

**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, March 22, 2016**, at **5:45 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:

5:45 - 6:15 p.m. **Closed Meeting** to Discuss Economic Development Opportunities
in the Fairfield District

6:15 - 6:30 p.m. Regular Meeting Agenda Items

Tanya B. Harding

Tanya B. Harding
Deputy Clerk, Henrico County Board of Supervisors
March 17, 2016

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
March 22, 2016
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – March 8, 2016, Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATIONS

Proclamation – Keep Henrico Beautiful Month – April 2016.

Proclamation – Crime Victims' Rights Week – April 10 -16, 2016.

Proclamation - Public Safety Telecommunicators Week - April 10 - 16, 2016.

Proclamation – Volunteer Week – April 10 – 16, 2016.

PUBLIC HEARING ITEM

63-16 Ordinance – Vacation of Portion of Building Lot Line – Westwood Terrace
Subdivision – Brookland District.

PUBLIC COMMENTS

GENERAL AGENDA

64-16 Resolution - Designation of Parcel 784-749-1627 as Revitalization Area - Fairfield
District.

65-16 Introduction of Ordinance - To Amend and Reordain Section 23-1 Titled “Definitions,”
Subsections (b) and (c) of Sections 23-359 and 23-360 Titled “Water connection fees”
and “Sewer connection fees,” Respectively, Section 23-361 Titled “Water service and
volume charges,” and Subsection (a) of Section 23-362 Titled “Sewer service charges
and rates” of the Code of the County of Henrico, to Change Utility Fees and Charges,
Add Definitions of Three Facilities and a Backup Service Connection, and Eliminate
Charges for the Sandston Community Center.

66-16 Resolution - Award of Contract - Pine View, Westmont, and Westwood Manor Phase
1 Water System Improvements - Brookland District.

- 67-16 Resolution – Signatory Authority – Lease Amendment – 3001 Hungary Spring Road – Brookland District.
- 68-16 Resolution - Signatory Authority - Lease - Capital Region Workforce Partnership - Chesterfield County.
- 69-16 Resolution – Acceptance of Roads – Three Chopt and Varina Districts.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
March 22, 2016**

PRESENTATIONS

PROCLAMATION – Keep Henrico Beautiful Month – April 2016.

The Keep Henrico Beautiful program and Keep Henrico Beautiful Committee of appointed volunteers were established in 1980 to develop and lead litter prevention activities and encourage participation of all Henrico County residents in litter prevention and recycling. The committee disseminates educational materials and sponsors programs, special events, and workshops to foster public awareness of the environment. Several thousand Henrico County residents now participate in litter prevention and recycling projects, including the “Because We Care” volunteer litter pick-up program, through their community associations, churches, scout troops, school clubs, civic groups, and businesses. This proclamation recognizes April 2016 as Keep Henrico Beautiful Month, urges all County residents to show their environmental stewardship by not littering and by recycling materials, and encourages the public to celebrate our clean county by joining the efforts to Keep Henrico Beautiful.

PROCLAMATION – Crime Victims’ Rights Week – April 10 – 16, 2016.

Over 20 million Americans are victims of crime each year, and of those, over 5.4 million are victims of violent crime. The County’s Victim/Witness Assistance Program is joining forces with victim service programs, criminal justice officials, and concerned citizens throughout Henrico and America to observe National Crime Victims’ Rights Week. This proclamation recognizes April 10 – 16, 2016, as Crime Victims’ Rights Week in Henrico County and reaffirms the County’s commitment to respect and enforce victims’ rights and address their needs during this observance and throughout the year.

PROCLAMATION - Public Safety Telecommunicators Week - April 10 - 16, 2016.

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 10 - 16, 2016, 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.

PROCLAMATION – Volunteer Week – April 10 - 16, 2016.

The County of Henrico has an active and viable Volunteer Services Program, and the Board of Supervisors is continually attempting to improve and expand County services to citizens at the least possible cost. This proclamation recognizes April 10 - 16, 2016, as Volunteer Week in Henrico County and salutes and thanks the County’s volunteers, who contributed 182,159 hours during 2015 at an estimated value of over \$4 million.

PUBLIC HEARING ITEM

ORDINANCE - Vacation of Portion of Building Lot Line - Westwood Terrace Subdivision - Brookland District.

This ordinance will vacate the portion of the building line which crosses Lot 2, Block B, Section Three of the Westwood Terrace subdivision. The owners, Kelsi Carter Jewell and Vikas Mann, requested this vacation because the front porch built by the prior owner violates the front building line.

The Real Property Department has processed this request through the Departments of Planning, Public Utilities, and Public Works without objection; the County Manager concurs.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION - Designation of Parcel 784-749-1627 as Revitalization Area - Fairfield District.

This Board paper designates a 12.4 acre parcel (784-749-1627) located at 6102 Brook Road as a Revitalization Area pursuant to the Virginia Housing Development Authority Act. Better Housing Coalition has requested the designation to support its application for low income housing tax credits that will assist its financing of a 120-unit apartment building for persons 62 years old and older. Better Housing Coalition’s application to VHDA states that half of the 120 units will be available to households having less than 50% of Area Median Income (AMI). Currently, 50% of AMI for a household of two is \$29,700. The other half of the units will be available to households earning less than 60% of AMI.

The 2026 Comprehensive Plan Special Focus Areas Map designates the Brook Road corridor as a Revitalization/Reinvestment Opportunity Area and references the need to attract new businesses and residents.

The Director of Community Revitalization recommends approval, and the County Manager concurs.

INTRODUCTION OF ORDINANCE - To Amend and Reordain Section 23-1 Titled “Definitions,” Subsections (b) and (c) of Sections 23-359 and 23-360 Titled “Water connection fees” and “Sewer connection fees,” Respectively, Section 23-361 Titled “Water service and volume charges,” and Subsection (a) of Section 23-362 Titled “Sewer service charges and rates” of the Code of the County of Henrico, to Change Utility Fees and Charges, Add Definitions of Three Facilities and a Backup Service Connection, and Eliminate Charges for the Sandston Community Center.

This Board paper introduces for advertisement and a public hearing on April 26, 2016, a proposed ordinance to change utility fees and charges. The ordinance would also add several definitions to Chapter 23 and eliminate charges for the Sandston Community Center.

Based upon the results of an independent rate study, the ordinance would decrease, when the developer installs all local facilities, basic water connection fees for single-family residences approximately 9% from \$4,850 to \$4,415 and basic sewer connection fees approximately 10% from \$5,980 to \$5,340. Connection fees for other categories, such as multi-family residences, hotels, hospitals and nursing homes, and local facility fees would also decrease.

The ordinance would increase bimonthly service and volume charges by approximately 5% for water and sewer, including industrial strong waste charges. The total increase in water and sewer charges to the average customer using 14.25 CCF of water every two months will be \$6.37, or approximately 10¢ per day.

These changes would be effective July 1, 2016. The changes are recommended to support the operating and capital budgets, including water and sewer rehabilitation projects, as well as the Cobbs Creek Reservoir project.

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

RESOLUTION - Award of Contract - Pine View, Westmont, and Westwood Manor Phase 1 Water System Improvements - Brookland District.

This Board paper awards a construction contract to C. T. Purcell, Inc. for \$1,631,527 for the Pine View, Westmont, and Westwood Manor Phase 1 Water System Improvements project. The project includes replacement of 3,600 feet of water pipe and the installation of 800 feet of sewer pipe in the area bounded by N. Crestwood Avenue, W. Broad Street, and Lake Avenue.

The project will maintain the reliability of the County drinking water system by replacing deteriorated pipe installed in the late 1940s through early 1960s. The project will also add sewer pipe within the project area.

The work will begin in May 2016 and will be completed by March 2017. Funding will be provided by the Water and Sewer Revenue Fund.

Five bids were received on January 12, 2016, in response to ITB #15-1088-11CE and Addendum No.1:

<u>Bidders</u>	<u>Bid Amounts</u>
Worley Turf & Irrigation Inc. Suffolk, VA	\$1,477,462.59
C. T. Purcell, Inc. Montpelier, VA	\$1,631,527.00
Perkinson Construction, LLC Prince George, VA	\$1,704,763.00
Henry S. Branscome LLC Williamsburg, VA	\$1,716,551.42
LaRS Group Inc. Williamsburg, VA	\$1,937,162.00

Based upon a review of the bids, the low bidder, Worley Turf & Irrigation Inc., was determined to be non-responsive, and the second low bidder, C. T. Purcell, Inc., is the lowest responsive and responsible bidder.

The Board paper awards the contract to C. T. Purcell, Inc. and grants signatory authority to the County Manager to execute a contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount.

The Director of Public Utilities and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority – Lease Amendment - 3001 Hungary Spring Road - Brookland District.

This Board paper authorizes the County Manager to execute a lease amendment with HSOP, L.C., for 6,111 sq. ft. of office space at 3001 Hungary Spring Road for use by the Commonwealth’s Attorney’s Victim/Witness Assistance Program and the Court Appointed Special Advocates (CASA) Program.

The programs have occupied the space since 2006, and the amendment will extend the lease for a three-year term beginning on August 1, 2016. The amendment also provides the option for the County to renew for up to three additional years. The current annual rent of \$95,913.72 will remain unchanged for the first year and will increase 2% each year thereafter.

The Directors of the Victim/Witness Program and Real Property recommend approval, and the County Manager concurs.

RESOLUTION - Signatory Authority - Lease - Capital Region Workforce Partnership - Chesterfield County.

As fiscal agent for the Capital Region Workforce Partnership, the County has negotiated a lease for 9,397 square feet of office space at 304 Turner Road in Chesterfield County for use by various public and private entities to provide training and other services pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA).

This Board paper authorizes the County Manager to execute the lease for 99 months commencing July 1, 2016, or as soon thereafter as the landlord completes necessary improvements. The lease may be renewed for two additional five-year terms. There will be no rent for the first three months, and the annual rent for the first year will be \$115,113.25 increasing 2.5% each year thereafter. The lease will be funded through annual WIOA federal grants and is subject to annual appropriation by the Board.

The Directors of the Capital Region Workforce Partnership and Real Property recommend approval of this Board paper; the County Manager concurs.

RESOLUTION – Acceptance of Roads – Three Chopt and Varina Districts.

This Board paper would accept the following named and described sections of roads into the County road system for maintenance.

- 1) 0.19 mile of Cameron at Grey Oaks, Section 1 – Three Chopt District.
- 2) 0.25 mile of Estates at Grey Oaks, Section 3– Three Chopt District.
- 3) 0.62 mile of Anderson Mill, Section 1 – Varina District.

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