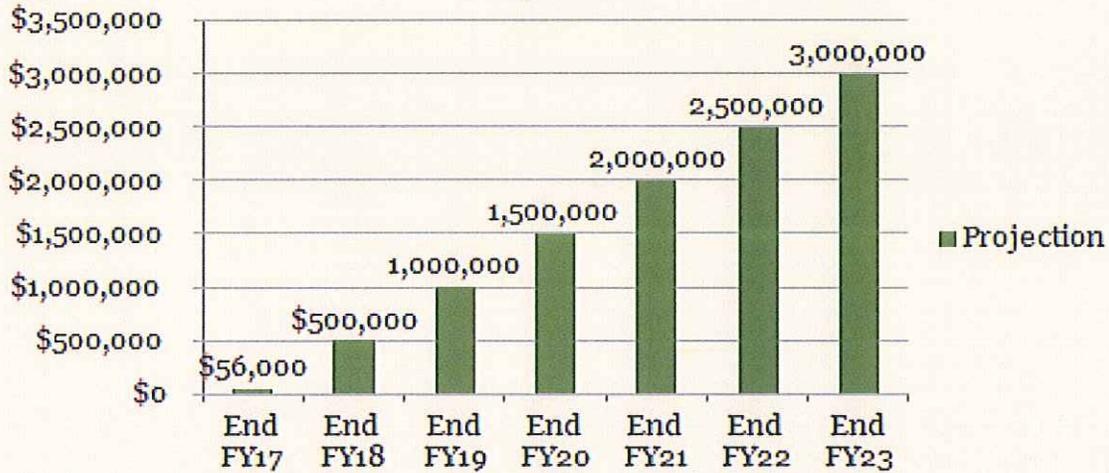
- Real Estate - \$0.70/\$100
- Personal Property - \$3.75/\$100
- Machinery and Tools- \$0.40/\$100
- Merchants Capital- \$3.50/\$100

Our financial situation does continue to improve due to the Budget’s the County has adopted over the past several years. Unassigned Fund Balance numbers are still very low at only about \$56,000; however that represents an increase of about \$110,000 from the previous year. I continue to estimate that through our budget process over the next several years; our fund balance will ultimately reach 15% within the next five years. As our cash balance continues to increase, our reliance on the annual Revenue Anticipation Note (RAN) will decrease.

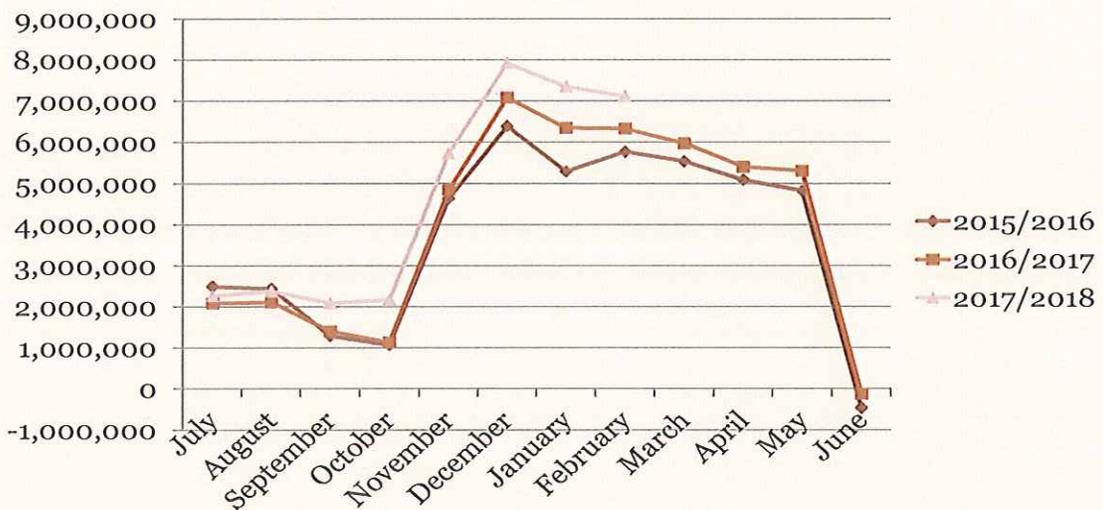
## 5 Year Un-Assigned Fund Balance Projection



### Projection



## 2015/2016 - 2016/2017 - 2017/2018 Cash Comparison



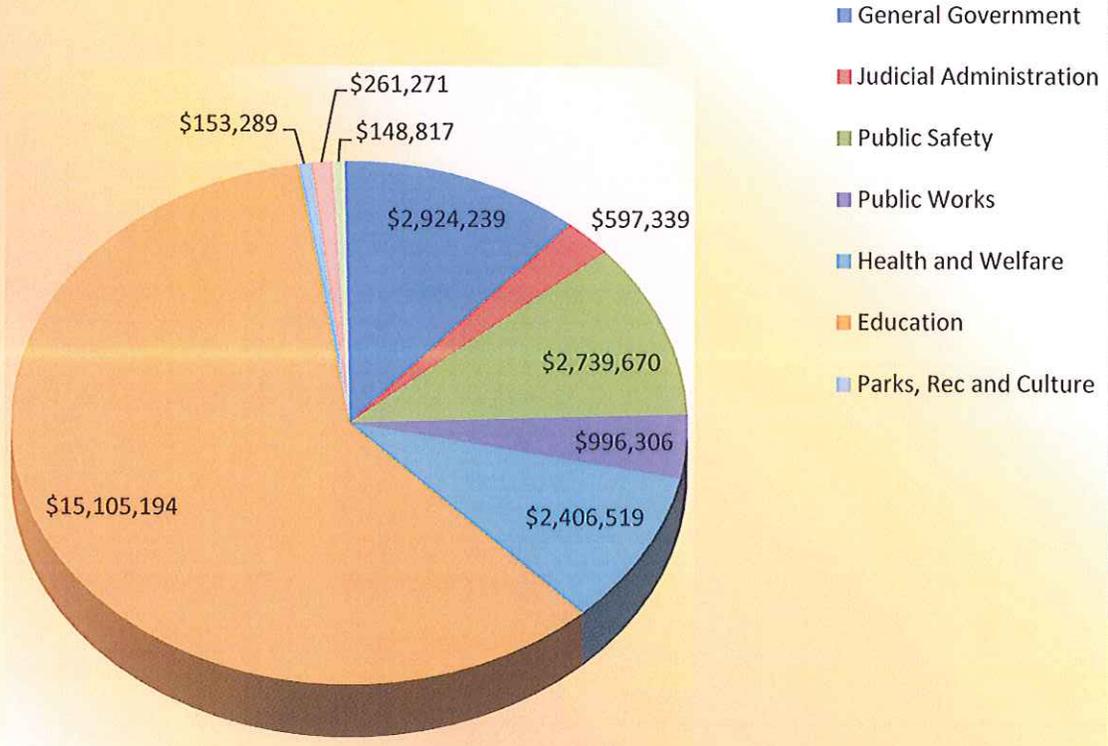
The FY19 Budget continues our focus of building financial resiliency for the County. By building resiliency, our taxpayers are not threatened each year with the possibility of tax increases, potential businesses note Richmond County as a good place to do business, our reliance on an annual Revenue Anticipation Note decreases, and more importantly, the idea of another recession doesn't completely cripple our budget and workforce, forcing drastic measures. We will continue to put ourselves in the position of sound balanced budgets that do not rely on one time revenues, or transfers from the fund balance.

Please find an overview of recommended expenses and revenues following this memo. While many of these recommendations will be outlined in my Budget Presentation on March 19<sup>th</sup>, many of them will not be, so if you wish to have further discussion on any, please bring them to the Board's attention.

As always, I look forward to the opportunity to work with the Board on the FY19 Budget and FY19-23 CIP, and am available for discussion at anytime.

**Fiscal Year 2018 – 2019 Recommended Expenditure**  
**Summary**

## FY 2017-2018 Expenditure Estimates



Education -	59.5%
General Government + Debt -	11.5%
Public Safety-	11%
Health and Welfare-	8.7%
Public Works-	4.8%
Judicial Administration -	2.5%
Community Development-	1%
Parks, Recreation and Culture-	.50%
Non-Departmental-	.50%

## Fiscal Year 2018 – 2019 Expenditure Estimates

<u>CATEGORY</u>	<u>Approved FY18</u>	<u>Recommended FY19</u>	<u>Change +/-</u>
General Government/Admin	\$2,844,075	\$2,924,298	\$80,223
Judicial Administration	\$596,036	\$598,039	\$2,003
Public Safety	\$2,690,697	\$2,737,217	\$46,520
Public Works	\$960,605	\$996,212	\$35,607
Health and Welfare	\$2,283,052	\$2,402,519	\$119,467
Education	\$14,750,177	\$15,105,194	\$355,017
Parks, Recreation & Culture	\$145,289	\$155,289	\$10,000
Community Development	\$258,070	\$262,121	\$4,051
Non-Departmental	\$130,317	\$168,742	\$38,425
TOTAL	\$24,658,318	\$25,349,632	\$691,314

# GENERAL GOVERNMENT

## Richmond County Employee Statistics



- Employees by Department

	Full-Time	Part-Time
○ Administration	1	1
○ Building, Planning, Zoning, E/S	4	
○ Finance	1	
○ IT	1	
○ Maintenance	2	2
○ Registrar	1	2
○ Emergency Services	8	18
○ Sheriff's Office/Dispatch/Animal Control	22	10
○ Commissioner of Revenue	3	
○ Treasurer	4	
○ Clerk of the Circuit Court	3	
○ Commonwealth Attorney	3	
○ Social Services	13	
○ Total	66	33

\*\*AVG FY18 Employee Compensation - \$40,602 (Excluding Constitutional Officers and Admin)

\*\*AVG FY17 Employee Compensation - \$38,312

### Employee Compensation

- Recommended in the FY19 Budget is a one-time bonus for all full time and part time employees, employed with the County as of September 1, 2018. The recommended bonus is to be paid December 15, 2018.

Full time employees would receive a one-time \$225 bonus, while part time employees would receive a one-time \$125 bonus.

66 ft employees x \$225 =	\$14,850
33 pt employees x \$125 =	\$4,125
Payroll taxes (7.65%) =	\$1,450
 Total Cost	 \$20,425

- While the State of Virginia is not issuing employee raises in FY19, their two year budget does plan employee raises for FY20, or July 1, 2019. By giving this one-time bonus to employees, the cost of \$20,405 is not reoccurring; therefore, this money will be available to couple with state dollars in FY20 to provide a 2% salary increase to all employees for the entire year, beginning July 1, 2019.

Recent Employee Compensation History

FY14-	2%
FY15-	0%
FY16-	0%
FY17-	1% (12/1/2016)
FY18 -	2% (12/1/2017)
FY19-	Employee Bonus (\$225/\$125) – recommended

Health Insurance Costs

- We were fortunate to receive a 0% increase to Health Insurance costs for the upcoming year, which is a benefit to both the County and the employees. The County continues to fund 80% of the employee costs and 20% of the family costs, with the total amount per year equaling close to approximately \$415,000.

Our Health Insurance plan is still very generous to our employees with families as we continue to fund 20% of dependent costs. Many localities, including the Richmond County School Board only fund the 80% for each employee, with no additional match towards dependent costs. Should the Richmond County Board of Supervisors ever wish to move towards only funding the employee at 80%, it could lead to approximately \$70,000 in cost reduction yearly. If the Board ever wished to fund County Health Insurance in the same manner as the Richmond County School Board, I would highly recommend a 1 or 2 year warning to County employees to help them plan for the future insurance changes.

Monthly Cost to Employee      Monthly Cost to County

• Single 250**	\$130 (+\$7)	\$517 (-\$7)
• Dual 250 **	\$534 (+\$7)	\$663 (-\$7)
• Family 250 **	\$916 (+\$7)	\$831 (-\$7)
• Single 500	\$98	\$498
• Dual 500	\$500	\$603
• Family 500	\$869	\$740

\*\*Per policy of Local Choice, Richmond County shall fund at least 80% of the average of the 250 and 500 plans for the employee, which is \$498. The Richmond County Policy requires that the County pay 80% of health insurance for the employee and 20% for dependents. Our Key Advantage 250 plan at 80% requires the County to pay \$517 per employee, per month. As we did not see an increase for the upcoming year, I recommend the Key Advantage 250 to be funded at \$517 per employee, per month, rather than the \$524 that was funded in 2017-2018. Savings to the County with this change will be about \$3,500 annually.

Board of Supervisors

- Recommend increase of \$3,000, from \$95,000 to \$98,000 for Professional Services.
- Professional Services Breakdown of Costs-
  - Attorney (Sands Anderson) - \$39,000
  - Auditor(s) (RFC, Mary Earhardt, Milliman)- \$51,500
  - Health Insurance Consultant (Bankers Insurance) - \$7,500

Designated and Reserved Operating Reserve Funds– Page 6

- Recommend increase in Debt Service budget by \$17,000, from \$1,518,000 to \$1,535,000 to accommodate payments to Middle Peninsula Regional Radio Authority, for upgraded radio system.
- Recommend increase in Capital Improvement Plan by \$16,500, from \$83,500 to \$100,000 to continue the County focus on identified Capital Improvement Plan.

- Recommend continuation of \$150,000 to un-assigned fund balance to continue addressing and improving County's financial health and cash reserves.
- Recommend \$21,000 to fund employee bonuses for FY19.

### Information Technology – Page 8

- Recommend \$3,000 increase to repairs and maintenance from \$25,500 to \$28,500 for the Sheriff's Office electronic citation system.
- Recommend \$2,500 increase to Computer Equipment from \$27,500 to \$30,000 for the purchase of one additional rugged laptop each year for the Sheriff's Office.

### Commissioner of the Revenue – Page 9

- No recommended changes.

### Assessor – Page 10

- Propose to continue funding \$30,000 each year for our General Reassessment. Our last reassessment was effective January 1, 2015. Per our four year plan, our next reassessment was to be effective January 1, 2019; however, due to statistics presented by the Commissioner of the Revenue, the Board agreed to hold off one year, and have the next General Reassessment effective January 1, 2020.

This process will begin in the Summer of 2018 with a Request for Proposal (RFP). The process will then begin January 1, 2019, with a December 31, 2019 completion date. Anticipated cost of General Reassessment is \$120,000-\$130,000. With the FY19 \$30,000, our reassessment fund will have \$120,000.

### Treasurer – Page 11

- Recommend increase of \$1,000 to Office Supplies.

### Electoral Board and Officials – Page 12

- No major changes recommended.

Voter Registrar – Page 13

- Recommend increase of \$1,500 to Registrar's Part Time Budget.

# JUDICIAL ADMINISTRATION

## Circuit Court – Page 14

- No changes

## Juvenile Detention - Page 17

- Reduction of \$1,677 to Detention Expenses based on five year average.

## Clerk of the Circuit Court – Page 18

- Recommend increase of \$1,700 to Maintenance Service Contracts from \$2,800 to \$4,500 to accommodate increased costs for maintenance of case imaging software.
- Recommend increase of \$2,400 for merit raise increases, requested by Clerk for two Deputy Positions.

## Commonwealth's Attorney – Page 19

- Recommend increase of \$3,000 to Other Supplies from \$0 to \$3,000 for Federal Interpretation Services.

## PUBLIC SAFETY

### Sheriff – Page 20/21

- Recommend increase of \$35,000 to Deputy Salaries from \$520,000 to \$555,000 to fully implement the FY18 salary re-alignment.
- Recommend increase of \$1,500 from \$12,000 to \$13,500 to Maintenance Service Contracts.

### E-911 Management Program – Page 22

- Recommend an increase of \$1,000 to Repairs and Maintenance from \$40,000 to \$41,000 for increased cost to dispatch maintenance.

### Ambulance and Rescue Services – Page 23

- Recommend an increase of \$24,000 to Part Time Salaries from \$76,000 to \$100,000. This increase will bring the expenditure number to more actual numbers, as we are already spending this amount on the “on – call” program, which allows the county to have two available units between 7:00 P.M. – 7:00 A.M.
- Increase EMS Auxiliary Program by \$2,000, from \$0 to \$2,000.
- Recommend an increase of \$500 to training, from \$4,000 to \$4,500.
- Recommend an increase of \$3,000 to Ambulance Fund from \$47,000 to \$50,000.

### Fire Suppression – Richmond County Volunteer Fire Department – Page 24

- No proposed changes to R.C.V.F.D Funding
  - \$90,000 General Operations
  - \$40,000 Fire Truck Fund

### Building Inspections – Page 27

- No recommended change

## Animal Control – Page 28

- Recommend an increase of \$12,000, from \$38,000 to \$50,000 for expenses related to the housing of dogs with Westmoreland County. Our new contract signed in 2017 calls for monthly payments to Westmoreland County in the amount of \$3,653, or \$43,836 per year. Additional expenses are related to medical costs of these animals, which is always an unknown, but generally runs between \$3,000 and \$7,000 each year.

## PUBLIC WORKS

### Refuse Collection and Disposal – Page 32

- Recommend increase of \$15,000 to Solid Waste from \$600,000 to \$615,000. Although our recent contract talks did not produce large savings, it held our costs pretty consistent over the next five years. FY18 solid waste costs are tracking towards current budget amount of \$600,000.
- Recommend new budget line called “Indianfield Operations” with a budget of \$10,000. Traditionally, both Hazardous Waste Day and Tire Day have been funded from the regular Solid Waste budget, with annual costs of about \$10,000. Creating a separate line will be more appropriate for these activities.

### General Properties – Page 33

- Recommend increase of \$1,000 to Maintenance Service Contracts from \$14,000 to \$15,000.
- Recommend increase of \$5,000 to General Insurances and LODA from \$55,000 to \$60,000. We have not yet been presented with our FY19 numbers for general insurance; however, I have to assume that our costs will rise slightly, as we did not see any increases for FY18.

# HEALTH AND WELFARE

## Local Health Services – Page 34

- Recommend increase of \$983 to Three Rivers Health Department, from \$125,000 to \$125,983. Their request is fully funded.

## Community Services Board – Page 35

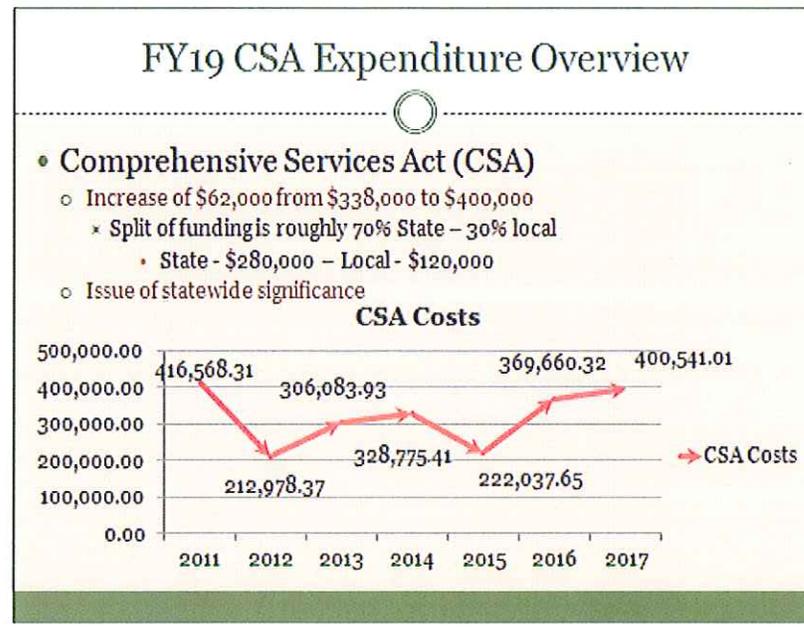
- Recommend increase of \$2,000 to Middle Peninsula-Northern Neck Community Services Board from \$30,000 to \$32,000. Their fully funded request would have been \$33,500.

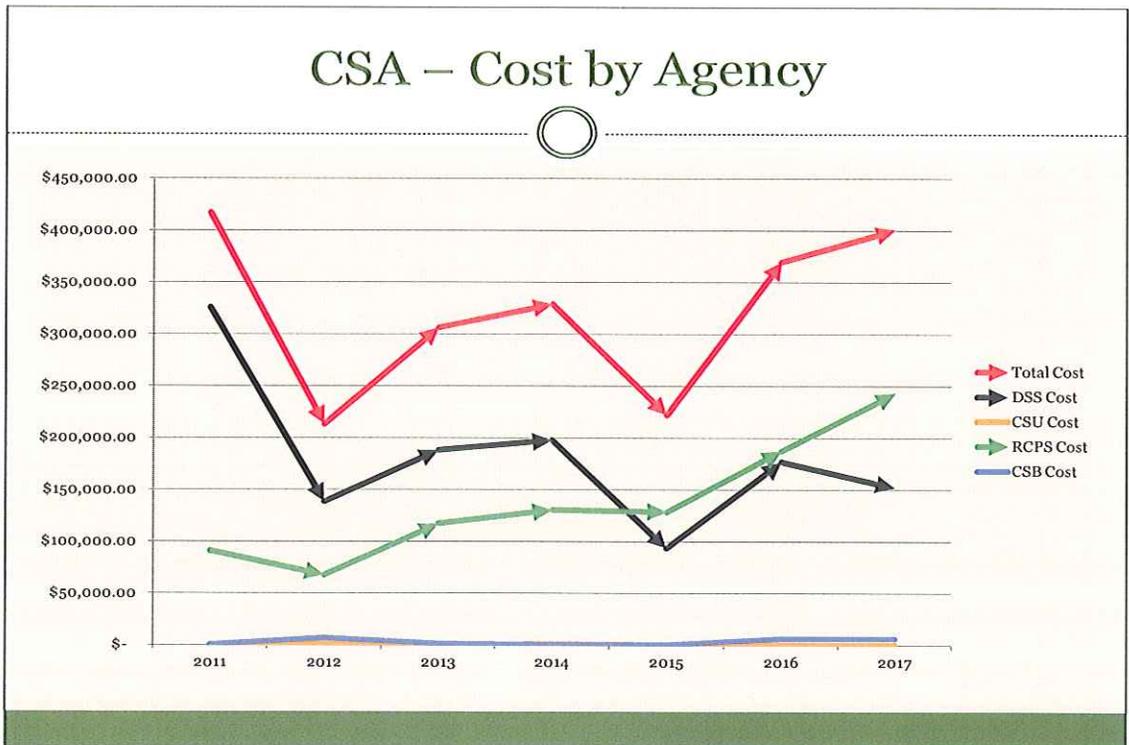
## Department of Social Services – Page 36

- Recommend decrease of \$9,865 in Local Contribution to Richmond County Department of Social Services from \$359,865 to \$350,000 due to local decreases in cost.

## Comprehensive Services Act – Page 37

- Recommend increase of \$62,000 to CSA funding from \$338,000 to \$400,000 due to increase in CSA costs over the last few years. FY17 CSA costs were \$410,000 and FY18 projections show costs to be \$450,000.





Area Agency on Aging – Page 39

- Recommend level funding to Bay Aging at \$7,650 as requested.

# EDUCATION

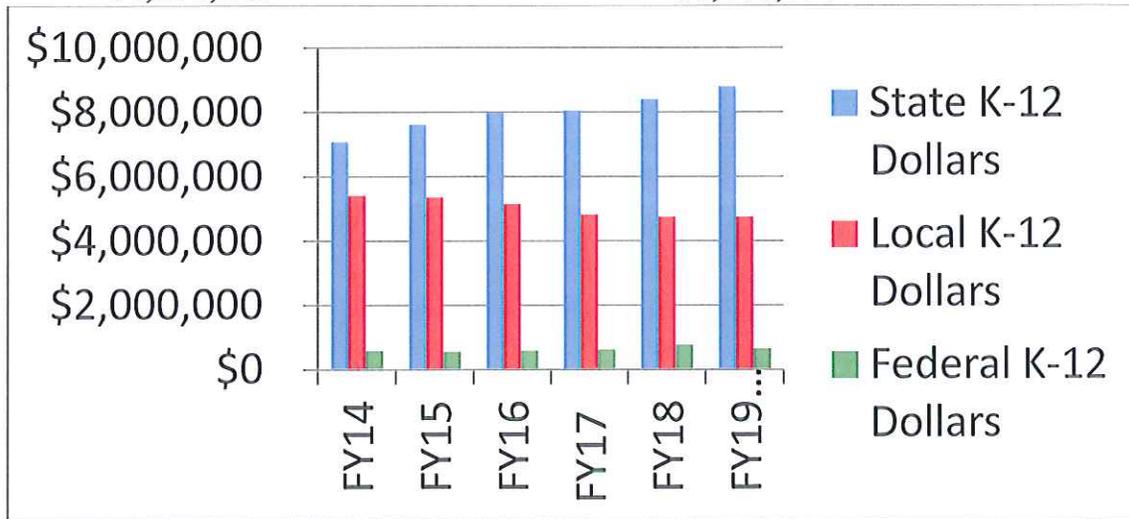
## Richmond County Public Schools – Page 40

- Recommended level FY19 local contribution of \$4,735,727
- The Richmond County Required Local Effort (RLE) is approximately \$3,250,000
- Increase of \$400,798 in State Funding-
  - CPI Decrease - .3180 - .3100
  - State Re-benchmarking
  - Enrollment numbers steady
- Average Daily Population -1,240
- Composite Index decrease from .3180 to .3100 for FY18-FY20 Biennial Budget.

### History of Local Contribution

### History of State Contribution

FY14	\$5,396,230	\$7,063,000
FY15	\$5,336,230	\$7,603,000
FY16	\$5,136,982	\$7,964,000
FY17	\$4,810,727	\$8,162,000
FY18	\$4,735,727	\$8,388,000
FY19	\$4,735,727	\$8,788,798



Rappahannock Community College – Page 41

- Recommend \$210 increase to RCC funding from \$10,500 to \$10,710 as requested.
- Do not recommend funding of \$14,607 for RCC Capital Costs in FY19 Budget; however, I do recommend the Board consider funding RCC Capital Costs through potential FY19 surplus in June 2019.

## PARKS, RECREATION AND CULTURE

### Support of Recreational Programs – Page 42

- Recommend level funding to Richmond County YMCA at \$25,000. Request for FY19 funding is \$35,000
- Recommend increasing Richmond County Little League funding from \$10,000 to \$15,000. This would get back to level funding for RCLL after advancing them \$20,000 two years ago for the lighting project they undertook
- Recommend funding of \$1,000 to Youth Football.

### Richmond County Museum – Page 43

- Recommend level funding to the Richmond County Museum of \$4,000

### Richmond County Public Library – Page 44

- Recommend \$4,000 increase to Richmond County Public Library from \$92,160 to \$96,160 to continue working to meet the County’s minimum funding levels. Requested from the Library was \$103,140

FY14	\$79,160	
FY15	\$84,160	+\$5,000
FY16	\$86,160	+\$2,000
FY17	\$88,160	+\$2,000
FY18	\$92,160	+\$4,000
FY19	\$96,160	+\$4,000

## COMMUNITY DEVELOPMENT

### Planning – Page 45

- No changes

### Economic Development – Page 46

- Recommend \$4,000 increase to Professional Services, from \$0 to \$4,000 for Broadband initiative, PamunkeyNet.

### Northern Neck Planning District Commission – Page 47

- No recommended changes

### Northern Neck Soil and Water Conservation District – Page 48

- Recommend level funding to NNSWCD at \$12,000
  - NNSWCD Budget Request was \$15,000

### Wetlands Board – Page 49

- No Changes

### Cooperative Extension Program – Page 51

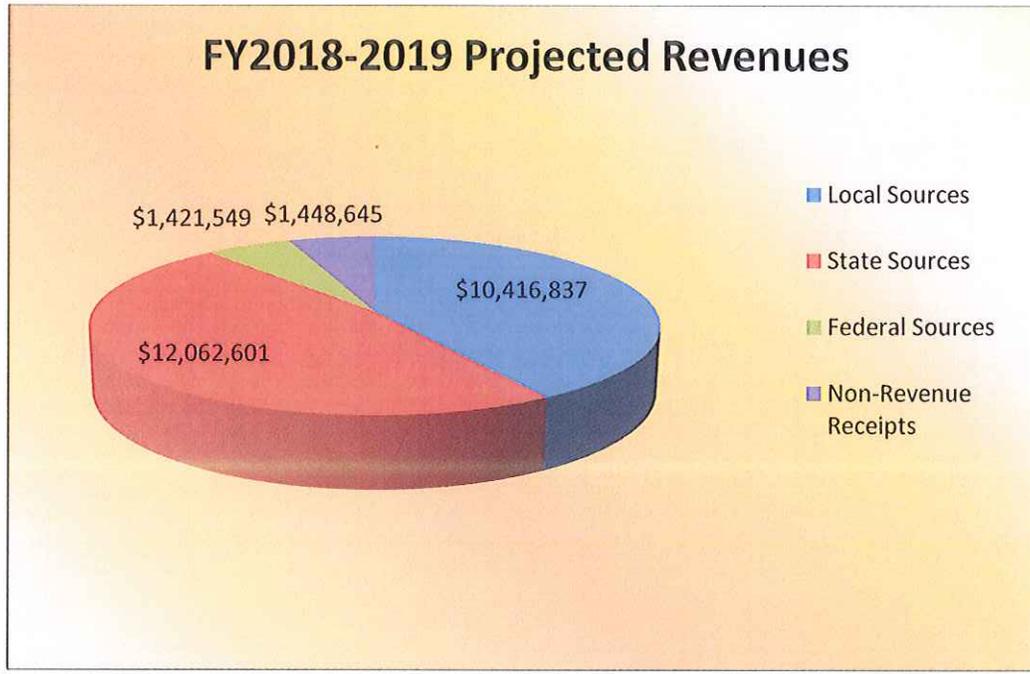
- Recommend increase of \$1,641 from \$34,084 to \$35,725 for County's contribution to Salaries and Fringe Benefits.

## NONDEPARTMENTAL

### Miscellaneous and Contingencies – Page 52

- Recommend increase of \$2,000 to Contingency Fund from \$6,000 to \$8,000
- Recommend increase of \$2,000 to Unemployment from \$6,000 to \$8,000
- Recommend increase of \$2,000 to Workers Compensation from \$34,000 to \$36,000
- Recommend increase of \$7,000 to Town of Warsaw Sales Tax from \$38,000 to \$45,000
- Recommend increase of \$18,925 to Bay Transit from \$37,850 to \$56,775 to fund an additional ½ bus service in Richmond County.
- Recommend increase of \$500 to The Haven from \$4,000 to \$4,500
- Recommend increase of \$6,000 to Northern Neck Drug Court from \$0 to \$6,000 for the creation of Northern Neck Drug Court with adjacent Counties.

## Fiscal Year 2018-2019 Revenue Summary



State Sources -	47%
Local Sources-	42%
Federal Sources-	5.8%
Non-Revenue Receipts-	5.2%

## Fiscal Year 2018-2019 Revenue Estimates

<u>CATEGORY</u>	<u>Approved FY18</u>	<u>Recommended FY19</u>	<u>Change +/-</u>
Local Sources	\$10,204,476	\$10,416,837	\$212,361
State Sources	\$11,552,840	\$12,062,601	\$509,761
Federal Sources	\$1,530,935	\$1,421,549	(\$109,386)
Non-Revenue Receipts	\$1,371,067	\$1,448,645	\$77,578
<b>TOTAL</b>	<b>\$24,659,318</b>	<b>\$25,349,632</b>	<b>\$690,314</b>

## Revenue from Local Sources

### General Property Taxes – Page 54

- No recommended changes to the Real Estate Property Taxes - \$5,450,000
  - This represents about **96.6%** of projected Real Estate Taxes owed to Richmond County
  - This budgeted number should be closer to **95%**
  - The FY15 budget was 99.3%
  - The FY16 budget was 98.5%
  - The FY17 budget was 97.4%
  - The FY18 budget was 97.2%
- We are seeing slight increases to the Real Estate value within the County, meaning increases to revenue; however our percent budgeted has been too high for too long, a partial reason for the financial situation we are recovering from.
- Provided our local economic trends continue, our FY20, 21 and 22 budgets should go 96.1%, 95.8%, 95.2%.

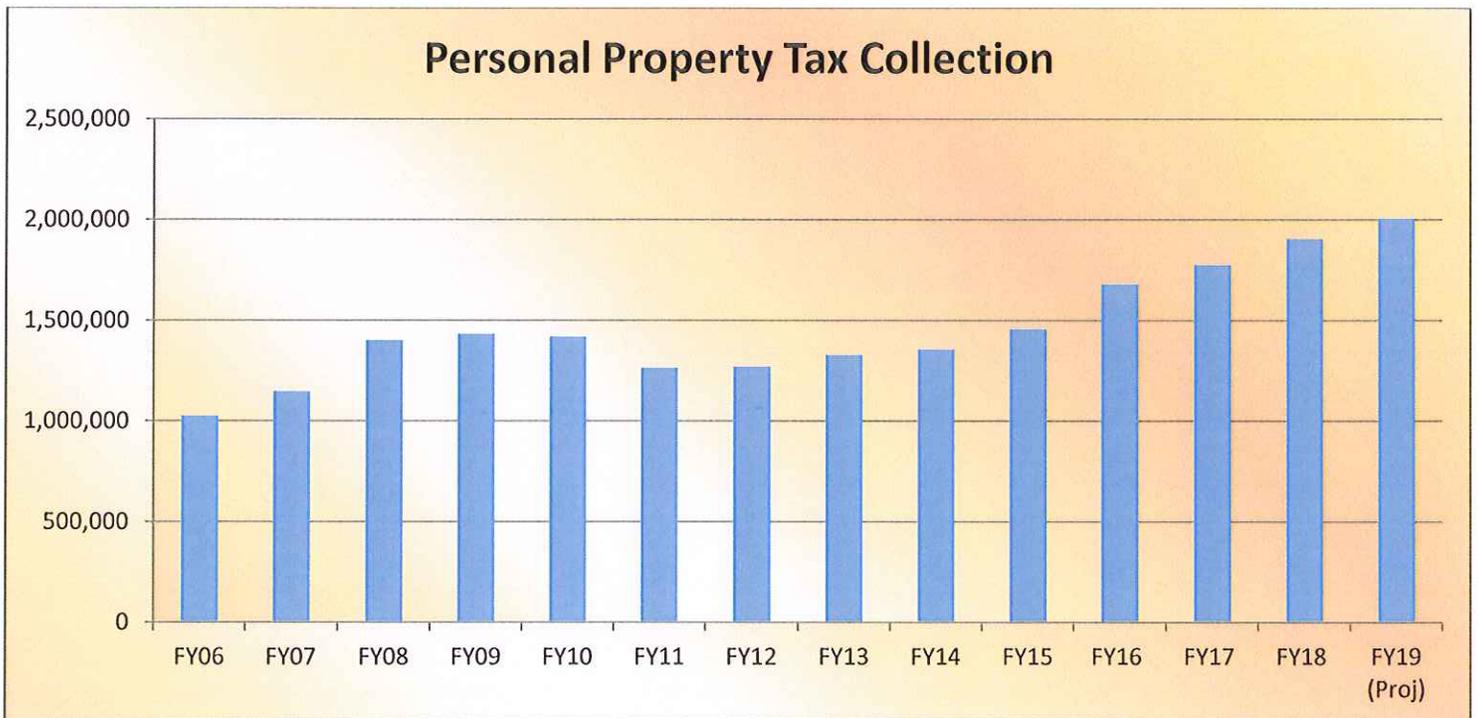
## Real Estate Tax Collection



FY15 Taxable Real Estate Value	\$783,099,110	
FY16 Taxable Real Estate Value	\$790,652,228	+1%
FY17 Taxable Real Estate Value	\$797,423,154	+.80%
FY18 Taxable Real Estate Value	\$801,277,988	+.50%
FY19 Taxable Real Estate Value (Projected)	\$806,177,191	+.50%

Personal Property Taxes – Page 54

- Increase of \$85,987 from \$1,600,000 to \$1,685,987
  - This represents about 84% of projected Personal Property Taxes owed to Richmond County
  - The FY16 budget was 90.2%
  - The FY17 budget was 85.9%
  - The FY18 budget was 84.0%



FY15 Taxable Personal Property Value -	\$59,433,442	
FY16 Taxable Personal Property Value -	\$59,951,400	+0.90%
FY17 Taxable Personal Property Value -	\$62,897,060	+4.90%
FY18 Taxable Personal Property Value -	\$64,904,670	+3.00%
FY19 Taxable Personal Property Value -	\$66,851,810	+3.00%

## Public Service Corporations – Page 54

- Increase of \$70,000 from \$440,000 to \$510,000. Primary reason for \$140,000 increase over the past two budgets is attributed to new construction at Northern Neck Electric Co-Op.

## Other – Page 54

- Increase of \$4,000 to Machinery and Tools tax from \$10,000 to \$14,000
- Increase of \$3,000 to Merchants Capital Tax from \$56,000 to \$59,000
- Increase of \$2,000 to Penalties from \$73,000 to \$75,000
- Increase of \$5,000 to Interest from \$39,000 to \$44,000
- Decrease of \$3,000 to Mobile Home Taxes from \$16,000 to \$13,000

## Other Local Taxes – Page 55

- Increase of \$25,000 to Local Sales Tax from \$1,245,000 to \$1,270,000

## Revenue from Use of Money and Property – Page 58

- Increase of \$9,000 to Interest on Deposits from \$6,000 to \$15,000, due to recent investments into Local Government Investment Pool and VIP, which pay daily interest rates of close to 1.50%. The continued increase to our cash amounts also continues to increase our interest returns.
- Increase of \$11,374 to Revenue from Property Lease from \$6,626 to \$18,000, in anticipation of leasing the Walnut Street Facility. I would anticipate rental of this facility in the target range of \$1,500 to \$2,500 per month, so revenue associated could be \$18,000-\$30,000 additional each year. The current \$6,600 is based off the land lease at the Commerce Park, which is probably a higher amount than we can expect when a new lease is advertised for and negotiated in the fall.

## Revenue from the Commonwealth

### Shared Expenses – Page 63

- No changes to Revenue Estimates for Constitutional Officers.

### **FY2018/2019 State Funded Locals - Analysis**

<u>OFFICE</u>	<u>BUDGET</u>	<u>COMP BOARD REIMBURSEMENT</u>	<u>%LOCAL FUNDED/STATE</u>
Treasurer	\$211,826	\$77,000	64/36
Comm. of Rev.	\$190,683	\$74,000	61/39
Comm. Attorney	\$293,934	\$172,000	42/58
Sheriff	\$1,552,732	\$649,000	58/42
Clerk	\$237,926	\$147,000	38/62
<b>TOTAL</b>	<b>\$2,429,409</b>	<b>\$1,119,000</b>	<b>54/46</b>

### **Historical Look Back – FY2006/2007 State Funded Locals - Analysis**

<u>OFFICE</u>	<u>BUDGET</u>	<u>COMP BOARD REIMBURSEMENT</u>	<u>%LOCAL FUNDED/STATE</u>
Treasurer	\$161,088	\$73,221	54/46
Comm. of Rev.	\$144,736	\$65,698	54/46
Comm. Attorney	\$253,965	\$161,004	36/64
Sheriff	\$1,121,460	\$609,088	44/54
Clerk	\$206,645	\$128,911	37/63
<b>TOTAL</b>	<b>\$1,887,894</b>	<b>\$1,037,922</b>	<b>45/55</b>

As you can see over the past 10 years, the local burden on these offices have shifted from a 45% Local share to a 54% Local Share.

## Categorical Aid – Page 64

- Increase to Public Assistance and Welfare (Social Services) by \$64,463
- Increase to Comprehensive Services Act by \$56,500
- Increase of \$400,798 in State Funding to Richmond County Public Schools
  - Reasons include – Decrease in Composite Index, SOQ Re-benchmarking

## Revenue from the Federal Government

### Categorical Aid – Page 65

- Increase to Federal PILT Payments (Fish and Wildlife) by \$4,183, from \$8,817 to \$13,000.
- Decrease to Federal School Funds by \$113,569

## Non-Revenue Receipts

### Non – Revenue Receipts – Page 66

- Increase of \$10,000 to EMS Billing, from \$325,000 to \$335,000.

# Personal Property Tax Relief Act ( PPTRA)

## “Car Tax”

### Background

- Value of \$1,000 or less is eligible for 100% Relief
- Value of \$1,001 to \$20,000 is eligible for 50% Relief
- Value of \$20,001 and greater is eligible for 50% Relief on the first \$20,000, but is responsible for 100% of the additional value
  
- The Commonwealth of Virginia provides each year to Richmond County, \$803,000 for Tax Relief.
  
- The goal of Richmond County is to manage the \$803,000, and provide relief to the taxpayers as close to \$803,000 as possible.
  
- Factors that impact Relief Percentage:
  - Amount of vehicles within Richmond County
  - Value of vehicles
  
- Current FY18 PPTRA Percentage = 50%
- **Recommended FY19 Percentage = 50%**

**FY19-23 Capital Improvement Plan  
FY19 Proposed CIP Projects**

- **Zero-Turn Lawn Mower – Maintenance** **\$7,500**
  - Currently, the County relies on the work crew from the Northern Neck Regional Jail and a private contractor to cut grass for County owned buildings. The staff at the EMS facility cuts their own grass, using a borrowed mower from the adjacent Richmond County Bus Garage. As conditions begin to change, I feel it is important the County become more self sufficient on maintenance operations throughout the County. The NNRJ inmates will continue to do the majority of the Courthouse grounds along with the Route 3 By-pass and entrance into the little league and fairgrounds. The Maintenance Department will be responsible for the following:
    - Portions of the courthouse
    - EMS – new facility and old facility
    - Animal Shelter
    - IDA Building/Walnut Street Daycare
    - Extension Office and Shop
    - Four County Entrance Signs
    - Farnham Creek Boat Landing
  
- **Vehicle – Building Inspector** **\$20,000**
  - Recommend purchase of a new vehicle for the Building Inspector to replace a 2006 “Hand me down” Ford Explorer from the Richmond County Sheriff’s Office, with 150,000 miles on it.

The Building Inspector needs a reliable 4x4 pick-up truck for inspections throughout the County. Proposed is a purchase of a mid-size pick-up truck, to be purchased used off of State contract.
  
- **Vehicle – Administration** **\$20,000**
  - Recommended purchase of a new vehicle for Administration to replace a 2008 “hand me down” Ford Explorer from the Richmond County Sheriff’s Office, with 150,000 miles on it.

Administration needs a reliable vehicle for County operations and travel. Proposed is a purchase of a used SUV off of State Contract.

- **Vehicle – Animal Control** **\$25,000**
  - Recommend purchase of a new vehicle of Animal Control to replace a 2006 Chevrolet Colorado purchased used in 2014 as a temporary measure.
  
- **Two Vehicles – Richmond County Sheriff’s Office** **\$60,000**
  - Annual Budget item for two vehicles for the Sheriff’s Office. Once again we have been awarded a grant for FY19 in the amount of \$25,000. The other \$35,000 will come in the form of a loan from USDA as done in the past.
  
- **Accounting System Computer Upgrades - Administration** **\$50,000**
  - This would be the second deposit towards this fund responsible for the upgrades to the County’s Central Accounting functions. This deposit will add to the \$75,000 deposit from FY18 for a total of \$125,000. An additional \$75,000 will be needed in FY20, for a total of \$200,000.
  
- **Indianfield/County Tractor with bucket and bush hog -Maintenance** **\$12,500**
  - The Indianfield Brush and Tire site could be a wonderful benefit to our citizens throughout the year, even more so than it is now as a Friday, Saturday and Sunday brush site. Currently the brush site is open from 9-5 on Friday-Sunday year round for County residents to deposit household brush. Recently the County began mulching the debris and stockpiling it for future county and citizen use. There are many counties that allow residents to pick up free mulch on the weekends from their facilities. The County currently does not have a reliable way to load the mulch for either County use or citizen use; therefore the purchase of a tractor with a front end loader would be ideal.

Additionally, with the annual household hazardous waste day, which is held each year along with the newly established tire collection day, the site is seeing more and more use from the citizens. It is a site that could be a real benefit to the taxpayers with additional events held throughout the year.

Other uses will include snow removal and bush hogging of the site as well as other areas of the County.

Costs incurred for these services each year can be upwards of \$3,000+ for rental of a lift for annual hazardous waste day, labor and equipment for loading tires after the event has ended, the bush hogging of the property by a contractor, and the pushing of snow. This purchase would be another step in the County becoming more self sufficient for our needs.

This purchase is in partnership with the Northern Neck Soil and Water Conservation District and the Chesapeake Bay License Plate Program. 50/50 grant funding has been applied for.

• **UPS Battery Refresh – IT** **\$15,000**

- The UPS Battery is an Uninterrupted Power Supply that powers the computers that run the dispatch consoles, computer and other equipment during times of power outages. The Dispatch center is powered by a generator, however the lag time between the power shutting off and the generator powering on kills all of the equipment and requires it to be rebooted and reset. The UPS allows these pieces of equipment to remain powered on during that gap in order to keep these functions operating properly.

• **Sheriff Dispatch – Computer Automated Dispatch (CAD)/Recording System** **\$75,000**

- The Computer Aided Dispatch (CAD) and Records Management System (RMS) is the core computer system for the Sheriff's Office, allowing the office to process calls for service from within the dispatch center, record and process criminal and civil papers, and equip the road deputies to run tags and driver's licenses from their vehicles during traffic stops and complete their reports while in the field. The Sheriff's Office currently manages these functions through a system known as IBR Plus, originally purchased more than 15 years ago from DaProSystems, Inc. of Roanoke, Virginia. However, as of 2015, the IBR Plus system has been acquired by ID Networks of Ashtabula, Ohio and software support will not be offered beyond the spring of 2020. An estimate for the total cost of replacing this system within the Sheriff's Office is \$165,000. The County has been approved for a grant of \$75,000 (with no local match requirement) from the VITA 9-1-1 Services Board to cover the portion of the system attributed to the dispatch center. The remaining \$90,000 will need to be covered through local funds over the next two (2) years.

**TOTAL**

**\$285,000**

Richmond County Capital Improvement Plan FY19-FY23 Proposed						
DEPARTMENT/REQUEST	FY 18	FY19	FY20	FY21	FY22	FY23
<b>INFORMATION TECHNOLOGY</b>						
UPS Battery Refresh - Sheriff's Office		\$15,000	>>>	\$200,000		\$15,000
E-911 Replacement			>>>			
Sheriff's Office CAD/Records Management (Grant/Local)		\$75,000	\$90,000			
Central Accounting Software	\$75,000	\$50,000	\$75,000			
New Color Copier - Admin Office			\$8,500			
<b>EMERGENCY SERVICES/SHERIFFS OFFICE</b>						
New Station/Station Improvements	\$1,500,000					
Vehicle - EMS Chief (Grant/Local)			>>>	\$30,000		
Countywide E-911 Radio System						
Countywide E-911 Radio System Study	\$50,000					
Medic Unit Replacement (New Addition - In Budget)	\$215,000				\$250,000	
Vehicle (2)- Sheriff's Office (New Addition - In Budget)		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
<b>ADMINISTRATION/OTHER</b>						
Courthouse Complex Parking Lot Improvements		>>>	>>>	\$20,000		
Convenience Center Improvements	>>>	>>>	>>>	\$16,000		
Vehicle- County Administration	>>>	\$20,000				
Vehicle- Maintenance Department		>>>	20,000			
Vehicle- Planning/Zoning		>>>	>>>	\$20,000		
Vehicle- Building Inspection	>>>	\$20,000				
Vehicle - Animal Control		\$25,000				
Courthouse Roof Repair		>>>	\$50,000			
County Complex Building HVAC Replacement (Complete)	\$75,000					
Commonwealth Attorney HVAC Replacement	>>>	>>>	>>>	\$8,000		
Tractor/Bushhog/Bucket - Indianfield/Maint (Grant/Local)		\$12,500				
Case Imaging System - Clerk's Office (Complete)	\$8,500					
Richmond County Animal Shelter	>>>	>>>	\$400,000			
Old Clerk's Office - Façade Repair (Complete)	\$25,000					
Renovate IDA Building for DSS (New Addition) 6/1/2022				\$50,000	\$50,000	
Zero Turn Mower - Maintenance (New Addition)		\$7,500				
County Office Building Alarm System Install (New Addition)				\$10,000		

