

**HENRICO COUNTY
NOTICE OF SPECIAL MEETING
BOARD OF SUPERVISORS**

Please take notice that a special meeting of the Board of Supervisors will be held on **Tuesday, November 25, 2014**, at **5:00 p.m.** in the County Manager's Conference Room located on the third floor of the Administration Building at the Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

The matters to be reviewed by the Board at this time are:

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| 5:00 - 5:30 p.m. | Use of Public Property for Verizon Wireless Network Node Technology |
| 5:30 - 6:00 p.m. | Community Development Authorities Update |
| 6:00 - 6:15 p.m. | Regular Meeting Agenda Items |



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
November 20, 2014

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
November 25, 2014
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – November 12, 2014, Regular Meeting

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATION

306-14 Resolution – Commending the Tuckahoe American Little League All-Stars.

PUBLIC HEARING ITEM

307-14 Ordinance - To Amend and Reordain Section 11-20 of the Code of the County of Henrico Titled “Possession, sale, storage or use of fireworks prohibited” to Remove References to a Section of the Virginia Statewide Fire Prevention Code.

PUBLIC COMMENTS

GENERAL AGENDA

308-14 Resolution - Signatory Authority - Governor's Opportunity Fund Performance Agreement - McKesson Medical-Surgical Inc.

309-14 Introduction of Resolution – Receipt of Requests for Amendments to the FY 2014-15 Annual Fiscal Plan: December, 2014.

310-14 Resolution - Receipt of Audited Annual Financial Report for Fiscal Year Ended June 30, 2014 and Acknowledgement of Discharge of Duties and Responsibilities by Audit Committee.

311-14 Resolution - Award of Contract - Electronic Payment Processing and Bill Presentment Services.

312-14 Resolution - Award of Contract for Architectural and Engineering Services - Greenwood Park Phase I - Brookland District.

313-14

Resolution - Authorization to Submit Letter of Intent to Participate in Virginia Department of Transportation Revenue Sharing Program for FY 2015-16.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
November 25, 2014**

PRESENTATION

RESOLUTION – Commending the Tuckahoe American Little League All-Stars.

This past summer, the Tuckahoe American Little League All-Star team in the 12-year-old and under age group won their district and state tournaments and advanced to the Southeastern Regional Championship game in Warner Robins, Georgia, after defeating teams from Alabama, Georgia, and Tennessee. Tuckahoe American posted a perfect record of six wins and no losses in the state tournament on its way to the regional tournament. This resolution commends and congratulates the All-Stars on their monumental athletic achievements and extraordinary tournament season.

PUBLIC HEARING ITEM

ORDINANCE - To Amend and Reordain Section 11-20 of the Code of the County of Henrico Titled “Possession, sale, storage or use of fireworks prohibited” to Remove References to a Section of the Virginia Statewide Fire Prevention Code.

This Board paper proposes an ordinance to amend and reordain Section 11-20 of the County Code to remove two outdated references in that section to a section of the Virginia Statewide Fire Prevention Code (“VSFPC”). During a recent review of Section 11-20, it was discovered that the number of the section of the VSFPC that defines “fireworks” was changed with the adoption of a new edition of the VSFPC effective July 14, 2014. This ordinance amendment would eliminate what are now two incorrect references to this VSFPC section in the County Code.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION - Signatory Authority - Governor’s Opportunity Fund Performance Agreement - McKesson Medical-Surgical Inc.

This Board paper authorizes the County Manager to execute a performance agreement among the County, the County’s Economic Development Authority (the “EDA”), and McKesson Medical-Surgical Inc. (“McKesson”). Under the agreement, the Board will appropriate \$1 million to the EDA which will make a grant of \$1 million to McKesson. In return, McKesson will make a capital investment of at least \$12.2 million in its new division headquarters facility located at the Deep Run III office building and will maintain the existing 589 jobs in Henrico County, and in addition create and maintain at least 225 new jobs at the facility, at

least 135 of which will be created by December 31, 2017, and at least 90 more of which will be created by December 31, 2019. The County will receive \$500,000 as a grant from the Governor's Opportunity Fund for the project.

The Executive Director of the EDA and the EDA recommend approval, and the County Manager concurs.

INTRODUCTION OF RESOLUTION – Receipt of Requests for Amendments to the FY 2014-15 Annual Fiscal Plan: December, 2014.

Pursuant to Virginia Code Section 15.2-2507, amendments to the County's approved budget in excess of one percent of the County's currently adopted budget may be approved only after publishing a notice of a public hearing at least seven days before the hearing date. The budget amendments that are the subject of this paper fall under the one percent threshold that triggers the advertised public hearing requirement; nevertheless, this paper calls for their advertisement. The notice states the County's intent to amend the budget. To that end this paper is submitted, along with a list of the requested amendments, as an introduction, so the Board may authorize the advertising for December 2, 2014 and the public hearing for December 9, 2014. A separate paper will be submitted for Board action to amend the Annual Fiscal Plan and appropriate funds for expenditure, as applicable, after the December 9, 2014 public hearing. This paper also includes, for review and approval by the Board, a project-by-project list of capital projects of the Henrico County Public Schools, to be funded with meals tax revenues appropriated for this purpose. After all projects have been completed, all unexpended balances will revert back to a reserve account for future capital project allocation, to be approved on a project-by-project basis by the Board of Supervisors of the County of Henrico, Virginia.

RESOLUTION - Receipt of Audited Annual Financial Report for Fiscal Year Ended June 30, 2014 and Acknowledgement of Discharge of Duties and Responsibilities by Audit Committee.

This Board paper receives the Annual Financial Report of the County of Henrico for the fiscal year ended June 30, 2014, as audited by KPMG LLP, Certified Public Accountants. Representatives of the firm will be present and available for comment regarding this report. In addition, this Board paper acknowledges the discharge by the Audit Committee of its duties and responsibilities.

RESOLUTION - Award of Contract - Electronic Payment Processing and Bill Presentment Services.

This Board paper would award a one-year contract to Paymentus Corporation for electronic payment processing and bill presentment services. The contracted services will give County customers the option to receive and pay tax bills, utility bills, and various fees by electronic check or by credit or debit card. Other than the cost of card readers for County locations, the services will be provided at no cost to the County. Customers shall pay a processing fee

for payment services as set by the negotiated pricing schedule. There will be no fee for electronic bill presentment.

On October 31, 2014, eight proposals were received in response to RFP No. 14-9623-6EF. After review of the written proposals, the selection committee (consisting of Gene Walter, Doug Baugh, Tim Moore, Louise Evans, Sarah Patterson, and Kim Lenhart) interviewed the following firms:

Paymentus Corporation
Official Payments Corporation
Grant Street Group, Inc.

The selection committee has negotiated a contract and payment schedule with Paymentus Corporation.

The Board paper authorizes the County Manager to execute the contract with Paymentus Corporation and contracts with its two partners that actually process the payments. It also authorizes the County Manager, or the Purchasing Director as his designee, to execute amendments necessary to cover other payments at no cost to the County during the term of the contract.

The contract term is for one year commencing on January 1, 2015, with the possibility of four additional one-year extensions.

The Director of Finance and Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract for Architectural and Engineering Services - Greenwood Park Phase I - Brookland District.

This Board paper awards a professional services contract to CHA Consulting, Inc. for architectural and engineering services to complete Phase I development of Greenwood Park on the 88-acre site at 11217 Greenwood Road. Phase I will include construction of a tournament quality sports complex consisting of at least four lighted multi-purpose athletic fields, one restroom building, and sports equipment storage. Phase I will also include infrastructure work, such as improvements to existing roadways, parking, public water and sewer, and new power service.

On September 21, 2012, the County received 13 proposals in response to RFP #12-9306-8JK. Following review and evaluation of the proposals, the selection committee interviewed the following firms:

CHA Consulting, Inc.
Timmons Group
Draper Aden Associates

The Selection Committee subsequently negotiated a contract to provide a master plan with CHA Consulting, Inc., the top-ranked offeror, and the Board awarded the contract for \$132,470 on September 24, 2013. This contract is for \$381,836.00 for architectural and engineering services to complete construction documents and to obtain all required federal, state, and local permits (geotechnical engineering, site civil engineering, wetland delineation, Army Corps of Engineers permits, and off-site engineering) for construction of Phase I of Greenwood Park. The work will be initiated in December 2014 and be completed in April 2015.

Funding to support the contract is available within the project budget.

The Directors of Purchasing and Recreation and Parks recommend that the contract be awarded to CHA Consulting, Inc., and the County Manager concurs.

RESOLUTION - Authorization to Submit Letter of Intent to Participate in Virginia Department of Transportation Revenue Sharing Program for FY 2015-16.

This Board paper authorizes the Director of Public Works to submit a letter of intent to participate in the Revenue Sharing Program of the Virginia Department of Transportation for Fiscal Year 2015-16. The program allocates state matching funds for local highway construction and maintenance projects.

The County has identified five projects that are eligible for state matching funds: (1) construction of approximately 1,400 feet of sidewalk on Glenside Drive, (2) construction of approximately 420 feet of sidewalk on Old Nuckols Road, (3) construction of approximately 2,310 feet of sidewalk on St. Claire Lane, (4) construction of approximately 110 feet of sidewalk on N. Ridge Road, and (5) construction of approximately 545 feet of sidewalk on Watts Lane. All five projects will include the installation of pedestrian ramps and curb and gutter where needed.

The County's cost estimate for these five projects is \$1,379,000, and the County wishes to apply for \$662,000 in state matching funds. The County must submit a letter of intent to participate in the program.

The Director of Public Works recommends approval of this Board paper, and the County Manager concurs.