

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**March 24, 2020**  
**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF MINUTES – March 10, 2020, Regular and Special Meetings**

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**PRESENTATION**

Proclamation - Public Safety Telecommunicators Week - April 12 - 18, 2020.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

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| 82-20 | Resolution - Signatory Authority - Agreement with Richmond Metro Habitat for Humanity - 335 Crawford Street - Fairfield District.  |
| 83-20 | Resolution - Signatory Authority - Commonwealth's Development Opportunity Fund Performance Agreement - Richmond Print Group, LLC - Fairfield District.   |
| 84-20 | Resolution - Signatory Authority - Commonwealth's Development Opportunity Fund Performance Agreement - SimpliSafe, Inc. - Brookland District.  |
| 85-20 | Introduction of Ordinance - To Amend and Reordain the Following Sections of the Code of the County of Henrico Titled:<br><br>20-414 "Enumerated; amount of license tax"<br>20-416 "Scientific research and development services"<br>20-446 "Enumerated; amount of license tax"<br>20-475 "Enumerated; amount of tax"<br>20-506 "Tax on owners and operators"<br>20-507 "Tax on promoters generally"<br>20-509 "Tax on promoters of athletic contests or races"<br>20-531 "Levy of tax; amount"<br>20-559 "Amount of tax"<br>20-560 "Speculative builders"<br>20-600 "Hotels"<br>20-601 "Restaurants, soda fountains and similar businesses"<br>20-624 "Small loan companies"<br>20-625 "Persons other than small loan companies lending money for purchase of chattels secured by liens; purchasers of conditional |

- sales contracts”
- 20-626 “Other moneylenders”
- 20-627 “Persons making first mortgage loans or purchasing mortgage notes”
- 20-648 “Amount of tax”
- 20-650 “Commission merchants”
- 20-691 “License required; tax basis”
- 20-692 “Amount of tax”
- 20-793 “Term defined; amount of tax”
- 20-818 “Amount of tax on persons furnishing water”
- 20-819 “Amount of tax on persons furnishing heat, light and power, and gas”
- and
- 20-821 “Amount of tax for telephone and telegraph businesses”

to Raise the Threshold and Deduction for Business License Taxes from \$400,000 to \$500,000.

- 86-20 Resolution - Award of Engineering Services Contract - White Oak Sewage Pump Station and Force Main Upgrade - Varina District.
- 87-20 Resolution - Acceptance of Road - Varina District.

**ADDED BY UNANIMOUS CONSENT**

- 88-20 Emergency Ordinance - To Provide Emergency Procedures for the Conduct of Public Business to Ensure the Continuity of County Government and Critical Local Services During the State of Emergency and Disaster Caused by the COVID-19 Pandemic.
- 89-20 Emergency Ordinance - To Reduce Penalties and Interest for Late Remittances of Food and Beverage Taxes and Transient Occupancy Taxes to Zero Percent Between March 17, 2020, and August 20, 2020.
- 90-20 Emergency Ordinance - To Reduce Penalties and Interest on Late Payments of 2020 Personal Property Taxes, Machinery and Tools Taxes, and Real Estate Taxes to Zero Percent From June 5, 2020, to August 5, 2020, and to Extend the Time for Payment of Vehicle License Taxes to August 5, 2020.
- 91-20 Resolution - To Initiate Consideration of Ordinance Amendments to Allow the Director of Planning to Approve Conditional Subdivision Plats and Plans of Development During the COVID-19 Pandemic.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
March 24, 2020**

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**PRESENTATION**

**PROCLAMATION - Public Safety Telecommunicators Week - April 12 - 18, 2020.**

The Communications Officers of the Henrico County Police Division serve the local community by answering calls for police, fire, and emergency medical services assistance and by ensuring that the appropriate response is dispatched as efficiently as possible. This proclamation recognizes April 12 - 18, 2020, as Public Safety Telecommunicators Week; encourages all Henrico citizens to make note of this special observance; and salutes the County's Communications Officers for their exemplary professionalism, service, and performance.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

**RESOLUTION - Signatory Authority - Agreement with Richmond Metro Habitat for Humanity - 335 Crawford Street - Fairfield District.**

This Board paper authorizes the County Manager to execute an agreement to provide up to \$61,976 to Richmond Metro Habitat for Humanity to construct and sell a single-family house at 335 Crawford Street in the Laburnum Gateway Revitalization Area. Richmond Metro Habitat for Humanity is a non-profit corporation providing services and programs to residents in Central Virginia.

The lot has been vacant and undeveloped dating back to at least 1937, and the construction of a home in this area is much needed and will improve the community and its vitality.

The Director of Community Revitalization recommends approval of this Board paper; the County Manager concurs.

**RESOLUTION - Signatory Authority - Commonwealth's Development Opportunity Fund Performance Agreement - SimpliSafe Inc. - Brookland District.**

This Board paper would authorize the County Manager to execute a performance agreement among the County, the County's Economic Development Authority (EDA), the Virginia Economic Development Partnership Authority (VEDP), and SimpliSafe Inc. Pursuant to the agreement, VEDP will pay a \$200,000 grant from the Commonwealth's Development Opportunity Fund to the County. The County will appropriate this amount to the EDA, which will then pay the grant to SimpliSafe, Inc. To match the Commonwealth's grant, the County will appropriate \$180,000 to the EDA over a four-year period for annual grants by the EDA to SimpliSafe, Inc. In addition, the County will waive an estimated \$21,000 in permit fees because the property is located in an enterprise zone. In return, SimpliSafe, Inc. has agreed to

make a capital investment of at least \$5,489,000 in its facility at 1601 Willow Lawn Drive and to create and maintain 572 jobs in the County.

The Executive Director of the Economic Development Authority recommends approval, and the County Manager concurs.

**RESOLUTION - Signatory Authority - Commonwealth's Development Opportunity Fund Performance Agreement - Richmond Print Group, LLC - Fairfield District**

This Board paper would authorize the County Manager to execute a performance agreement among the County, the County's Economic Development Authority (EDA), the Virginia Economic Development Partnership Authority (VEDP), and Richmond Print Group, LLC. Pursuant to the agreement, VEDP will pay a \$100,000 grant from the Commonwealth's Development Opportunity Fund to the County. The County will appropriate this amount to the EDA, which will then pay the grant to Richmond Print Group, LLC. To match the Commonwealth's grant, the County will appropriate \$100,000 to the EDA over a four-year period for annual grants by the EDA to Richmond Print Group, LLC. In return, Richmond Print Group, LLC has agreed to make a capital investment of at least \$24,948,285 in its facility at 8000 Villa Park Drive and to create at least 239 jobs in the County.

The Executive Director of the Economic Development Authority recommends approval, and the County Manager concurs.

**INTRODUCTION OF ORDINANCE - To Amend and Reordain the Following Sections of the Code of the County of Henrico Titled:**

- 20-414            **"Enumerated; amount of license tax"**
- 20-416            **"Scientific research and development services"**
- 20-446            **"Enumerated; amount of license tax"**
- 20-475            **"Enumerated; amount of tax"**
- 20-506            **"Tax on owners and operators"**
- 20-507            **"Tax on promoters generally"**
- 20-509            **"Tax on promoters of athletic contests or races"**
- 20-531            **"Levy of tax; amount"**
- 20-559            **"Amount of tax"**
- 20-560            **"Speculative builders"**
- 20-600            **"Hotels"**
- 20-601            **"Restaurants, soda fountains and similar businesses"**
- 20-624            **"Small loan companies"**
- 20-625            **"Persons other than small loan companies lending money for purchase of chattels secured by liens; purchasers conditional sales contracts"**
- 20-626            **"Other moneylenders"**
- 20-627            **"Persons making first mortgage loans or purchasing mortgage notes"**
- 20-648            **"Amount of tax"**
- 20-650            **"Commission merchants"**
- 20-691            **"License required; tax basis"**
- 20-692            **"Amount of tax"**
- 20-793            **"Term defined; amount of tax"**

- 20-818            **“Amount of tax on persons furnishing water”**
- 20-819            **“Amount of tax on persons furnishing heat, light and power, and gas”**
- and
- 20-821            **“Amount of tax for telephone and telegraph businesses”**

**to Raise the Threshold and Deduction for Business License Taxes from \$400,000 to \$500,000.**

This Board paper introduces for advertisement and public hearing on April 28, 2020, an ordinance to increase the threshold for imposition of business licenses taxes from \$400,000 to \$500,000. Under the new threshold, businesses earning \$500,000 or less would not have to pay business license taxes to the County. Similarly, businesses making over \$500,000 would be able to deduct \$500,000 from their earnings before calculating the amount of their business license tax.

The Director of Finance recommends these changes, and the County Manager concurs.

**RESOLUTION - Award of Engineering Services Contract - White Oak Sewage Pump Station and Force Main Upgrade - Varina District.**

This Board paper would award a contract for \$2,650,923 to Whitman Requardt and Associates, LLP to provide engineering services for pump station and force main upgrades at the White Oak sewage pump station. The work will include the installation of five new sewage pumps, odor control and electrical equipment, and new controls as well as replacement of approximately 7,800 feet of 30-inch force main with 36-inch force main to accommodate growth and peak wet weather flows within the basin. The upgrades will increase the pump station capacity from 11.8 mgd to 22 mgd.

Seven proposals were received in response to RFP 19-1857-4JOK. After review of the proposals, the selection committee interviewed the following firms:

- Whitman Requardt and Associates, LLP
- Greeley and Hansen, LLC
- Rummel, Klepper & Kahl, LLP

Based on the interviews and written proposals, the selection committee chose Whitman Requardt and Associates as the top-ranked firm and negotiated a fixed price contract.

The Board paper authorizes the County Manager, or the Purchasing Director as his designee, to execute the contract and change orders not to exceed 15% of the contract amount.

Funding will be provided by the Water and Sewer Revenue Fund. The Director of Public Utilities and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

**RESOLUTION - Acceptance of Road - Varina District.**

This Board paper would accept the following named and described section of road into the

County road system for maintenance.

0.07 mile of The Village at Olde Colony, Section D - Varina District

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