MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 9th day of March, 2017, thereof in the Public Meeting Room of the County Office Building.

Present:
F. Lee Sanders, Chairman
Richard F. Thomas, Vice-Chairman
Robert B. Pemberton, Member
J. David Parr, Member
William C. Herbert, II, Member

Also Present:
R. Morgan Quicke, County Administrator
Hope D. Mothershead, Administrative Assistant
Kristie S. Braun, Treasurer
Jennifer Delano, Commissioner of the Revenue
Greg Baker, Chief of Emergency Services
John Brown, Richmond County School Board
Dr. Greg Smith, Superintendent
Stephen McKeever, VDOT
Barry Sanders, Director of Code Administration
Frank Johnson
Harry Smith
Approximately 30 others

CALL TO ORDER

Chairman Sanders called the meeting to order at 9:00 a.m., gave the invocation, and led in the Pledge of Allegiance.

RESOLUTION – RAPPAHANNOCK HIGH SCHOOL – BETA TEAM

The Beta team from Rappahannock High School was in attendance at the meeting and was recognized for their team and individual participation in various competitions in Williamsburg, VA.

“On a motion made by Richard E. Thomas, the Board voted by roll call: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the following resolution.”
RESOLUTION RECOGNIZING THE RAPPAHANNOCK HIGH SCHOOL BETA TEAM

WHEREAS, the Rappahannock High School Beta Team recently participated in the Virginia Beta Club Convention in Williamsburg, Virginia; and

WHEREAS, the Rappahannock High School Beta Team was presented the Gold Key Award for total participation, which included 24 Seniors, 13 Juniors and 22 Sophomores; and

WHEREAS, the Rappahannock High School Beta Team was lead by President, Laura Milstead; Vice-President, Nik Drinkwater; Secretary, Madison Pierson; Treasurer, Chris Fols; Reporter, Connor France and Coach Beth France; and

WHEREAS, many students on the Rappahannock High School Beta Team were involved in individual and team awards, including:

- Mr. Rett Hillman, First Place – Math I
- Mr. Ben Hall, First Place – Woodworking
- Ms. Mikayla Phelps, Second Place – Speech II
- Ms. Carlie Pemberton, Third Place – Science II
- Mr. Austin Boone, Third Place – Science I
- The Robotics Team of Andrew Bell, Matthew Delano, John Lee Grindstaff, Ian Lewis and Ryan Shipman placed First in the State.
- The Quiz Bowl Team of Rett Hillman, Ian Lewis, Ethan White and Curtis Wilson placed Third in the Written Challenge.
- The Spotlight on Service Team of Kaetlyn Chatham, Rebecca Conley, Chris Fols, Laura Milstead, Kayla Scott, Kaitrin Self and Alma Talcott placed Third.

NOW BE IT RESOLVED by the Richmond County Board of Supervisors that we express our congratulations, admiration and pride to this outstanding group of Rappahannock High School Students, coaches and their families for their exceptional accomplishments at the Virginia Beta Conference;

BE IT FURTHER RESOLVED that a copy of this resolution is made a part of the minutes of the March 9, 2017 meeting of the Board of Supervisors of Richmond County, Virginia.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

Mr. David Ferguson, Principal, Rappahannock High School addressed the Board and wanted to recognize the students during National Beta Week. The students truly reflect the Beta motto “Let Us Lead By Serving Others”. Mr. Ferguson noted that these students have already
accumulated over 500 hours of community service in Richmond County during the 2016-2017 school year.

**RICHMOND COUNTY PUBLIC SCHOOLS**

Dr. Smith addressed the Board and presented plans originated from the School Board meeting. Plans are being made for the old 7th grade building at the Intermediate School location. The building has been named The Mackey-Thompson Learning Center and will house the Richmond County Early Learning Center. The name was chosen as a fitting tribute to the efforts of William II. Mackey and Augustella Y. Thompson in the development of this school.

Dr. Smith also noted that the school board has reached agreement with Northern Neck Electric Coop. for the use of the 8th grade facility. During times of need/emergency, the gymnasium will be used for lodging and bathroom facilities, etc. Northern Neck Electric has in turn agreed to help with maintenance on the facility and will place generators in the 7th grade and 8th grade building.

As to the 6th grade demolition project, Dr. Smith is happy to report that it is now complete.

**VDOT**

Stephen McKeever addressed the Board advising that he was working on the stripping at the intersection of Rt. 360 and Main Street discussed during the February board meeting. Mr. McKeever also mentioned the possibility of a blinking yellow arrow at the intersection. Mr. Thomas expressed concern about a new guard rail installation in the Robley area and also guard rail placement on Rt. 3 past Bunker Hill Road. Mr. McKeever agreed to check into the set-back for guard rails and investigate the areas.

**SHERIFF**

Sheriff Smith presented the following report for the month of February 2017: 633 calls for service; served 286 civil papers; 28 arrests with 48 warrants served; and served 53 traffic summons. Sheriff Smith reported that the jail population for the week in Richmond County was 20.

Sheriff Smith also noted that his office now has four Lidar systems in operation, which is new radar technology awarded through a DMV grant. The Sheriff's office is continuing with the conceal carry classes which prove to be popular.

**ANIMAL CONTROL**

On behalf of Animal Control, Sheriff Smith presented the following Animal Control report for the month of February 2017: 25 dog calls, 2 farm livestock calls and 9 dogs were transferred to the pound.
The Animal Control Officer responded to 52 deputy calls, 6 squad assist, 1 fire assist, 24 papers served, 1 warrant arrests and 5 traffic summons.

**TREASURER**

Kristie Brann, Treasurer, presented the Trial Balance Report for the month of February, 2017. The uncollected 2016 real estate tax amount is $478,223.38 and collections are going well. Mrs. Brann mentioned that her office would soon be issuing civil warrants for delinquent personal property taxes and Mr. John Hutt will be sending letters to those property owners who are two or more years delinquent on real estate taxes.

**COMMISSIONER OF REVENUE**

Jennifer Delano, Commissioner of the Revenue, noted that her office had begun working on the new construction assessments. Mrs. Delano reminded everyone that personal property returns are due by May 1, 2017.

**PLANNING / ZONING / LAND USE**

Barry Sanders addressed the Board and reviewed the monthly report. February was another busy month with 15 new projects. Mr. Sanders noted that McDonald’s in Warsaw had applied for a remodel permit, including two drive thru lanes and additional parking.

Mr. Sanders alerted the Board that the Planning Commission met on March 6, 2017 and are requesting a public hearing be scheduled for April.

"On a motion made by Richard Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye; to schedule a Public Hearing at 7:00 p.m. on April 13, 2017 for discussion of proposed amendments to the Richmond County Zoning Ordinance in Sections 4-14-7 (Boathouses), 4-14-8 (Fliers and Docks) and 5-3 (Definitions)."

Mr. Quicke added that the Planning Commission is also busy working on other zoning ordinance amendments.

**EMERGENCY SERVICES**

Greg Baker presented the following EMS report for the month of February: 119 calls in Richmond County; 2 calls for mutual aide into Richmond County; 3 calls for mutual aide to bordering counties and 3 fly outs. There was $32,530.00 collected for the month of February from EMS recovery billing. Mr. Baker added that an AED had been placed outside of the public meeting room and training will be conducted for County staff in CPR/AED operations on March 20, 2017. The EMS department organized an extrication class that was successfully attended by RCEMS and RCVFD, together with students from Lancaster County, Westmoreland County and one student from Harrisonburg, VA.
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As to the Storm Ready Preparedness, Mr. Baker had a final meeting with the National Weather Service and they inspected the measures in place for early alerting for severe weather for our schools, responders and dispatch. All paperwork has been submitted to get approved by the National Weather Service. Greg Baker presented a recently written addition to the Richmond County Emergency Operations Plan that was recommended by the National Weather Service.

"On a motion made by William C. Herbert, II, the Board voted by roll call: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the following proposed Hazardous Weather Plan, to be added to the Richmond County Emergency Operations Plan."

Richmond County
Hazardous Weather Plan

I. Introduction

Purpose

The purpose of this Hazardous Weather Plan is to describe actions to be taken prior to, during, and following a hazardous weather event in Richmond County.

II. Situation and Assumptions

A. Situation

1. Geography: Richmond County is located northeast of Richmond in the Historic Northern Neck. The County is bordered to the west by the Rappahannock River, Westmoreland County to the north, Northumberland County to the east, and Lancaster County to the south. Richmond County has a population of 9,000 citizens.

2. Hazards: Richmond County is exposed to many natural hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards include, but are not limited to:
   - Hurricanes/tropical storms
   - Severe thunderstorms
   - Tornadoes
   - Severe winter storms
   - Severe cold weather
   - Extreme heat
   - Flooding

B. Assumptions

1. Richmond County has the responsibility to notify citizens of impending hazardous weather.

III. Concept of Operations

A. Warning
1. Richmond County Sheriff’s Office Communications receives National Weather Service (NWS) statements and relays the information to Emergency Management. Communications also broadcasts all NWS watches/warnings over the radio and pager system to emergency response agencies (fire, law enforcement, FMS, etc.).

2. Warnings may also be received from NOAA weather radios, on-scene personnel, trained weather spotters, the Virginia Dept. of Emergency Management, or the media.

B. Notification

1. Upon receipt of NWS statements regarding watches and warnings, Emergency Management contacts agencies on the Notification List to inform them of watches/warnings (Attachment C). Notifications are made to County administrative offices who in turn implement a call-down list to notify employees of hazardous weather conditions. The Richmond County School System is also notified of hazardous weather conditions. The school system also implements a call-down list when notified of hazardous weather conditions.

2. Richmond County will generate a CodeRED warning to inform the citizens of possible hazardous weather and actions that need to be taken.

3. Richmond County has developed a Call List and Inclement Weather Policy for emergency personnel (see Attachment A).

4. Emergency Management also sends out emails regarding watches/warnings to the local emergency response community.

5. Standard Operating Guidelines specific to Hazardous weather have been developed and are on file at the EM Office.

C. Storm Spotter Activation and Criteria

Emergency Management uses weather spotters to help ascertain the seriousness of weather events and provide real time reports of hail size, wind speed, and tornado development. This information is utilized to quickly and effectively warn the public. In addition, local law enforcement routinely report severe weather conditions, including fog, via 2-way on a 24-hour basis.

D. Storm Damage Reports

1. Emergency Management will report storm damages to the NWS Wakefield Office as soon as possible during and following a hazardous weather event. Damage reports will be relayed to the office by phone 1-800-737-8624 and/or by email (ukq-report@noaa.gov).

E. EOC Activation

1. In the event that a hazardous weather watch/warning warrants EOC activation, the Emergency Management Coordinator will consult with the Director of Emergency Management and make recommendations for the activation of the EOC (ESIF 55, Attachment B).

2. The required agencies will be notified of the hazardous weather event and their presence will be requested in the EOC.
3. In order to facilitate the use of the EOC for a variety of emergencies/disasters, graded levels of response to varying levels of events have been identified. An event may escalate through the different activation levels sequentially.

**LEVEL III Monitoring Activation**

A Monitoring Activation will be implemented whenever the Office of Emergency Management receives notice of an incident which may escalate to threaten public safety. During a Level III Activation, the EM Coordinator will disseminate information to the EOC Support Group members directly affected by the incident via email, facsimile, telephone, pager, etc. (a notification call-down list has been established).

**LEVEL II—Hazard Specific Activation**

The EM Coordinator, County official, or the Incident Commander may implement a Hazard Specific Activation Level II. Only those Support Group members impacted by the hazard or involved in the response will be represented at the FOC.

**LEVEL I Full Activation**

A full Richmond County EOC activation may be implemented for a major event. All members of both the Control Group and the Support Group will be notified. The EOC will be staffed 24 hours a day or "on call" as needed depending on the incident and the phase of the incident.

**F. Public Information**

1. In the event that it is necessary to disseminate emergency information to the general public for a localized life threatening event or incident, the Emergency Alert System (EAS) may be utilized by directly contacting:

   A. The Emergency Management Coordinator who will contact the State EOC and request the issuance of an EAS message; OR

   B. the National Weather Service (NWS) office in Wakefield, VA and request that NWS issue an EAS message over NOAA Weather Radio (NWR).

   Activation of EAS is at the authority of Richmond County EM or the County Administrator only.

2. In conjunction with broadcast and other public alerting, Richmond County uses an automated call-out technology referred to as, CodeRED. CodeRED is a powerful emergency public alerting tool that allows authorized government officials to create and disseminate time-sensitive information, including weather related information, quickly and efficiently to the citizens of Richmond County via calls, texts, and emails.

3. Hazardous weather condition information will be available to the public on the Richmond County website as well as other sources of social media.

**IV. Training and Exercise Schedule**

A. Training

1. NWS Spotter Training for Dispatchers was hosted by Richmond County Dept. of Emergency Management at the E.O.C. at the Richmond County Sheriff’s Office on August 5th, 2016.
2. NWS Spotter Training for Dispatchers will be held every two years.

B. Exercises

Richmond County participates in hazardous weather exercises annually. Summaries of exercises and After Action Reports are on file at the EM office. Contact Emergency Management for the most current exercise schedule.

Attachment A

PURPOSE:

To establish procedures that will ensure sufficient staffing is maintained by the department in the event of a large-scale and/or long-duration incidents, disasters or inclement weather.

I. PREFACE

As a small rural jurisdiction, Richmond County has the potential for major disasters, i.e., transportation incidents and significant weather events. Preparing for such events requires that sufficient personnel are available to mitigate the disaster and, at the same time, respond to normal EMS and fire emergencies. Proper staffing also ensures that sufficient rest periods are provided for personnel which will facilitate safer and more effective

II. CONDITIONS WARRANTING EMERGENCY RECALL

A. When conditions warrant, a recall of personnel shall be made to ensure that adequate and qualified personnel are available to up staff designated frontline units, place specialty or additional units in service, and the County’s Emergency Operations Center.

B. The recall of personnel may be ordered by the Chief or his or her designee any time conditions exist, or are pending, that warrant a limited or a total mobilization of essential department personnel.

III. RED AND BLUE TEAM ACTIVATION

For significant incidents it may be necessary to immediately increase on duty staffing using a Red Team/Blue Team concept. Red and Blue Team staffing also may be used to develop staffing plans for predicted events such as hurricanes or significant snowstorms.

When the full Red/Blue Team staffing is activated, the shift on duty becomes the Red Team. The shift scheduled to report for duty the next day is Blue Team. Shift personnel who are off both days (3 or 5 day break) are assigned either to the Red Team or to the Blue Team based on where they can be utilized most effectively.

A. Individuals shall be responsible for knowing their team assignment. Department officers and supervisors shall be responsible for ensuring that all personnel are aware of the recall procedures and their team designations.

B. Uniformed staff positions are not pre-assigned to a Red or Blue Team. Should a full Red/Blue staffing plan be activated, uniformed staff personnel and critical employees shall immediately report to work for subsequent assignment and duty schedule.

IV. MANDATORY RECALL (FULL RED/BLUE TEAM ACTIVATION)

A. Only the Chief or his or her designee can call for a mandatory full Red and Blue Team activation. When a full Red Team/Blue Team has been activated, personnel who are working are assigned to the Red Team. Likewise, personnel who are scheduled to work the next day are assigned to the Blue Team and shall report to duty the next day or at a time specified.

B. The mandatory recall is intended for all full time and permanent part time employees. Regular part time employees will not be required to stay over their scheduled duty shift, to prevent any conflicts with
their full time employment. In the case a part time employee is willing and able to work during a recall, they will be asked to do so at that time.

V. MANDATORY RECALL (PARTIAL RED/BLUE TEAM ACTIVATION)

There may be events/incidents where a full recall of personnel is not necessary. If conditions warrant, a mandatory partial recall may be implemented. In these situations, personnel from either the Red or Blue Team may be contacted individually. Once contacted and notified, personnel shall report at the designated time and location.

Partial recall also may be utilized for anticipated events such as an impending snowfall or significant amounts or an impending hurricane. An incident action plan (IAP) will be developed for the event, and the Chief shall implement and recall in accordance with the IAP and the Department’s Emergency Plan for that type of event.

Spontaneous events, such as a tornado, that result in wide spread destruction may require immediate staffing of designated units or placing additional frontline units in service. In these situations, the on-duty officer, with the approval of the Chief or his or her designee, may take any or all of the following actions:

A. Activate full or partial Red Team/Blue Team recall.
B. Holdover of the off-going shift to increase staffing of designated units.
C. Cancel or suspend all on-going or pre-approved leave, Kelly days, trade times or upcoming leave until the incident has been mitigated or deemed under control.

VI. REPORTING FOR DUTY

A. Failure to report for duty when activated by a full or partial recall or Red/Blue Team Recall may be cause for disciplinary action. Absence due to bad weather or other adverse conditions shall not be excused when the employee has been advised of his or her assignment prior to the onset of such conditions. However, individual situations may prevent an employee from returning to work. The Chief will address these exceptions on a case-by-case basis.

VII. DEACTIVATION

A. The Chief or his or her designee shall declare the end of the staffing activation. Typically, this would occur at the end of the operational period, and the demobilization will be incorporated in with the IAP for that period. When deactivation or demobilization has been announced, the shift supervisor/officer shall notify the affected-duty personnel.

Attachment B

Emergency Support Function #5
Emergency Management
Primary Agencies:
Richmond County Department of Emergency Management
Secondary/Support Agencies:
Richmond County Department of Emergency Services
Richmond County Volunteer Fire Department
Richmond County Communications Center
Richmond County Sheriff's Office
Warsaw Town Police Office
Red Cross
Information Technology Department
Introduction
Purpose:
Emergency Support Function (ESF #5 — Emergency Management directs, controls, and coordinates emergency operations from the Richmond County Emergency Operation Center utilizing an incident command system. ESF #5
must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF #2 Communications and ESF #15 External Affairs, and coordinate with the Virginia Emergency Operation Center should outside assistance be required.

Scope:
ESF #5 serves as the support for all local departments and agencies across the spectrum of incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Policies:
- Emergency Support Function #5 provides an overall locality wide multi-agency command system implemented to manage operations during a disaster.
- The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment.
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, manageable span of control, pre-designated facilities, and comprehensive resource management.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
- Departments and agencies participate in the incident action planning process, which is coordinated by ESF #5.

Activation of the Emergency Operations Center (EOC):
The Emergency Management Coordinator, in consultation with the Director of Emergency Management, may activate the EOC if the following conditions exist:
- There is an imminent threat to public safety or health on a large scale.
- An extensive multi-agency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event.
- The disaster effects multiple political subdivisions within counties that rely on the same resources to resolve major emergency events.
- The local emergency ordinances are implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsible held by the next higher position).

Concept of Operations

General:
The Coordinator of Emergency Services will assure the development and maintenance of SOP's on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency operations center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. Emergency Management officials and agencies assigned responsibilities by this plan should be aware of the hazards that have the greatest potential for a local disaster and are most likely to occur. This information can be found in the basic plan section II. When an emergency threatens, available time will be used to implement increased readiness measures. The Coordinator of Emergency Management will assure that all actions are completed as scheduled.
The EOC support staff will include a recorder, message clerk, and other support personnel as required in order to relieve the decision making group of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations should be established and maintained. An EOC wall map should be prepared and be readily accessible.
The Planning Section will produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the VEOC. The staff of the EOC will support short term and long term planning activities.
Plans will be short and concise. The EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

Organization:
Emergency operations will be directed and controlled from the Emergency Operations Center (EOC). The EOC staff will consist of the Director, Coordinator, and Assistant Coordinator of Emergency Management, and key agency/department leads or their designated representatives. The list should include information on both elected and designated positions, other positions may be outlined in state or local statutes. EOC support personnel to assist with communications, internal logistics, finance, external affairs and administration will also be designated. The Director of Emergency Management will be available for decision making as required. The Director of Emergency Management is also responsible for coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies or designees are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

The Incident Commander will utilize the incident Command System. Depending on the nature and scope of the incident it may be handled solely by the Incident Commander, or it may require coordination with the EOC. In major disasters there may be more than one incident command post. The Incident Commander will generally be a representative from the primary Agency.

The regulatory agencies and governing bodies play an important role as they must pass and implement rules, regulations, codes, and ordinances, which would reduce the impact of the disaster. Local government agencies and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures. These agencies are also responsible for ensuring that they are capable of performing these duties in the time of an emergency. In addition, these agencies are responsible for bringing any areas where new/revised codes, regulations, and ordinances may mitigate a particular hazard to the attention of the Richmond County Board of Supervisors, in coordination with the Coordinator of Emergency Management.

The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The County Administrator may close facilities, programs, and activities in order that employees who are not designated "emergency service personnel" are not unnecessarily put in harms way.

The Coordinator of Emergency Management will coordinate training for this emergency support function and conduct exercises involving the EOC.

Actions
- Develop and maintain a capability for emergency operations and reflect it in the Emergency Operations Plan.
  - Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations
  - Maintain a notification roster of EOC personnel and their alternates
  - Establish a system and procedure for notifying EOC personnel
  - Identify adequate facilities and resources to conduct emergency operations at the EOC
  - Coordinate Emergency Management mutual aid agreements dealing with adjacent jurisdictions and relief organizations, such as the American Red Cross
  - Develop plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2 and ESF #15
  - Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected
  - Test and exercise plans and procedures
  - Conduct community outreach/mitigation programs
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the locality
- Develop accounting and record keeping procedures for expenses incurred during an emergency
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects
- Provide periodic staff briefings as required
- Provide logistical support to on scene emergency response personnel
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- Maintain essential emergency communications through the established communications network
- Provide reports and requests for assistance to the VEOC through WebEOC
- Compile an initial damage assessment report and send to the VEOC through WebEOC
- Coordinate requests for non-mutual aid assistance

Responsibilities
- Activates and convenes local emergency assets and capabilities
- Coordinates with law enforcement and emergency management organizations
- Coordinates short and long term planning activities
- Maintains continuity of government
- Directs and controls emergency operations
- Submits state required reports and records
- Conducts initial warning and alerting
- Provides emergency public information

Attachment C

EMERGENCY NOTIFICATION PROCEDURES
Until the EOC is activated, the Communication Center of Richmond County E-911 will notify the following officials upon receipt of a severe weather warning, or other impending emergency, or when directed by an on-scene incident commander.

OFFICIAL
Director of Emergency Management – Lee Sanders
Coordinator of Emergency Management – Greg Baker
Asst. Coordinator of Emergency Management – Morgan Quicke
Director of Social Services –

Once operational, the local Emergency Operations Center will receive messages directly from the VEOC. It is then the responsibility of the Richmond County Communications Center to monitor message traffic and ensure that messages reach the Director of Emergency Management or his designee.

A full listing of contact numbers is maintained in the Communications Center.

FIRE DEPARTMENT

Mr. Quicke presented the End of 2016 report from Chief Randy Passagaluppi. Call data for the year of 2016 is as follows:

- 308 calls for service
- 118 Motor vehicle collisions
- 58 EMS assists
- 42 Helicopter landing zones
- 14 calls to assist neighboring departments
- 9 Vehicle fires
- 7 Structure fires

Randy Passagaluppi is pleased to have 11 new members join the fire department in 2016. Mr. Passagaluppi is looking forward to the remainder of 2017 and the continued growth of the fire department.
PERRETZ AND YOUNG

The engineers and architects from Perretz and Young presented four options in conclusion of their study of the EMS facility.

**Option 1:** Renovate existing EMS building and new detached five bay building. Estimated Budget: $1,100,000.00

**Option 2:** New EMS building with six attached bays (6,700 SF+/–). Estimated Budget $1,540,000.00

**Option 3:** New Fire & EMS building with twelve attached bays (14,000 SF+/-). Estimated Budget $2,750,000.00

**Option 4:** Renovate existing VL/C building and new attached five bay building. Estimated Budget $1,650,000.00

Mr. Thomas inquired about additional amounts for water and sewer hook-ups. A representative from Perretz and Young noted that these amounts were already figured in the total estimate.

Chairman Sanders asked about the sound proofing measures in the proposed joint building. A representative from Perretz and Young noted that the adjoining wall would be insulated and divided and the building would be organized so that the living spaces in the two areas would not be on the common wall.

Mr. Quicke suggested since this was the first presentation of the options, the topic be put back on the agenda for April for discussion.

**PLANNING COMMISSION – MR. JOHN W. LEWIS**

Mr. John W. Lewis addressed the Board to get a consensus on moving forward with research on fracking in Richmond County. The Planning Commission hopes to be able to define fracking, learn what adjacent counties have changed within zoning ordinances and get ideas from county residents to be able to make suggestions for changes in the Richmond County Zoning Ordinance. Chairman Sanders does not have a problem with the investigative work. Mr. Thomas noted that he did not see any harm in being prepared. All board members were in consensus for the research. The Planning Commission will return to the Board with information in two months.

**OLD BUSINESS**

**LAND USE ORDINANCE REVISIONS**

Mr. Quicke reviewed with the Board the options suggested by Sands Anderson pertaining to a proposed change in the revalidation of the Land Use program. The three options are as follows:

- No annual revalidation
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- Sands Anderson drafted a revised Ordinance to reflect no annual revalidation; however, they stress that if this option is selected, annual notification will need to be provided to participants in the land use program to continuously notify them of their responsibility to notify the County should their land use situation change. Also, the annual notice should outline the penalties and fees associated with failing to report the changes in a timely manner.
- This would require the Commissioner of Revenue's office to create an informational piece to be sent annually to all participants of the program to inform them of their responsibilities in the event their situation changed.

- Annual revalidation
  - Our current practice.

- Periodic revalidation
  - We could require revalidation at periodic intervals to our choosing.
  - Some localities choose to revalidate on years of reassessment.
  - The Commissioner of the Revenue has indicated this option could be more burdensome, especially if done in years of reassessment.

Chairman Sanders thinks it would be easier to leave as is for re-validation since most people in the program are in the habit of doing it every year and delaying the revalidation would still require the same amount of paperwork to be processed each year in the Commissioner's Office.

Mr. Thomas asked if additional help was added in the office during re-assessment. He thought that maybe doing re-validation during re-assessment would be easier. Jennifer Delano noted that no additional help is brought in during re-assessment.

Mr. Pemberton and Mr. Herbert also think that keeping the revalidation each year is beneficial.

Mr. Parr asked what could be done to prevent someone from getting bumped out of the program because of not filing the revalidation yearly. Chairman Sanders added that no matter how many years are between the revalidation, it may be overlooked by a resident.

Among the Board, the consensus was to leave the revalidation on an annual basis. However, other changes/updates need to be made to the ordinance and a public hearing will be necessary.

"On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye; to schedule a public hearing on April 13, 2017 at 7:00 p.m. for discussion on amendments to the Ordinance for Special Assessments for Agricultural, Horticultural, Forest and Open Space Real Estate."

NORTHERN NECK TOURISM COMMISSION – APPOINTMENT (1)

Mr. Quicke notified the Board that there is one vacancy on the Northern Neck Tourism Commission. With no nominations, the vacancy will return to the agenda for the April meeting.
UPDATE – US FISH AND WILDLIFE

Mr. Quicke updated the Board on recent communications with U.S. Fish and Wildlife. It does appear that the concerns over the lack of revenue share dollars, associated with the almost 5,000 acres owned in the County, is being noticed and acted on. Unfortunately, until Congress decides to address the issue of revenue share dollars, there is only so much that USFWS can do. Mr. Quicke noted that it was his understanding that a new appraisal would be done of the properties. Since USFWS are paying revenue share dollars based off of land values 20 years old, Richmond County may see increased revenue after a reappraisal of the properties.

NEW BUSINESS

EXPENDITURE REIMBURSEMENT RESOLUTION – EMS FACILITY

Mr. Quicke notified the Board that Dan Siegel from Sands Anderson made a suggestion of a Reimbursement Resolution. This resolution would allow the County to reimburse themselves for expenses related to the EMS facility through a future bond issue. The fee for Phase I with Perretz and Young was $10,000 of which has been paid from the CIP. Mr. Quicke noted that once the Board chooses which project to undertake, the process of plan drawing and financing will begin, and further expenses will be paid prior to issuing the bond. By adopting this resolution, these expenses can be rolled into the financing if the Board chooses.

This resolution does not require us to issue debt, or ask for reimbursement, it simply gives us that option in the future should we choose this direction.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberon – aye; William C. Herbert, II – aye; J. David Parr – aye; to adopt the following resolution.”

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RICHMOND, VIRGINIA DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE TAX-EXEMPT FINANCINGS FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH A CAPITAL IMPROVEMENT PROJECT FOR THE COUNTY

WHEREAS, the County of Richmond, Virginia (the "County") is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the County has paid, beginning no earlier than (60 days prior to adoption of this resolution), or will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with a new County EMS facility (the "Project"); and
WHEREAS, the Board of Supervisors of the County (the "Board") has determined that those moneys previously advanced no more than 60 days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the County for the Expenditures from the proceeds of one or more issues of tax-exempt bonds (the "Bonds"); and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF RICHMOND, VIRGINIA, AS FOLLOWS:

Section 1. The Board hereby declares, in accordance with U.S. Treasury Regulation Section 1.150-2, as amended from time to time, the County's intent to reimburse the County with the proceeds of the Bonds for Expenditures with respect to the Project made on and after the date which is no more than 60 days prior to the date hereof. The County reasonably expects on the date hereof that it will reimburse itself for the Expenditures with the proceeds of the Bonds.

Section 2. Each Expenditure was and will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditures), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the County so long as such grant does not impose any obligation or condition (direct or indirect) to repay any amount to or for the benefit of the County.

Section 3. The maximum principal amount of the Bonds expected to be issued for the Project is $1,200,000.

Section 4. The County will make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED THIS 9th day of March, 2017. The Clerk of the Board of Supervisors of the County of Richmond, Virginia hereby certifies that the above-referenced resolution was adopted by a majority vote of the Board of Supervisors at a regular meeting of the Board of Supervisors, duly called and held on March 9th, 2017, during an open meeting, as follows:

AYES: 5 – Sanders, Thomas, Pemberton, Parr, Herbert

NAYS: 0
ABSTENTIONS: 0

Attested to:

Clerk, Board of Supervisors of
the County of Richmond, Virginia

**RAPPAHANNOCK HIGH SCHOOL – AFTER PROM REQUEST**

Mr. Quicke presented the Board with a letter from Rappahannock High School After Prom Committee. The Board contributed $250 to the After Prom Committee in 2015 and 2016.

*On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye; to contribute $500.00 to the After Prom Committee.*

**ANIMAL SHELTER – CONTRACT WITH WESTMORELAND COUNTY**

Mr. Quicke noted that correspondence has been received from Westmoreland County regarding the contract between Richmond County and Westmoreland County for the use of the Animal Shelter.

Since the last contract was agreed upon in 2000, Richmond County has been renting space at the Westmoreland County Animal Shelter for $35 per dog, regardless of how long the dog was in custody. The price per dog has been a great bargain afforded to Richmond County.

Mr. Quicke continued to say Westmoreland County has noted and come to realize that the $35 per dog does not come close to paying for the actual expenses associated with the care of the dogs we place at the shelter and therefore has chosen to cancel the current contract effective June 30, 2017.

Mr. Quicke noted he has been working with the County Administrator of Westmoreland County to come up with a more satisfactory agreement that will be beneficial to both localities. For many years, Richmond County has budgeted a very small $9,000 for the housing of dogs, and we have generally been able to stay within that budgeted number.

A few things to consider:

- Our upcoming FY18 budget will need to reflect a higher budgeted amount for the housing of dogs, probably around $30,000.
- Mr. Quicke has reached out to both Essex County and Northumberland County to gauge their interest in housing Richmond County dogs in the event that an agreement cannot be reached with Westmoreland County.
- The new contract will need formal approval by the Board. I anticipate an April or May agenda item for the new contract.
The bargaining position for Richmond County is not great, due to the extremely limited options.

Mr. Quicke asked if it is time for Richmond County to begin looking into building and operating our own Animal Shelter? Should this be included in the upcoming CIP for 2020 or 2021?

Mr. Quicke has been working with Westmoreland County to reach an agreeable amount but has been unsuccessful at this time.

Mr. Quicke added that he would like to investigate the costs of having an animal shelter in Richmond County. Sheriff Smith mentioned that he had talked with the Regional Jail and discussed a Vet-Tech program that may be beneficial for assistance at the shelter. Mr. Thomas asked about the possibility of a facility at the Regional Jail. Sheriff Smith noted that the Regional Jail would only be available for Vet-Tech assistance.

Mr. Parr inquired if Officer Richard Thomas would be assigned solely to the animal shelter. Sheriff Smith added that the shelter would be run through the Sheriff’s Office. Mr. Thomas noted that since a veterinarian has to be available to the shelter, a possibility would be to speak with the current Warsaw Animal Clinic for partnering options.

Mr. Quicke continued to say that the topic will need to be on the agenda for April for further discussion.

CIRCUIT COURT JUDGE – SECRETARY (RICHMOND, NORTHUMBERLAND, LANCASTER)

Mr. Quicke noted that with the appointment of a new Circuit Court Judge in the 15th District effective July 1, 2016, the circumstances have changed for Richmond County in regards to the Secretary position for the Judge. Whereas in the past, the secretary position has been split between five counties (Westmoreland, Essex, Lancaster, Northumberland, Richmond) at about $13,500 each year, the position will now need to be split between three counties (Richmond, Lancaster and Northumberland) at about $23,500 each year.

On February 21st, the three County Administrators of Richmond, Lancaster and Northumberland met with Judge McKenney to discuss the future of the position and funding. Judge McKenney noted the importance of the position and asked the Counties to consider continuing to fund the position at 100% understanding the local contribution would increase due to the new split of 33% instead of 20%.

There are no State dollars associated with this position, only local dollars. At this time, the Board needs to consider a supplemental appropriation of $7,262 for FY17 for this position as Westmoreland and Essex have chosen not to fund in FY17 due to Judge McKenney no longer serving their localities.
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Mr. Quicke inquired if moving forward to the FY18 budget, does the Board wish to include the additional funding in the budget. At this time it appears there is support from both Lancaster and Northumberland to fully fund the position at 100%, or 33% each ($23,500.)

"On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye: to approve a supplemental appropriation in the amount of $7,262.00 for the Circuit Court Judge Secretary."

2017 GENERAL ASSEMBLY UPDATE / STATE BUDGET RECAP

Mr. Quicke shared the following highlights from the VACO recap of the State Budget as it pertains to local governments:

- 2% Raise for State Supported Local Employees effective August 1, 2017
- 2% Raise for SOQ recognized positions, Teachers, effective February 15, 2018
- No change to VRS – Teacher Plan, meaning the higher rates will go into effect in FY18, with a fiscal impact of about $125,000 to the School System.

ONGOING PROJECTS

MONTHLY APPROPRIATIONS – RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES

"On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to appropriate $85,000.00 to the Richmond County Department of Social Services for the month of April, 2017."

MONTHLY APPROPRIATIONS – RICHTMOND COUNTY PUBLIC SCHOOLS

"On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye: to appropriate $1,290,116.00 to the Richmond County School Board for the month of April, 2017."

MONTHLY SUPPLEMENTAL APPROPRIATIONS

Mr. Quicke explained three (3) supplemental appropriations for the Board to consider this month.

"On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye: to approve a supplemental appropriation in the amount of $23,000.00 for Debt Service, Annual Revenue Anticipation Notice."
“On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye: to approve a supplemental appropriation in the amount of $10,800.00 for Voter Registrar, local benefits.”

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye: to approve a supplemental appropriation in the amount of $14,194.00 for Three River Health Department.”

APPROVAL OF MINUTES – FEBRUARY 9, 2017

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to approve the minutes from the February 9, 2017 meeting.”

OTHER BUSINESS

Mr. Parr noted that he was very proud of the opening of Rappahannock Church of Christ and the Gun/Knife Show all happening the same weekend. It is good to see things happening in Richmond County.

Mr. Herbert thanked Dr. Smith and the Richmond County school system for the support of the Beta Club. He is proud of the accomplishment of each child. Mr. Herbert asked if the FY18 Budget/CIP Public Hearing could be held on April 27, 2017, due to a scheduling conflict.

Mr. Quicke noted that an April 27, 2017 Public Hearing would still allow enough time for Budget Adoption, etc.

RECESS

Chairman Sanders recessed the meeting until 1:00 p.m. to allow departments to present their requested FY18 Budget.

RECONVENE – BUDGET PRESENTATIONS – 1:00 P.M.

Members Present:

F. Lee Sanders, Chairman
Richard E. Thomas, Vice-Chairman
Robert B. Pemberton, Member
William C. Herbert, II, Member
J. David Parr, Member

Present:
Chairman Sanders called the meeting back to order.

**RICHMOND COUNTY LITTLE LEAGUE**

David Reams, Vice President; Pamela Davis, Treasurer; Tania Keyser, Board Member and Shirley Lucas, Board Member represented the Richmond County Little League and thanked the Board for their continued support. The Little League has asked for funding of $10,000.00 for the FY18 budget.

**RICHMOND COUNTY SHERIFFS OFFICE**

Sheriff Smith explained his FY18 budget request to the Board, which included increases to the following line items: Salary, Maintenance Contracts, Motor Vehicles/Equipment

Sheriff Smith requested an increase in the Animal Control Officer position. He explained that the increase would include $200.00 retention plan plus 1% increase.
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RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENT

Ben Lewis, President and David Thomas, Assistant Chief requested level funding for the FY18 budget. He provided the Board with a list of future needs of the Fire Department.

RICHMOND COUNTY DEPARTMENT OF EMERGENCY SERVICES

Greg Baker and Mitch Paulette explained his FY18 budget request to the Board, which included increases to the following line items: Retention raises for full time employees, increase in salaries of employees moving from EMT-B to Intermediate and supplementing the night coverage “on call” program.

NN-MP COMMUNITY SERVICES BOARD

Mr. Walsh thanked the Board for their past contribution of $25,000.00 and asked for an overall increase of $9,253.00 to bring the total contribution for FY18 to $34,253.00.

RICHMOND COUNTY PUBLIC LIBRARY

Mr. Ream thanked the Board for their past support and requested $98,160.00 for the FY18 budget, which is a $10,000 increase.

RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES

Mr. Cordes, Ms. Livingstone and Ms. Ambrose represented the Department of Social Services and thanked the Board for the past support. Social Services requested $360,449.00 for the FY18 budget, which is a $15,449.00 increase.

THE HAVEN

Ms. Weakley thanked the Board for last year’s contribution and requested $6,000 for the FY18 budget. She explained that the funds help support the costs, which provide the necessary resources to help individuals who reside in Richmond County.

RAPPAHANNOCK LEGAL SERVICES / LEGAL AID WORKS

Ms. Kloeckner thanked the Board for past support and requested from the Board $2,467, which is level funding.

RICHMOND COUNTY COMMONWEALTH’S ATTORNEY

Mrs. Trible requested from the Board $28,120.75 for the FY18 budget, which is less than budgeted last year since a grant was awarded covering the salary for the Secretary/Victim-Witness position.
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CLERK, CIRCUIT COURT

Ms. Pierson explained her FY18 budget request to the Board, which included increases to the following line items: Salary, Travel and Computer Equipment

NORTHERN NECK SOIL AND WATER CONSERVATION

Mr. Johnson and Mrs. Clarke requested $15,000 in funding for the FY18 budget. She said that this request reflects a $3,000 increase over the current allocation.

RAPPAHANNOCK COMMUNITY COLLEGE

Mr. Doyle thanked the Board for the continued support and requested $21,000.00 ($10,500.00 Operating Funds and $10,500.00 Capital Funds) from Richmond County for the FY18 budget.

RICHMOND COUNTY PUBLIC SCHOOLS

Dr. Smith presented his proposed budget to the Board. (Exhibit I)

RECESS

Chairman Sanders recessed the meeting until March 20, 2017 at 6:00 p.m.

RECONVEYNE MEETING ON MARCH 20, 2017 AT 6:00 P.M. - BUDGET WORKSESSION

Members Present:

F. Lee Sanders, Chairman
Richard F. Thomas, Vice-Chairman
Robert B. Pemberton, Member
William C. Herbert, II, Member
J. David Parr, Member

Present:

R. Morgan Quicke, County Administrator
Hope Mothershead, Administrative Assistant
Dr. Greg Smith, Superintendent, RCPS
Mr. John Brown, Richmond County School Board

Chairman Sanders called the meeting back to order.

BUDGET DISCUSSION

Mr. Quicke presented the County Administrator’s proposed FY17 to the Board. (Exhibit II)
As to the housing of dogs in Richmond County, Mr. Quicke updated the Board that he had more conversations with Essex County regarding a possible cooperation. No agreements have been made.

Mr. Thomas mentioned the parking lot at the IDA building and felt that it needed to be included in the CIP. Mr. Pemberton asked if the parking lot needed re-paving or re-scaling. Mr. Thomas added that the lot needed a professional eye to make a suggestion.

There was discussion on using the IDA building in the future for possible offices such as Social Services and the need to keep up with maintenance on the parking lot and building.

Mr. Thomas would like to see what is necessary for an additional amount of $2,000.00 to go to the RCC library for FY18. Mr. Quicke agreed to work through the figures to arrange for additional funding for the RCC library.

Chairman Sanders asked the members to contact Mr. Quicke regarding any ideas or changes before next week’s work session.

RECESS

Chairman Sanders recessed the meeting until March 27, 2017 at 6:00 p.m.

RECONVEYNE MEETING ON MARCH 27, 2017 AT 6:00 P.M. – BUDGET WORKSESSION

Members Present:

F. Lee Sanders, Chairman
Richard E. Thomas, Vice-Chairman
Robert B. Pemberton, Member
William C. Herbert, II, Member
J. David Parr, Member

Present:

R. Morgan Quicke, County Administrator
Dr. Greg Smith, Superintendent, RCPS

Chairman Sanders called the meeting back to order.

PERSONAL PROPERTY TAX RELIEF ASSISTANCE

Mr. Quicke discussed with the Board the need to reduce the PPTRA “Car Tax” percentage. Currently the percentage is set at 55%. Based upon a recommendation by Mr. Quicke, the Board’s consensus was to decrease it to 50%.

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LIBRARY FUNDING

The Board discussed a possible increase of $2,000.00 to the Richmond County Public Library. Areas that were discussed to help fund the additional amount were solid waste disposal, CSIR/Health Dept., YMCA or EMS Truck Fund. It was a consensus of the Board to reduce the EMS Trust Fund and add the additional amount to the Library.

ANIMAL SHELTER FUNDING

Mr. Quicke notified the Board that a new amount had been received from Westmoreland County as a partner in the animal shelter. Westmoreland County would require $49,000.00 and the amount would be fluent based on a yearly true up, meaning it would be based on actual usage - could be more or less. Upon a suggestion by Mr. Quicke, the Board decided to move the $30,000.00 budgeted amount from the Animal Shelter to $38,000.00 and take the difference of $8,000.00 from solid waste.

Mr. Quicke and Chairman Sanders had a meeting with Davenport and Sands Anderson to discuss possible financing options. With the debt service overview, it was determined that Richmond County could take on a certain level of projects. The idea of financing the Public Safety Facility and Animal Shelter projects together was discussed. There are several possible savings to combining the projects for financing and construction. The bus garage project was also mentioned in the savings of combining during construction. It was a consensus to put the idea on the agenda for April for further discussion.

Mr. Quicke noted that the next budget worksession is scheduled for April 13, 2017 at 5:00 PM.

OTHER BUSINESS

LANDFILL TRUST AGREEMENT

Mr. Quicke explained to the Board that the creation of a Trust Account with Union Bank for post landfill closure financial assurance was necessary. Richmond County, along with Lancaster County and Northumberland County are owners of the now closed Tri-County Landfill, located off of Ridge Road, in Northumberland County. The three counties are responsible in perpetuity for the closure of this landfill, meaning the monitoring of groundwater and other environmental concerns. Each year, Richmond County has to show the Department of Environmental Quality that our cash amounts are equal to or greater than 5% of our annual operating budget. Mr. Quicke noted that provided the 5% is met, DEQ only requires from the County a signed form for Post Closure Land Fill Assurance, stating that should there be an issue; the County agrees to fund our liability in the amount of $87,926. With our FY16 CAFR (Audit) showing an undesignated balance of ($59,000), DEQ is requiring the County to show post closure assurance in a more formal way. With the help of Sands Anderson, Mr. Quicke noted that it was suggested the best and easiest way to show this assurance to DEQ, is with the formal creation of a Trust account through Union Bank, in the amount of $87,926 and naming DEQ as the beneficiary. This money will be transferred from the General Fund to the newly created Trust account to
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provide this assurance, with the intention that our FY17 audit will again show the minimal 5% as required, and these funds will be transferred back to the General Fund.

There was consensus with the Board to proceed with the Trust Agreement.

OTHER

There was concern shared by the Board about the use of the County seal on a meeting flyer.

"On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye; to permit Mr. Quicke to work with the organization, in combination with the County attorney, to request that the seal be removed from any future flyers, etc."

ADJOURNMENT

After no further business, Chairman Sanders adjourned the meeting.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors
ACCOMPLISHMENTS OF RCPs

- Division
  - All schools continue to earn full accreditation by the Virginia Department of Education (1 of 37 school divisions).
  - District pass rates in reading, math and writing SOLs were at or above the state performance level.
  - Attendance rates by school: RCE/RCH= 96.2, RHS= 95.2
  - Niche Report- RCPs is ranked 31 of 132 school divisions

- Student
  - Beta Club- Jr. Beta and Sr. Beta students qualified for national competition
  - Number of students earning a CTE Credential has increased to 274 from 161 three years ago
  - RHS has been winner and runner-up in each of past 2 years in the Governor’s Personal Finance Challenge. Personal finance class was named to the top 100 performing high schools nationally in the wise financial literacy challenge.
  - RCPs Math students swept the RCG Regional Math Contest by winning 8 out of the 12 possible 1st, 2nd or 3rd places.
  - Continued appearances in post-season athletic competitions
  - Partnership with the Friends of the Rappahannock on “A River Runs Through Us” project receives “Program That Works” award from Governor McAuliffe.
  - Implement 1 to 1 laptop initiative to high school students; plan to expand to lower grades.
2017-2018 BUDGET CONCERNS AND OBJECTIVES

- Salaries – Continue to maintain competitive salary scales to attract and retain quality employees
- Health benefits – Evaluate the health benefits options within the financial constraints
- Technology – Expand the one to one initiative to lower grade levels
- Instruction – Focus on developmental reading at K-3 level (Planning and Personnel)
- Transportation – Planning for permanent transportation facility and add to the fleet
- Facilities – Continue to maintain and improve
- Carryover funds – Add to capital improvement fund
SIGNIFICANT CHANGES FY18 PROPOSED BUDGET

- BUDGET FORMULA ADJUSTMENT ADM 2017=1,230; 2018=1,249
- STATE REVENUE INCREASE OF $225,559; FEDERAL REVENUE UP $145,107
- SALARY IMPROVEMENTS – STEP PLUS 1% FOR TEACHERS, 1% ALL OTHERS
- VRS INCREASE OF APPROXIMATELY 2% OR $127,031
- HEALTH INSURANCE – 3% INCREASE OR $22,075
- REGIONAL PROGRAMS (TECHNICAL CENTER, ALTERNATIVE ED. AND GOVERNOR’S SCHOOL) - INCREASED BY $20,487
- BUS GPS SYSTEM - $10,000
- MAINTENANCE SERVICE CONTRACTS INCREASED - $38,000
- ASBESTOS REMOVAL RC1 BUILDING -$20,000 ESTIMATE
- POST GRADUATE INVESTMENT INITIATIVE-(PSAT/SAT/ACT AND DUAL ENROLLMENT RCC) $24,000
LOCAL AND STATE CONTRIBUTIONS
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<td>$4,969,982</td>
<td>$5,260,230</td>
<td>$5,396,730</td>
<td>$5,336,230</td>
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**COUNTY CONTRIBUTION TO RCPS**
## Revenue Projections

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<th>2016-2017</th>
<th>2017-2018 Proposed</th>
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<td>State Funds</td>
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<td>Federal Funds</td>
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<td>$14,139,380</td>
<td>$378,546</td>
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<tr>
<td>Food Service</td>
<td>634,383</td>
<td>689,720</td>
<td>55,337</td>
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FY18 Revenue by Source

- State: 56.4%
- Federal: 5.3%
- Local: 34.4%
- Other: 9%
## Expenditure Projections

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<td><strong>Federal Programs</strong></td>
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<td>$14,313,380</td>
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<td><strong>Food Service</strong></td>
<td>$689,720</td>
<td>$564,383</td>
<td>$125,337</td>
</tr>
</tbody>
</table>
COSTS BY FUNCTION

- Salaries: 54.2%
- Regional Programs: 6.9%
- Accounts Payable: 18.7%
- Benefits: 20.2%
- Utilities/Maint.: 5.0%
## 2017-2018 Budget Reconciliation

<table>
<thead>
<tr>
<th>Difference</th>
<th>2017-2018 Proposed</th>
<th>2016-2017</th>
<th>Food Service</th>
<th>Total Operating Budget</th>
<th>Operating Revenue from the County</th>
</tr>
</thead>
<tbody>
<tr>
<td>$378,546</td>
<td>$14,139,380</td>
<td>$634,383</td>
<td>$14,395,217</td>
<td>$4,810,727</td>
<td>$0</td>
</tr>
<tr>
<td>$55,337</td>
<td>$689,720</td>
<td>$14,826,100</td>
<td>$4,810,727</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
QUESTIONS?
FY18 Budget Priorities/Challenges

- Continued Investment in Employees
  - Benefits and Compensation
    - 2% County Employee Raise/Merit Raises/Health
      Insurance/Retention Plans/ Teacher Steps +1%/ 1% all other RCPS
  - Continued Investment in the County
    - Fund Balance
      - Continue focus of building our un-designated cash reserves to 15%, or $3,500,000.
    - Capital Improvement Plan Funding
      - (EMS Facility, E-911 Radio Study, IT infrastructure, etc)
    - Facilities Maintenance and Vehicle Replacement
    - Continue High Service Delivery
FY18 Budget Priorities/Challenges

- Recognize growing Economy will lead to increased Revenue's as well as increased Costs in areas such as:
  - Solid Waste/Brush
  - General Maintenance

- Growing needs and increases in Health and Human Services -
  - Health Department, Community Services Board, Juvenile Detention, Social Services, At-Risk Youth
<table>
<thead>
<tr>
<th>What Do We Fund?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings and Property Information Technology</td>
</tr>
<tr>
<td>Elections and Voter Registration</td>
</tr>
<tr>
<td>Assessment and Collections</td>
</tr>
<tr>
<td>Buildings Inspections/Code Compliance</td>
</tr>
<tr>
<td>Erosion and Sediment Control/Stormwater Management</td>
</tr>
<tr>
<td>Land Use/Planning/Zoning</td>
</tr>
<tr>
<td>Waste Management (Trash)</td>
</tr>
<tr>
<td>Public Transit – Bay Transit</td>
</tr>
<tr>
<td>Economic Development</td>
</tr>
<tr>
<td>Regional Programs and Partnerships</td>
</tr>
<tr>
<td>NN Food Bank, Rapp. River, Bank, The Haven, Menomonee, Remote Area Medical, Planning District Commission</td>
</tr>
<tr>
<td>Planning District Commission</td>
</tr>
</tbody>
</table>
FY18 Recommended Tax Rates

- No recommended changes to FY18 Tax Rates
  - $0.70/$100 – Real Estate
  - $3.75/$100 – Personal Property
  - $0.40/$100 – Machinery and Tools
  - $3.50/$100 – Merchants Capital

- $0.03 Tax Increase of FY17 (+$225,000) to still be dedicated to:
  - $150,000 – Undesignated Fund Balance
  - $75,000 – Capital Improvement Plan

- Personal Property Tax Relief (PPTRA) “Car Tax”
  - Recommended rate of 50%, down from 55%
    - Why? Increase in total vehicle number and value within the County
# FY18 Recommended Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>Approved FY17</th>
<th>Recommended FY18</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Government</td>
<td>$2,746,360</td>
<td>$2,839,589</td>
<td>$93,229</td>
</tr>
<tr>
<td>Judicial Admin</td>
<td>$565,592</td>
<td>$597,036</td>
<td>$31,444</td>
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<tr>
<td>Public Safety</td>
<td>$2,602,814</td>
<td>$2,687,598</td>
<td>$84,784</td>
</tr>
<tr>
<td>Public Works</td>
<td>$918,174</td>
<td>$969,605</td>
<td>$51,431</td>
</tr>
<tr>
<td>Health and Welfare</td>
<td>$2,366,766</td>
<td>$2,283,636</td>
<td>-$83,130</td>
</tr>
<tr>
<td>Education</td>
<td>$14,200,294</td>
<td>$14,750,177</td>
<td>$549,253</td>
</tr>
<tr>
<td>Parks/Rec/Culture</td>
<td>$136,789</td>
<td>$143,289</td>
<td>$6,500</td>
</tr>
<tr>
<td>Community Development</td>
<td>$255,844</td>
<td>$258,070</td>
<td>$2,226</td>
</tr>
<tr>
<td>Non-departmental</td>
<td>$89,317</td>
<td>$130,317</td>
<td>$41,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$23,882,581</td>
<td>$24,659,318</td>
<td>$776,737</td>
</tr>
</tbody>
</table>

**The Recommended FY18 Budget represents a 3.0% increase over the approved FY17 Budget**
## FY18 Recommended Revenue

<table>
<thead>
<tr>
<th>Category</th>
<th>Approved FY17</th>
<th>Recommended FY18</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$10,009,850</td>
<td>$10,204,476</td>
<td>$194,626</td>
</tr>
<tr>
<td>State Sources</td>
<td>$11,230,990</td>
<td>$11,552,840</td>
<td>$321,850</td>
</tr>
<tr>
<td>Federal Sources</td>
<td>$1,385,511</td>
<td>$1,530,935</td>
<td>$145,424</td>
</tr>
<tr>
<td>Non Rev/ Trans</td>
<td>$1,256,230</td>
<td>$1,371,067</td>
<td>$114,837</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$23,882,581</strong></td>
<td><strong>$24,659,318</strong></td>
<td><strong>$776,737</strong></td>
</tr>
</tbody>
</table>
FY18 Expenditure Overview

- 2% Employee Raises – Effective December 1, 2017
  - $41,000

- Sheriff’s Office and EMS Retention Plans -
  - EMS - $1,700
  - Sheriff’s Office - $3,250

- Other Merit Increases –
  - $16,500

- Health Insurance Costs – Up 3%
  - Impact to County - $13,000
FY18 Expenditure Overview

- **Debt Service-**
  - Propose to increase budget from $1,475,000 to $1,518,000
    - $25,000 – Yearly Revenue Anticipation Note (Fees and Interest)
    - $18,000 – Early Payoff of Two USDA Loans – Police Cars

- **Capital Improvement Plan –**
  - Propose to increase budget from $75,000 to $83,500

- **Reserve- Non Designated-**
  - Propose to continue contribution of $150,000 to Undesignated Fund Balance
FY18 Expenditure Overview

- Circuit Court Judge, Secretary Position:
  - Increase of $8,500, from $15,000 to $23,500
    - Removal of Westmoreland County and Essex County from our Circuit, means a 33% split, rather than the past 20%

- Juvenile Detention –
  - Increase of $5,448 from $11,300 to $16,748 due to new funding formula of Center
    - Rolling 5 year average, rather than actual annual costs

- Community Services Board–
  - Increase of $5,000 from $25,000 to $30,000
    - CSB Request is $34,253

- Tri-Rivers Health Department–
  - Increase of $13,241 from $111,759 to $125,000
    - Health Department Request is $129,732

- Proposed Level Funding to Both Northern Neck Free Health and Tappahannock Free Health–
  - NN Free Health - $3,000
  - Tappahannock Free Health - $7,000
FY18 Expenditure Overview

- **Sheriff’s Office** –
  - Propose to purchase two new patrol vehicles with USDA Grant/Match program - $60,000
    - $33,000 Grant
    - $27,000 Match (No new loan)

- **Ambulance and Rescue Services** –
  - Increase Part Time Provider Budget from $58,113 to $76,000 to provide raises to hourly employees and increases to on-call program from (7p-7a)
  - Increase Ambulance Fund from $29,690 to $50,000 to recognize growing costs of medic units, and to move from a 5 year replacement cycle to a 4 year replacement cycle.

- **Richmond County Volunteer Fire Department** –
  - No proposed changes to RCVFD Funding
    - $90,000 – General Operations
    - $40,000 – Truck Fund
FY18 Expenditure Overview

- Refuse Collection and Disposal-
  - Increase of $28,000 to Solid Waste Budget from $580,000 to $608,000

- General Properties-
  - Increase of $10,000 payment to IDA building for continued maintenance. This is a new expenditure.
    - Richmond County School Board to also contribute $10,000 annually to help pay maintenance and upkeep costs of this building.

- Animal Control –
  - Increase of $21,000 to Housing of Dogs, from $9,000 annually to $30,000.
    - This number may need to be further increased.
FY18 Expenditure Overview

- Child Services Act (CSA)
  - Increase of $13,000 from $325,000 to $338,000
  - Large % of these costs – RCPS and DSS

Historical CSA Expenditures and Projections

- Total Expenditures

<table>
<thead>
<tr>
<th>Year</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>325,000.00</td>
</tr>
<tr>
<td>2012</td>
<td>338,000.00</td>
</tr>
<tr>
<td>2013</td>
<td>320,000.00</td>
</tr>
<tr>
<td>2014</td>
<td>350,000.00</td>
</tr>
<tr>
<td>2015</td>
<td>310,000.00</td>
</tr>
<tr>
<td>2016</td>
<td>360,000.00</td>
</tr>
<tr>
<td>2017</td>
<td>300,000.00</td>
</tr>
<tr>
<td>2018</td>
<td>340,000.00</td>
</tr>
</tbody>
</table>
FY18 Expenditure Overview - CSA

- Total Youth
- DSS Youth
- Court Services
- RCPS
- CSB

2011: [Graph Data]
2012: [Graph Data]
2013: [Graph Data]
2014: [Graph Data]
2015: [Graph Data]
2016: [Graph Data]

- Total Costs
- DSS Youth
- Court Services
- RCPS
- CSB

2011: [Graph Data]
2012: [Graph Data]
2013: [Graph Data]
2014: [Graph Data]
2015: [Graph Data]
2016: [Graph Data]
FY18 Expenditure Overview

- Support of Recreational Programs
  - Recommend level funding to YMCA - $25,000
  - Recommend $10,000 Contribution to RC Little League
    - $5,000 reduction due to $20,000 advance in FY16

- Richmond County Public Library
  - Recommended $2,000 increase to Public Library from $88,160 to $90,160
    - FY14 - $79,160
    - FY15 - $84,160
    - FY16 - $86,160
    - FY17 - $88,160
    - FY18 - $90,160
FY18 Expenditure Overview

- Other Recommendations
  - +$1,000 to Northern Neck Tourism Commission ($6,500-$7,500)
  - +$500 to NN-CB Regional Partnership ($4,000-$4,500)
  - Level Funding to Menokin Foundation at $1,000
    - Requested $2,000 Contribution
  - Level Funding to Northern Neck Soil and Water at $12,000
    - Requested $15,000 Contribution
  - +$1,500 to Remote Area Medical
  - Level Funding to Northern Neck Food Bank at $1,000
    - Requested $2,000 Contribution
  - Level Funding to the Haven at $4,000
    - Requested $6,000 Contribution
  - +$853 to Rappahannock Community College ($9,647-$10,500)
    - Additional request of $10,500 to RCC Capital not recommended
FY18 Expenditure Overview - RCPS

- RCPS FY18 Request - +378,546

  - Total Operational Budget Request of $13,935,000

    - Salary Improvements - $116,953
    - Step +1% for Teachers, 1% for all others - $127,031
    - Health Insurance +3% - $22,075
    - Regional Programs - $20,487
    - Bus GPS - $10,000
    - Maint. Service Contracts - $38,000
    - Asbestos Removal - $20,000
    - Post Grad Investment Init. - $24,000
FY18 Expenditure Overview - RCPS

- FY18 Recommendation - +$303,106
  - Total Operating Budget - $13,860,000
  - Total Local Contribution - $4,735,727 (34.2%)
  - Richmond County Required Local Effort (RLE) - $3,250,000 (Approx)

  × RCPS Total
  - $13,860,000 - Operating
  - $189,957 - Virginia Preschool Initiative
  - $689,720 - Food Service
  - $815,805 - Debt Service Associated with RCPS
  - $200,000 - Approximate CSA Expenses Associated with RCPS
  - $15,755,482 - Total RCPS Expenses (64%)
FY18 Expenditure Overview - RCPS

- RCPS Revenue Sources – Operating Budget

- $13,860,000 Total Operating Budget
  - $4,735,727- Local Government (34.2%)
  - $8,369,555- State Government (60.4%)
  - $754,718- Federal Government (5.4%)
## FY18 Expenditure Overview - RCPS

### History of Local Contribution

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY14</td>
<td>$5,396,230</td>
<td>-1%</td>
</tr>
<tr>
<td>FY15</td>
<td>$5,336,230</td>
<td>-3.5%</td>
</tr>
<tr>
<td>FY16</td>
<td>$5,136,982</td>
<td>-6%</td>
</tr>
<tr>
<td>FY17</td>
<td>$4,810,727</td>
<td>-6%</td>
</tr>
<tr>
<td>FY18 (R)</td>
<td>$4,735,727</td>
<td>-1.5%</td>
</tr>
</tbody>
</table>

### History of State Contribution

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$7,063,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$7,503,000</td>
<td>+6.9%</td>
</tr>
<tr>
<td></td>
<td>$7,964,000</td>
<td>+4.9%</td>
</tr>
<tr>
<td></td>
<td>$8,162,000</td>
<td>+2.5%</td>
</tr>
<tr>
<td></td>
<td>$8,388,000</td>
<td>+2.5%</td>
</tr>
</tbody>
</table>

### Bar Chart

- **Values**: $0, $1,000,000, $2,000,000, $3,000,000, $4,000,000, $5,000,000, $6,000,000, $7,000,000, $8,000,000, $9,000,000
- **Categories**: FY14, FY15, FY16, FY17, FY18 (Prop)
- **Legend**:
  - **State K-12 Dollars**
  - **Local K-12 Dollars**
  - **Federal K-12 Dollars**
## FY18 Expenditure Overview - RCPS

### 5 Year Budget Numbers – RCPS Operating
(Excludes Food Service and Debt)

<table>
<thead>
<tr>
<th>Year</th>
<th>Budget</th>
<th>Change</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY14</td>
<td>$12,730,898</td>
<td>(+$475,278)</td>
<td>(+4%)</td>
</tr>
<tr>
<td>FY15</td>
<td>$13,206,176</td>
<td>(+$150,514)</td>
<td>(+1%)</td>
</tr>
<tr>
<td>FY16</td>
<td>$13,356,690</td>
<td>(+$200,294)</td>
<td>(+1.5%)</td>
</tr>
<tr>
<td>FY17</td>
<td>$13,556,894</td>
<td>(+$303,106)</td>
<td>(+2.3%)</td>
</tr>
<tr>
<td>FY18</td>
<td>$13,860,000</td>
<td>(+$1,129,192)</td>
<td>(+8.8%)</td>
</tr>
</tbody>
</table>

### 5 Year Total Budget Numbers – Richmond County Overall Budget

<table>
<thead>
<tr>
<th>Year</th>
<th>Budget</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY14</td>
<td>$22,211,192</td>
<td>(57.5% RCPS)</td>
</tr>
<tr>
<td>FY15</td>
<td>$22,806,218</td>
<td>(57.9% RCPS)</td>
</tr>
<tr>
<td>FY16</td>
<td>$23,375,067</td>
<td>(57.2% RCPS)</td>
</tr>
<tr>
<td>FY17</td>
<td>$23,882,581</td>
<td>(56.8% RCPS)</td>
</tr>
<tr>
<td>FY18</td>
<td>$24,590,131</td>
<td>(56.5% RCPS)</td>
</tr>
</tbody>
</table>
FY18 Expenditure Overview - RCPs

- Reasons for Large Increases to State Contribution to RCPs since FY14 (+$1,325,000):  
  - +82 Students = Approximately $500,000
  - Drop in Local Composite Index from .3599 to .3180
  - State of Virginia Increase to SOQ Funding in 2016-2018 Two Year Budget
  - Approximately $350,000
FY18 Expenditure Overview - RCPS

- Decrease of $660,503 in Local Funding to RCPS over the last (5) Budgets. Why?
  - Local Composite Index – Re-benchmarked every two years
    - Indicator of Local Ability to Pay, based off of three factors combined with Average Daily Membership (ADM):
      - Local Real Estate Value
      - Local Sales Tax
      - Local Income Tax
  - 2012-2014 LCI - .3599
  - 2014-2016 LCI - .3364 (+$275,000 State Funding)
  - 2016-2018 LCI - .3180 (+$200,000 State Funding)
  - 2018-2020 LCI - .????

- Drop in LCI can account for about $475,000 in decreased local funding, while the other $185,000 can be attributed to both the increase in State Funding due to enrollment and SOQ re-benchmarking.
FY18 Expenditure Overview - RCPS

- Why it is important to reduce local cost to RCPS, when appropriate?
  - There are other departments and agencies within Richmond County that have important needs as well, and the reductions have allowed the County to focus on the whole County.
  - If the Local Contribution to RCPS had not been reduced in years of high State Dollars, these additional expenditures needed at the County level could have cost the taxpayers of Richmond County an additional $.09/$100 on the Real Estate Tax.
  - County Employees have only had three raises in the last five year period, while RCPS employees have seen salary adjustments all five years.
  - Eventually the LCI will again increase, which will result in a loss of State Dollars to RCPS, and the Richmond County Board of Supervisors will be asked to increase the Local Contribution to the School System.

- It is a balance. In the years of low State contribution (FY10-FY13), the local contribution of the County was higher in order to backfill state losses so programs could continue and no positions would be forced to be cut.
<table>
<thead>
<tr>
<th>Local Sources</th>
<th>Increase</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate</td>
<td>+$15,000</td>
<td>$5,450,000</td>
</tr>
<tr>
<td>Personal Property</td>
<td>+$74,000</td>
<td>$1,600,000</td>
</tr>
<tr>
<td>Local Sales Tax</td>
<td>+$15,000</td>
<td>$1,245,000</td>
</tr>
<tr>
<td>Public Service</td>
<td>+$60,000</td>
<td>$440,000</td>
</tr>
<tr>
<td>Merchants Capital</td>
<td>+$3,000</td>
<td>$56,000</td>
</tr>
<tr>
<td>Penalties/Interest</td>
<td>+$7,000</td>
<td>$112,000</td>
</tr>
<tr>
<td>EMS Billing Fees</td>
<td>+$20,000</td>
<td>$325,000</td>
</tr>
</tbody>
</table>
FY18 Revenue Overview

- **State and Federal Sources**
  - +$225,559 in State Funds for Education
    - SOQ Re-benchmarking
    - +10 in budgeted student enrollment from 1230 to 1240
  - +$69,187 in State Funds for Social Services
  - +$33,000 for USDA Grant for Sheriff’s Vehicles
  - +$145,107 in Federal Funds for Education
    - JROTC Funding
    - Federal Grant Budget Changes
FY18-22 Capital Improvement Plan

- Increase budget from $75,000 to $83,500
  - FY18 Proposed Locally Funded Capital Projects:
    - E-911 Radio Study - $50,000
    - Central Accounting Software, Phase I - $75,000
    - Case Management System (Clerk of Circuit Court) - $8,500
    - Repair Old Clerk’s Office Façade - $25,000
    - Courthouse Maintenance Fund
  
- Debt Funded Capital Projects
  - EMS Facility - $1,100,000 - $3,000,000
    - Depending on which option is chosen.
  - County Animal Shelter - $150,000 - $300,000
FY18-22 Capital Improvement Plan

CIP Balance Sheet

Projected END FY17 CIP Balance - $95,000
FY18 CIP Contribution - $83,500

July 1, 2017 Balance - $178,500
Less FY18 Local Funded CIP Costs - $133,500

END FY18 CIP Balance (June 30, 2018) - $45,000
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 20&lt;sup&gt;th&lt;/sup&gt; – 6:00 PM</td>
<td>Worksession</td>
</tr>
<tr>
<td>Monday, March 27&lt;sup&gt;th&lt;/sup&gt; – 6:00 PM</td>
<td>Worksession</td>
</tr>
<tr>
<td>Thursday, April 13&lt;sup&gt;th&lt;/sup&gt; – 1:00 or 6:00 PM</td>
<td>Worksession</td>
</tr>
<tr>
<td>Thursday, April 27&lt;sup&gt;th&lt;/sup&gt; – 7:00 PM</td>
<td>Public Hearing</td>
</tr>
<tr>
<td>Thursday, May 11&lt;sup&gt;th&lt;/sup&gt; – 7:00 PM</td>
<td>Budget Adoption</td>
</tr>
</tbody>
</table>

**Additional Worksessions can be added if needed**