

**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 27, 2018**, 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.	Malvern Hill Property Update
6:15 - 6:30 p.m.	Regular Meeting Agenda Items



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
March 22, 2018

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
March 27, 2018
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – March 13, 2018, Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATIONS

Proclamation - Crime Victims' Rights Week - April 8 - 14, 2018.

Proclamation - Public Safety Telecommunicators Week - April 8 - 14, 2018.

Proclamation - Child Abuse Prevention Month - April 2018.

Proclamation - Keep Henrico Beautiful Month - April 2018.

PUBLIC HEARING ITEM

73-18 Resolution - Approval of Issuance of Bonds by the Suffolk Redevelopment and Housing Authority for the Hope Village Apartments - Fairfield District.

PUBLIC COMMENTS

GENERAL AGENDA

74-18 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 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 \$200,000 to \$300,000.

- 75-18 Introduction of Ordinance - To Amend and Reordain Section 20-78 of the Code of the County of Henrico Titled “Elderly or permanently and totally disabled persons” to Increase the Maximum Income and Net Worth Allowed for Participants in the Real Estate Advantage Program.
- 76-18 Resolution - Approval of Royal Medical Transportation, LLC to Operate a Medical Transport Service in Henrico County.
- 77-18 Resolution - Award of Contract - Boiler and Domestic Hot Water Heater - Jail West.
- 78-18 Resolution - Signatory Authority - Donation of Real Property - Malvern Hill Property, Turkey Island Creek Property, and 10000 Carters Mill Road - Varina District.
- 79-18 Introduction of Ordinance - To Amend and Reordain Subsection (a) of 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 Charges.
- 80-18 Resolution - Award of Construction Contract - Water Reclamation Facility Capital Improvement Program FY17 - Varina District.
- 81-18 Resolution - Signatory Authority - Amendment to Contract for Engineering Design Services - Sadler Road Improvements (UPC #60934) - Three Chopt District.

- 82-18 Resolution - Signatory Authority - Amendment to Contract for Engineering Design Services for Three Chopt Road Improvements (UPC #50528) - Three Chopt and Tuckahoe Districts.
- 83-18 Resolution - Signatory Authority - Amendment to Contract for Engineering Design Services - Dabbs House Road Improvements (UPC #60933) - Varina District.
- 84-18 Resolution - Signatory Authority - Amendment to Agreement with Virginia Department of Transportation - Dabbs House Road Improvements (UPC 60933) - Varina District.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
March 27, 2018**

PRESENTATIONS

PROCLAMATION – Crime Victims’ Rights Week – April 8 - 14, 2018.

Americans are the victims of 20 million crimes each year, affecting individuals and communities. National Crime Victims’ Rights Week provides an opportunity to recommit ensuring that all victims of crime—especially those who are challenging to reach or serve—are afforded their rights and receive a trauma-informed response. This proclamation recognizes April 8 - 14, 2018, as Crime Victims’ Rights Week in Henrico County; reaffirms the County’s commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims’ Rights Week and throughout the year; and expresses gratitude and appreciation for those community members, victims, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

PROCLAMATION - Public Safety Telecommunicators Week - April 8 - 14, 2018.

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 8 - 14, 2018, 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 – Child Abuse Prevention Month – April 2018.

Greater Richmond SCAN (Stop Child Abuse Now), a local nonprofit organization dedicated to the prevention and treatment of child abuse and neglect, coordinates efforts throughout the metropolitan area during the month of April to observe National Child Abuse Prevention Month. Henrico County strives to develop strong partnerships among social service and law enforcement agencies, schools, religious and civic organizations, medical facilities, and businesses to implement comprehensive community solutions to the problem of child abuse and neglect. This proclamation recognizes April 2018 as Child Abuse Prevention Month in Henrico County and calls upon Henrico citizens to participate in appropriate programs and activities that help protect children from abuse and neglect.

PROCLAMATION – Keep Henrico Beautiful Month – April 2018.

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 2018 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.

PUBLIC HEARING ITEM

RESOLUTION – Approval of Issuance of Bonds by the Suffolk Redevelopment and Housing Authority for the Hope Village Apartments – Fairfield District.

Hope Preservation LP is the owner of Hope Village Apartments, a 100-unit, multi-family residential rental housing development in the Fairfield District. The owner plans to spend approximately \$42,000 per unit to improve the safety at the apartments and the living conditions of the tenants. Because the County does not have a redevelopment and housing authority, the Suffolk Redevelopment and Housing Authority, at the owner’s request, has agreed to issue bonds in the maximum amount of \$13,000,000 to finance the purchase and rehabilitation of the apartments. Before this plan of finance can be implemented, the Board of Supervisors must hold concurrent public hearings on the exercise by the Suffolk Redevelopment and Housing Authority of its powers in Henrico County, make certain findings required by the Virginia housing authority law, and approve the issuance of bonds by the Suffolk Redevelopment and Housing Authority for the benefit of the Hope Village Apartments. The Board’s approval remains in effect for one year and does not create a debt or pledge the County’s full faith and credit.

PUBLIC COMMENTS

GENERAL AGENDA

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”
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- 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 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 \$200,000 to \$300,000.

This Board paper introduces for advertisement and public hearing on April 24, 2018, an ordinance to increase the threshold for imposition of business licenses taxes from \$200,000 to \$300,000. Under the new threshold, businesses earning \$300,000 or less would not have to pay business license taxes to the County. Similarly, businesses making over \$300,000 would be able to deduct \$300,000 from their earnings before calculating the amount of their business license tax.

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

INTRODUCTION OF ORDINANCE - To Amend and Reordain Section 20-78 of the Code of the County of Henrico Titled “Elderly or permanently and totally disabled persons” to Increase the Maximum Income and Net Worth Allowed for Participants in the Real Estate Advantage Program.

This Board paper introduces for advertisement and public hearing on April 24, 2018, an ordinance to increase the maximum allowable gross combined income of participants in REAP from \$67,000 to \$75,000. The ordinance also increases the maximum allowable net worth of participants from \$350,000 to \$400,000. Both changes would take effect on January 1, 2019.

RESOLUTION – Approval of Royal Medical Transportation, LLC to Operate a Medical Transport Service in Henrico County.

Royal Medical Transportation, LLC is a private ambulance company that has opened an office at 6010 N. Crestwood Avenue, Henrico, VA 23230, in the Brookland District. It seeks to obtain an EMS license from the Virginia Department of Health – Office of Emergency Medical Services. State regulations require EMS agencies, including private ambulance companies, to obtain approval from the local governing body in order to obtain an EMS agency license. This Board paper confers that approval. Royal Medical Transportation, LLC

has assured the Division of Fire that it will not respond to calls for emergency 911 services within the County unless requested to do so by the County through its EMS system.

RESOLUTION - Award of Contract – Boiler and Domestic Hot Water Heater - Jail West.

This Board paper would award a contract for \$248,563 to Southern Air, Inc. to provide a boiler and domestic hot water heater at Jail West.

The County received four bids on February 22, 2018, in response to ITB #17-1541-11JCK and Addendum No. 1 as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Southern Air, Inc. Lynchburg, VA	\$248,563
Valley Boiler and Mechanical Inc. Roanoke, VA	\$249,800
WACO, Inc. Sandston, VA	\$253,230
Capitol Boiler Works, Inc. Ashland, VA	\$254,672

Based upon a review of the bids, Southern Air, Inc. is the lowest responsive and responsible bidder.

This Board Paper also authorizes the County Manager, or the Purchasing Director as his designee, to execute change orders not to exceed 15% of the original contract amount. Funding to support the contract is available within the project budget.

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

RESOLUTION - Signatory Authority - Donation of Real Property - Malvern Hill Property, Turkey Island Creek Property, and 10000 Carters Mill Road - Varina District.

This Board paper authorizes the County Manager to execute the documents necessary to complete the acceptance of the Malvern Hill Property, the Turkey Island Creek Property, and 10000 Carters Mill Road from the Capital Region Land Conservancy (“CRLC”). The Malvern Hill Property and Turkey Island Creek Property contain approximately 413 acres of the historic 871-acre Malvern Hill Farm tract, which CRLC purchased with, among other funding sources, a County grant in the amount of \$1,500,000. The parcel located at 10000 Carters Mill Road adjoins the Malvern Hill Property and falls completely within the study area for the Battles of Glendale and Malvern Hill. CRLC intends to place one or more conservation easements on these properties to preserve their educational, historical, and recreational value before conveying the properties to the County for no cost.

The Directors of Real Property and Recreation and Parks recommend approval of this Board paper; the County Manager concurs.

INTRODUCTION OF ORDINANCE - To Amend and Reordain Subsection (a) of 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 Charges.

This Board paper introduces for advertisement and a public hearing on April 24, 2018, a proposed ordinance to change utility charges.

The ordinance would increase bimonthly service and volume charges for water and sewer, including industrial strong waste charges. The total increase in water and sewer charges for an average residential account holder using 14.0 CCF of water every two months will be \$6.91, or approximately 11¢ per day. These changes would be effective July 1, 2018.

The changes are recommended to support annual operating and capital costs associated with 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 Construction Contract - Water Reclamation Facility Capital Improvement Program FY17 - Varina District.

This Board paper awards a construction contract to MEB General Contractors, Inc. to replace HVAC systems, valves, sluice gates, chemical tanks, pumps and associated electrical and controls equipment at the Water Reclamation Facility for \$658,000.

The equipment is located throughout the Water Reclamation Facility and needs to be replaced because it is deteriorated.

The work will begin in May 2018 and is to be completed by April 2019. Funding will be provided by the Water and Sewer Revenue Fund.

Four bids were received on February 14, 2018, in response to ITB No. 18-1551-1CLE and Addendum No. 1. The bidders and bid amounts are as follows:

<u>Bidder</u>	<u>Bid Amount</u>
MEB General Contractors, Inc. Chesapeake, VA	\$ 658,000
Lisbon Buildings & Infrastructures, Inc. Red Oak, NC	\$ 695,000
Ulliman Schutte Construction, LLC Roanoke, VA	\$ 789,000
WACO, Inc. Sandston, VA	\$1,064,500

Based upon a review of the bid, MEB General Contractors, Inc. is the lowest responsive and responsible bidder.

The Board paper awards the Contract to MEB General Contractors, Inc. and grants signatory authority to the County Manager to execute the 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 - Amendment to Contract for Engineering Design Services - Sadler Road Improvements (UPC #60934) - Three Chopt District.

On February 24, 2004, the Board of Supervisors approved a contract with Austin Brockenbrough & Associates, LLP for \$928,259 for the preparation of design and construction plans for Sadler Road from Dominion Boulevard to 150 feet east of Cedar Branch Court (approximately 1.90 miles). Contract amendments were approved by the Board of Supervisors on June 14, 2011, and April 28, 2015.

Additional work is required to design a proposed roundabout at Sadler Grove Road, shift the roadway alignment in response to citizen input received at the citizens information meeting, and provide a transportation management plan, signing and pavement marking plans, landscaping and lighting plan for the two proposed roundabouts, additional drainage design, utility designation, preparation of right-of-way plats, and right-of-way stakeout. Austin Brockenbrough & Associates, LLP and the Department of Public Works have negotiated a fixed lump sum fee of \$655,390 for the additional work.

This Board paper approves the amendment to the contract for the additional engineering design work and authorizes the County Manager to execute the amendment, in a form approved by the County Attorney.

This project will be funded through Capital Projects Fund, Project #00611. The Director of Public Works recommends approval of this Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority - Amendment to Contract for Engineering Design Services for Three Chopt Road Improvements (UPC #50528) - Three Chopt and Tuckahoe Districts.

On January 25, 2005, the Board of Supervisors approved a contract with Earth Tech (now known as AECOM) for a total fixed lump sum fee of \$1,495,047.68 for the preparation of design and construction plans for Three Chopt Road from Barrington Hills Drive to 1,000 feet east of Gaskins Road (approximately 2.05 miles). Contract amendments were approved by the Board of Supervisors on June 10, 2008, July 27, 2010, February 12, 2013, and March 24, 2015.

Additional work is required to incorporate design changes in response to citizen input received at the public hearing, comply with environmental regulations, and prepare additional right-of-way plats. AECOM and the Department of Public Works have negotiated a fixed lump sum fee of \$194,228.33 for the additional work.

This Board paper approves the amendment to the contract for the additional engineering design work and authorizes the County Manager to execute the amendment, in a form approved by the County Attorney.

Funding will be provided from the Capital Projects Fund, Project #00607. The Director of Public Works recommends approval of this Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority - Amendment to Contract for Engineering Design Services - Dabbs House Road Improvements (UPC #60933) - Varina District.

On June 8, 2004, the Board of Supervisors approved a contract with Michael Baker, Jr., Inc. for the lump sum fee of \$1,010,879.17 for the preparation of design and construction plans for improvements to Dabbs House Road from Nine Mile Road to Creighton Road. Contract amendments were approved by the Board of Supervisors on September 9, 2008, February 22, 2011, June 26, 2012, May 28, 2013, and February 14, 2017.

Additional work is required to perform geotechnical design, comply with environmental regulations, and conduct subsurface utility designation. Michael Baker, Jr., Inc. and the Department of Public Works have negotiated a fixed lump sum fee of \$101,875.52 for the additional work.

This Board paper approves the amendment to the contract for the additional engineering design work and authorizes the County Manager to execute the amendment, in a form approved by the County Attorney.

The funds for this project will be provided from the Capital Projects Fund, Project #00610. The Director of Public Works recommends approval of this Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority - Amendment to Agreement with Virginia Department of Transportation - Dabbs House Road Improvements (UPC 60933) - Varina District.

The Board paper authorizes the County Manager to execute an amendment to a 2002 project administration agreement with the Virginia Department of Transportation ("VDOT") for improvements to Dabbs House Road.

The estimated cost for the project has been revised from \$5,947,575 to \$13,289,743. Additional funding for the project is available under the federal Regional Surface Transportation Program.

VDOT will reimburse the County 100% of the eligible project costs up to \$13,289,743. Because of VDOT charges, the estimated reimbursement to the County is \$13,172,743.

The County will provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state, and local requirements for design, right-of-way acquisition, and construction of the project.

Funding for project costs will be provided from the Capital Projects Fund, Project #00610. The Director of Public Works recommends approval of this Board paper, and the County Manager concurs.