

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
REGULAR MEETING
May 8, 2012**

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, May 8, 2012 at 7:00 p.m. in the Board Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

Members of the Board Present:

Richard W. Glover, Chairman, Brookland District
David A. Kaechele, Vice Chairman, Three Chopt District
Tyrone E. Nelson, Varina District
Patricia S. O'Bannon, Tuckahoe District
Frank J. Thornton, Fairfield District

Other Officials Present:

Virgil R. Hazelett, P.E., County Manager
Joseph P. Rapisarda, Jr., County Attorney
Michael L. Wade, Sheriff
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Timothy A. Foster, P.E., Deputy County Manager for Community Operations
George T. Drumwright, Jr., Deputy County Manager for Community Services
Randall R. Silber, Deputy County Manager for Community Development
John A. Vitoulkas, Deputy County Manager for Administration

Mr. Glover called the meeting to order at 7:00 p.m.

Mr. Glover led recitation of the Pledge of Allegiance.

Dr. Andrew M. Mosley, Jr., Pastor of Quioccasin Baptist Church, delivered the invocation.

On motion of Mrs. O'Bannon, seconded by Mr. Kaechele, the Board approved the minutes of the April 24, 2012 Regular Meetings.

The vote of the Board was as follows:

Yes: Glover, Kaechele, Nelson, O'Bannon, Thornton

No: None

MANAGER'S COMMENTS

At the annual banquet of the Henrico County Bar Association on April 26, 2012, Assistant County Attorney Marissa Mitchell was elected President and Deputy County Attorney Tom Tokarz was elected as a Director. Mrs. Mitchell is the sixth member of the County Attorney's Office to serve as president of the association, which is comprised of 300 members. The association performs civic and charitable projects for the community and provides continuing legal education and other services for its members.

BOARD OF SUPERVISORS' COMMENTS

Mr. Glover recognized Lamont Bagby, the School Board's Fairfield District representative, who was in the audience observing the meeting.

Mr. Glover reflected on a resolution approved by the Board of Supervisors in August 1999 commending Mr. Hazelett on his performance, leadership, service, and efforts. He pointed out that despite the economic downturn that began in 2007, Mr. Hazelett has proposed budgets to the Board each year that are balanced without tax increases, employee furloughs or layoffs, or service reductions. Mr. Glover recognized John M. O'Bannon III from the 73rd House District, who presented Mr. Hazelett with a ceremonial copy of a recently passed General Assembly joint resolution (HJR 487) commending Mr. Hazelett for his exemplary management on the occasion of his 20th anniversary as Henrico County Manager. Mr. Glover also recognized the following co-patrons of the resolution who joined Delegate O'Bannon for the presentation: Walter A. Stosch from the 12th Senatorial District, Donald A. McEachin from the 9th Senatorial District, Riley E. Ingram from the 62nd House District, G. Manoli Loupassi from the 68th House District, James P. "Jimmie" Massie III from the 72nd House District, and Joseph D. Morrissey from the 74th House District.

Mr. Glover recognized Alex Ray from Boy Scout Troop 715, sponsored by Three Chopt Presbyterian Church, who was observing the meeting with his father, Scoutmaster Edwin Ray, to fulfill a requirement for the Citizenship in the Community Merit Badge. He also recognized Aaron Young from Boy Scout Troop 705, sponsored by Derbyshire Baptist Church, who was observing the meeting with his father, Dan Young, to fulfill a requirement for the Citizenship in the Community Merit Badge.

RECOGNITION OF NEWS MEDIA

Mr. Glover recognized Randy Hallman and Kevin Morley from the *Richmond Times-Dispatch*.

PRESENTATIONS

Mr. Hazelett announced that this proclamation will be presented to the Chief of Police on May 17, 2012 (Law Enforcement Officers Day), during the County's annual Police Memorial Ceremony at Police Memorial Park.

Mr. Thornton presented a proclamation recognizing May 2012 as Older Americans Month. Accepting the proclamation was Thelma Bland Watson, Executive Director of Senior Connections, The Capital Area Aging on Aging, and Jane C. Crawley, Henrico County's Director of Social Services. Joining them were Gloria B. Johnson, the County's representative on the Senior Connections Board of Directors; Felix Sarfo-Kantanka, Jr., a member of the Senior Connections Board of Directors; Lynda Sharp Anderson, Executive Director of the Senior Center of Greater Richmond, Inc., located in Innsbrook; Marian H. Dolliver, Caregiver Support Services Manager for Senior Connections; Susan R. Umidi, Adult Services Supervisor for the Henrico Department of Social Services, and Carol A. Young, a member of the Senior Connections Advisory Council and a Social Worker for the Henrico Department of Social Services Adult Services Program.

109-12 Resolution – Expressing Appreciation to Genworth Financial, Inc.

On motion of Mr. Kaechele, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

Mr. Kaechele presented the resolution, which recognized the company for its dedication and commitment to community service and donation of a high rise structure located on its West Broad Street headquarters campus for important firefighter training for Henrico County and the surrounding metropolitan areas. Joining Mr. Kaechele for the presentation were Edwin W. Smith, Chief of the Henrico Division of Fire; Lieutenant Chris Jones from Fire Station 22; and the following staff from the Division's Training Section: Battalion Chief William G. Poston, Captain William E. Aiken, Lieutenants Jim Courtney and Billy Tucker, and Career Firefighter Greg McKee. Accepting the resolution was Sarah P. Bagby, Domestic Real Estate Leader for Genworth Financial, Inc. Joining her were Heidi A. Crapol, Genworth's Vice President for Community Relations, and Cindy J. Heidel, Genworth's Senior Real Estate Counsel for Investments. Chief Smith applauded Mr. Hazelett for his commitment to public safety and noted that Chief Poston was the commander-in-chief for this training operation. Chief Poston thanked Genworth for providing this training opportunity and his staff for ensuring the effectiveness of the training. He introduced Ms. Crapol, who extended appreciation on behalf of Genworth for this special recognition by the Board. Ms. Crapol also thanked Mr. Hazelett for 20 years of outstanding leadership, Chief Poston for coordinating this regional project, and her two Genworth colleagues for their work on this exemplary public-private partnership.

APPOINTMENTS

110-12 Resolution – Appointment of Members – Finance Board.

On motion of Mr. Nelson, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

Mr. Hazelett shared a short video produced by the Department of Public Relations & Media Services titled *Henrico Fire High-Rise Training* that profiled the County's training initiative at Genworth's West Broad Street headquarters campus.

- 111-12 Resolution – Appointment of Member – Henrico Area Mental Health & Developmental Services Board.

On motion of Mrs. O'Bannon, seconded by Mr. Thornton, and by unanimous vote, the Board approved this item – see attached resolution.

PUBLIC COMMENTS

There were no comments from the public.

GENERAL AGENDA

- 112-12 Resolution - Award of Construction Contract - Glen Allen Softball Complex - Field Repair - Fairfield District.

On motion of Mr. Thornton, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

- 113-12 Resolution – Adoption of Policies and Fees Governing the Use of Elko Community Center – Varina District.

Neil Luther, Director of Recreation and Parks, responded to a question from Mr. Kaechele.

On motion of Mr. Nelson, seconded by Mr. Kaechele, and by unanimous vote, the Board approved this item – see attached resolution.

- 114-12 Resolution - Signatory Authority - Lease Amendment - Department of Mental Health and Developmental Services - Charles City County, Virginia.

Jon Tracy, Director of Real Property, responded to questions from Mr. Kaechele.

On motion of Mrs. O'Bannon, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

- 115-12 Resolution - Signatory Authority - Lease Amendment - Department of Mental Health and Developmental Services - 8237, 8239, 8241, and 8247 Hermitage Road - Brookland District.


Mike O'Connor, Director of Henrico Area Mental Health & Developmental Services, responded to a question from Mrs. O'Bannon. Mr. Tracy responded to a question from Mr. Kaechele.

On motion of Mrs. O'Bannon, seconded by Mr. Kaechele, and by unanimous vote, the Board approved this item - see attached resolution.

116-12 Resolution - To Permit Additional Fine of \$200 for Speeding on Sadler Grove Road from Sadler Road to its Terminus in a Cul-de-Sac.

On motion of Mr. Kaechele, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item - see attached resolution.

There being no further business, the meeting was adjourned at 7:56 p.m.



Chairman, Board of Supervisors
Henrico County, Virginia

Proclamation



OF THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA

LAW ENFORCEMENT OFFICERS WEEK

May 13 - 19, 2012

WHEREAS, the law enforcement officers of Henrico County serve our citizens daily, protecting lives and property and upholding local ordinances and state laws; and

WHEREAS, by the nature of their duties, these officers endure grave danger, and on occasion, loss of their own lives; and

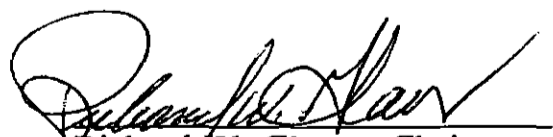
WHEREAS, the County's law enforcement officers help make our community a safe place to live, work, and play; and

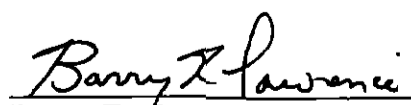
WHEREAS, these professionals need and deserve the support of our citizens; and

WHEREAS, it is appropriate to remember our officers who died in the line of duty and to acknowledge those officers who continue to serve the County and the Commonwealth.

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Supervisors of Henrico County, Virginia hereby recognizes May 13 - 19, 2012 as Law Enforcement Officers Week and Thursday, May 17, 2012 as Law Enforcement Memorial Day; encourages Henrico citizens to take note of these special dates; and salutes the County's law enforcement officers for their steadfast commitment to the County's public safety efforts and for contributing significantly to the quality of life of this community.




Richard W. Glover, Chairman
Board of Supervisors


Barry R. Lawrence, Clerk
May 8, 2012

Proclamation



OF THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA

OLDER AMERICANS MONTH

May 2012

WHEREAS, Henrico County is a community that includes a growing population of citizens age 55 and older; and

WHEREAS, the Henrico Department of Social Services (Adult Services) and Senior Connections, the Capital Area Agency on Aging, are community partners in supporting the needs of older adults, caregivers, and families; and

WHEREAS, the U.S. Administration on Aging has designated May as a time to recognize older Americans, and the theme for this year's Older Americans Month, "Never Too Old to Play," highlights the importance of older adults sharing their experience, wisdom, knowledge, and understanding with other generations; and

WHEREAS, the Corporation for National and Community Service has set aside May 7 – 11, 2012, as Senior Corps Week to celebrate and recognize the extraordinary contributions that Foster Grandparent Mentors, RSVP (Retired and Senior Volunteer Program) participants, and other community volunteers make through service to their communities each and every day; and

WHEREAS, this year's Older Americans Month celebration acknowledges the value that older adults continue to bring to our communities; and

WHEREAS, the older adults in Henrico County have an important role in sharing knowledge, wisdom, and understanding of the history of their community through interactions with children, youth, and adults from other generations; and

WHEREAS, Senior Connections and the United Way of Greater Richmond and Petersburg are leading the regional Age Wave Planning effort to benefit all ages and communities in Planning District 15, which includes Henrico County; and

WHEREAS, the fruits of knowledge and experience can be effectively transferred from generation to generation through social interactions, civic engagement, and volunteerism; and

WHEREAS, our community can help enrich the lives of citizens young and old by emphasizing the value of public and family life, creating opportunities for multigenerational interactions, and providing a range of activities; and

WHEREAS, acknowledging older citizens and their contributions can help us achieve stronger and more meaningful connections with each other while enriching and creating livable communities for citizens of all ages.

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Supervisors of Henrico County, Virginia hereby recognizes May 2012 as Older Americans Month and encourages every citizen to take time to engage, interact, and connect with older adults.



Richard W. Glover, Chairman
Board of Supervisors

Barry R. Lawrence, Clerk
May 8, 2012



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 109-12
Page No. 1 of 2

Agenda Title: **RESOLUTION - Expressing Appreciation to Genworth Financial, Inc.**

For Clerk's Use Only: Date: MAY 8 2012 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Kaechele</u> Seconded by (1) <u>O'Bannon</u> (2) _____ (2) _____ REMARK: APPROVED	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <tr> <td>Glover, R.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Kaechele, D.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Nelson, T.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Thornton, F.</td> <td align="center">✓</td> <td></td> <td></td> </tr> </table>		YES	NO	OTHER	Glover, R.	✓			Kaechele, D.	✓			Nelson, T.	✓			O'Bannon, P.	✓			Thornton, F.	✓		
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Thornton, F.	✓																									

WHEREAS, the County of Henrico recognizes the devastating effects of fire on lives and property and, through the Division of Fire, is dedicated to training all its firefighting professionals to be well prepared and proficient at both preventing fires and protecting the public from the ravages of fire; and

WHEREAS, the Division realizes the need to focus a significant portion of its firefighter training programs on the low frequency, high risk emergency incidents that may occur in the County; and

WHEREAS, the Division as well as the fire service profession recognizes the low frequency yet high risk involved in mitigating emergencies and fighting fire in multi-story high rise structures; and

WHEREAS, the Division was afforded a rare and tremendous opportunity by Genworth Financial, Inc., headquartered in Henrico County, to train to combat fires and save lives in an authentic, functioning, multi-story high rise structure; and

WHEREAS, through a rigorous 28-day training schedule, over 700 firefighting professionals from the Division and the surrounding metropolitan areas were able to effectively and realistically utilize 400 hours of training opportunity to practice and train, under simulated smoke, fire, and other emergency conditions, to manage emergency situations, rescue victims, and extinguish fires in an eight-story high rise structure; and

WHEREAS, this extremely realistic and physically demanding interactive firefighter training will be used by firefighting professionals from Henrico and other invited metropolitan regional partners to be more prepared and proficient should the need to control and extinguish an actual high rise fire arise.

By Agency Head [Signature] By County Manager [Signature]

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Clerk, Board of Supervisors

Date: _____

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 109-12

Page No. 2 of 2

Agenda Title: **RESOLUTION - Expressing Appreciation to Genworth Financial, Inc.**

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Henrico County, Virginia hereby expresses its sincere appreciation and gratitude to Genworth Financial, Inc. for its dedication and commitment to community service and the donation of the high rise structure located on its West Broad Street headquarters campus for use in this important public safety training initiative.

Comments: The Fire Chief recommends approval of this Board paper, and the County Manager concurs.

Resolution



OF THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA

Expressing Appreciation to Genworth Financial, Inc.

WHEREAS, the County of Henrico recognizes the devastating effects of fire on lives and property and, through the Division of Fire, is dedicated to training all its firefighting professionals to be well prepared and proficient at both preventing fires and protecting the public from the ravages of fire; and

WHEREAS, the Division realizes the need to focus a significant portion of its firefighter training programs on the low frequency, high risk emergency incidents that may occur in the County; and

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WHEREAS, the Division was afforded a rare and tremendous opportunity by Genworth Financial, Inc., headquartered in Henrico County, to train to combat fires and save lives in an authentic, functioning, multi-story high rise structure; and

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WHEREAS, this extremely realistic and physically demanding interactive firefighter training will be used by firefighting professionals from Henrico and other invited metropolitan regional partners to be more prepared and proficient should the need to control and extinguish an actual high rise fire arise.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Henrico County, Virginia hereby expresses its sincere appreciation and gratitude to Genworth Financial, Inc. for its dedication and commitment to community service and the donation of the high-rise structure located on its West Broad Street headquarters campus for use in this important public safety training initiative.



Richard W. Glover, Chairman
Board of Supervisors

Barry R. Lawrence, Clerk
May 8, 2012



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 110-12
Page No. 1 of 1

Agenda Title: RESOLUTION – Appointment of Members – Finance Board

For Clerk's Use Only: MAY 8 2012 Date: _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Nelson</u> Seconded by (1) <u>O'Bannon</u> (2) _____ (2) _____ REMARKS: APPROVED	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <tr> <td>Glover, R.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Kaechele, D.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Nelson, T.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Thornton, F.</td> <td align="center">✓</td> <td></td> <td></td> </tr> </table>		YES	NO	OTHER	Glover, R.	✓			Kaechele, D.	✓			Nelson, T.	✓			O'Bannon, P.	✓			Thornton, F.	✓		
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WHEREAS, by ordinance approved on March 11, 2008, the Board of Supervisors created a finance board (the "Finance Board") to serve as trustee of funds designated by the County to be held, accumulated and invested by the Finance Board for the purpose of funding Other Post-Employment Benefits; and

WHEREAS, as provided by Section 15.2-1547 of the Code of Virginia, the Finance Board currently is made up of the Director of Finance, who serves an indefinite term, and two additional members with proven integrity, business ability, and demonstrated experience in cash management and investments, who serve two-year terms; and

WHEREAS, the Board wishes to reappoint one member whose term has expired and another member who is no longer the Director of Finance, and wishes to appoint an additional member to the Finance Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors appoints the following persons to the Finance Board to serve two-year terms expiring May 8, 2014 or thereafter when their successors shall have been appointed and qualified:

John A. Vithoukas
Kevin D. Smith
Vaughan G. Crawley

Comments: The County Manager recommends approval of this Board paper.

By Agency Head _____ *jen* By County Manager _____ *David E. Hight*

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Clerk, Board of Supervisors
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COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 111-12

Page No. of

Agenda Title: RESOLUTION - Appointment of Members - Henrico Area Mental Health & Developmental Services Board

For Clerk's Use Only: Date: MAY 8 2012 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Thornton</u> (2) _____ (2) _____ REMARKS: APPROVED	<table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>Glover, R.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Kaechele, D.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Nelson, T.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>O'Bannon, P.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Thornton, P.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	OTHER	Glover, R.	✓			Kaechele, D.	✓			Nelson, T.	✓			O'Bannon, P.	✓			Thornton, P.	✓		
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BE IT RESOLVED that the Board of Supervisors of Henrico County, Virginia appoints the following person to the Henrico Area Mental Health & Developmental Services Board for an unexpired term ending December 31, 2012 or thereafter, when her successor shall have been appointed and qualified:

Family/Consumer Representative Judith D. Layne

By Agency Head _____

By County Manager [Signature]

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Clerk, Board of Supervisors

Date: _____



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 112-12
Page No. 1 of 2

Agenda Title: **RESOLUTION** — Award of Construction Contract — Glen Allen Softball Complex –
Field Repair — Fairfield District

For Clerk's Use Only: Date: MAY 8 2012 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Thornon</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: <div style="font-size: 2em; font-weight: bold; text-align: center;">APPROVED</div>	YES NO OTHER Glover, R. <input checked="" type="checkbox"/> _____ Kaechele, D. <input checked="" type="checkbox"/> _____ Nelson, T. <input checked="" type="checkbox"/> _____ O'Bannon, P. <input checked="" type="checkbox"/> _____ Thornton, F. <input checked="" type="checkbox"/> _____
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WHEREAS, the County received four bids on April 3, 2012 in response to IFB #12-9216-3CE, inclusive of Addendum No.1, for the Glen Allen Softball Complex Field Repair, as follows:

<u>Bidders</u>	<u>Base Bid Amount</u>
Enviroscape, Inc.	\$346,000.00
Messer Contracting	\$399,000.00
East Coast Athletics	\$425,275.00
Carolina Green	\$475,811.00

WHEREAS, after review and evaluation of all bids received, the County determined that Enviroscape, Inc. is the lowest responsive and responsible bidder with a bid of \$346,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that:

1. A contract to furnish all labor, materials, supplies, equipment and services necessary for the rehabilitation of the four existing softball fields at the Glen Allen Softball Complex and associated site work is awarded to Enviroscape, Inc., the lowest responsive and responsible bidder, in the amount of \$346,000.00, pursuant to IFB #12-9216-3CE, inclusive of Addendum No. 1, and the bid submitted by Enviroscape, Inc.

By Agency Head *Elin Luther* By County Manager *Dee P. Hight*

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Clerk, Board of Supervisors
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**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 112-12

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Agenda Title: **RESOLUTION — Award of Construction Contract — Glen Allen Softball Complex –
Field Repair — Fairfield District**

2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. The County Manager, or the Director of General Services 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.

Comments: Funding to support the contract is available within the Recreation & Parks project budget. The Directors of Recreation & Parks and General Services recommend approval of this Board paper, and the County Manager concurs.



COUNTY OF HENRICO, VIRGINIA
 BOARD OF SUPERVISORS
 MINUTE

Acenda Item No. 113-2

Page No. 1 of 1

Agenda Title: RESOLUTION – Adoption of Policies and Fees Governing the Use of Elko Community Center – Varina District

For Clerk's Use Only: Date: MAY 8 2012 <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Nelson</u> Seconded by (1) <u>Kaechele</u> (2) _____ (2) _____ REMARKS: <div style="font-size: 2em; font-weight: bold; text-align: center;">APPROVED</div>	<table border="0"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>Glover, R.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Kaechele, D.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Nelson, T.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>O'Bannon, P.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Thornton, E.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		YES	NO	OTHER	Glover, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kaechele, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, E.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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WHEREAS, in May 1986, the Board of Supervisors adopted a general policy governing the use of County facilities; and

WHEREAS, the Board has previously adopted Facility Reservation Guides for each of the County's recreational facilities; and

WHEREAS, in December 2011, the Windsor Club of Elko donated the Elko Community Center to the County; and

WHEREAS, the Elko Community Center will be available for rental use beginning June 4, 2012; and

WHEREAS, it is desirable to adopt a Facility Reservation Guide for the Elko Community Center that is consistent with the guides used in the County's other recreational facilities.

NOW, THEREFORE, BE IT RESOLVED by the Board that it adopts the Elko Community Center Facility Reservation Guide attached to this resolution.

COMMENTS: The Director of Recreation and Parks recommends approval of this Board paper; and the County Manager concurs.

By Agency Head *[Signature]* By County Manager *[Signature]*

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Clerk, Board of Supervisors

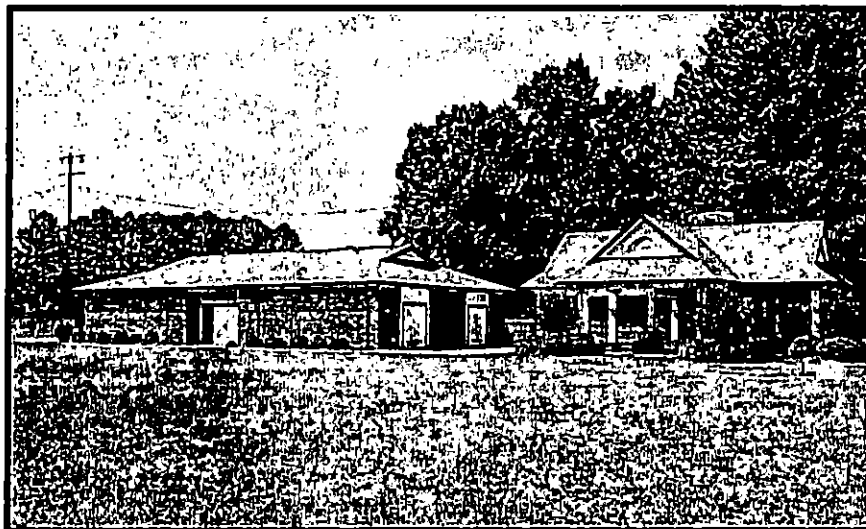
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DRAFT 04/18/2012



**COUNTY OF HENRICO
DIVISION OF RECREATION AND PARKS**

Elko Community Center Facility Reservation Guide



**6216 White Oak Road
Sandston, VA 23150**

For more information, contact:

**Dorey Recreation Center
7200 Dorey Park Drive, Henrico, VA 23231
Phone: (804) 795-2334
Fax: (804) 795-2638**

ELKO COMMUNITY CENTER POLICIES GOVERNING FACILITY USE

APPLICATION FOR USE

- For Henrico County residents, applications are accepted on a first-come, first-served basis no more than a year in advance and no less than thirty (30) days before the requested date. Proof of County residency (driver's license or voter registration card) must be provided with the application for use.
- Non-County residents may reserve the facility up to six (6) months before the desired date and no less than thirty (30) days before the requested event.
- Applications for governmental use, other than activities sponsored by the Henrico County Division of Recreation and Parks, will be accepted up to ninety (90) days before the desired date.
- All applications must be signed by an individual at least 21 years of age. Permission for groups or organizations composed of persons under the age of 21 will be granted only to individuals at least 21 years of age who accept responsibility for supervising the using group or organization. In instances where events are held with participants under the age of 21, one chaperone 21 years of age or older for every twenty-five (25) participants must be present at all times.
- The applicant or named designee must be on-site during the scheduled event.
- All rental transactions, including payments, must be made by the applicant. Completed applications and deposits may be submitted at Dorey Recreation Center during regular office hours, Monday through Friday, 8:00 a.m. - 4:30 p.m.
- The Director of Recreation and Parks or designee must approve all entertainment in advance.
- The Division of Recreation and Parks reserves the right to review, on a case by case basis, each event, program, or performance against the standards listed in the Division of Recreation and Parks Mission Statement.
- The order of priority for use of the facility is as follows:
 1. Any activity or use available to the public sponsored by the County of Henrico Division of Recreation and Parks.
 2. Any non-governmental activity or use.
 3. Any governmental use, other than an activity or use sponsored by the County of Henrico Division of Recreation and Parks.

The Site Manager must approve all applications for facility use before they can be confirmed. Individuals wishing to tour the facility must make an appointment with the Site Manager so as not to interfere with events in progress.

RESERVATION LOTTERY PROCESS

All reservations decided according to the procedures listed below are final.

- If one or more County residents and one or more non-County residents arrive at the same time and wish to reserve the same date, the County residents will have priority over the non-County residents.
- If two or more County residents arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the participating residents.
- If two or more non-County residents arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the non-County residents.
- Only one lottery entry is allowed per event.

FEES AND DEPOSITS

- All required fees and deposits are due thirty (30) days before the event date requested.
- If room set-up is required, a set-up request and room diagram must be filled out and submitted with the required fee thirty (30) days before the event date requested. No changes in set-up may be made the day of the event.
- Any furniture to be arranged or set-ups to be made must either be done by Recreation and Parks staff or under their supervision.
- On the day of the event, four (4) hours are given prior to the event for preparation and one (1) hour is given immediately after the event for cleanup. The four (4) hour allowance excludes Sunday events scheduled before 5:00 p.m.
- The presence of two off-duty Henrico County Police officers is required for events for youth ages 12-20. Applicants are assessed a minimum fee of \$400 for the service, which includes coverage for ½ hour before and after the scheduled event. Fees for additional hours of police coverage as required will be assessed at a flat rate of \$100 per hour.

- A security deposit of \$200, made payable to County of Henrico, must be submitted with the completed Facility Rental Application. If the application for use is denied by Henrico County, the full security deposit will be refunded by check within thirty (30) days from the date received. If the applicant elects to cancel the scheduled event, written notice must be given to facility staff in person or by mail, email, or fax at least thirty (30) days before the event date in order for the security deposit to be refunded. This refund will be issued by check within thirty (30) days of the receipt of the written cancellation notice.
- All parties using the facility are responsible for any damage to the facility and its property. If the value of damage exceeds the \$200 deposit fee, the applicant will be assessed additional charges. The security deposit will be refunded by check issued to the applicant within thirty (30) days of the scheduled use except in the following instances:
 - a. Failure to abide by the policies and procedures stated in the Facility Reservation Guide.
 - b. Any damage is done to the building or facility property.
 - c. Applicant fails to vacate the building at the designated time. A maximum of one (1) hour after the event will be provided for completion of cleanup and removal of materials.
 - d. Applicant fails to meet the following requirements for cleanup:
 1. All materials and equipment brought into the facility, including food and beverages and decorations, must be removed immediately following the event. The County of Henrico and its Division of Recreation and Parks assumes no responsibility for any property placed in or on the premises.
 2. Materials and equipment borrowed from the facility, including audiovisual equipment, must be left in the same condition as before use.

RULES FOR FACILITY USAGE

- No materials or equipment, including signs or posters, shall be attached to the facility or its property. No flammable liquids or materials may be used without prior inspection and approval by the Henrico County Division of Fire. No open flames are allowed; lighted candles must be covered with globes.
- Any applicant wishing to use a private caterer for any event must submit the caterer's name with the application. The caterer must follow all state and local regulations governing the serving of food and beverages.
- No money or admission shall be collected on the premises at any time by a non-governmental user of the facility. The sale of food or drink in the facility is prohibited.
- This is a smoke free facility. Smoking is only allowed in designated outdoor areas. All cigarette butts and ashes must be disposed of properly.
- No rice, glitter, confetti, sparklers, or similar material may be thrown or used inside or outside the facility. Birdseed and bubbles may be used outside only.
- If unforeseen circumstances, such as inclement weather or electrical outages, cause the facility to be closed, the Division of Recreation and Parks reserves the right to cancel any scheduled use of the building and notify the applicant.
- The number of people in the facility and its rooms shall not exceed established and posted capacities.
- All vendors and rental contractors who provide equipment that the County does not provide must be approved in writing and in advance by the Director of Recreation and Parks or designee.
- The facility will be closed on designated Henrico County holidays and the first full week in January for annual cleaning.

**County of Henrico
Division of Recreation and Parks
Mission Statement**

The Division of Recreation and Parks exists to enhance the quality of life and to foster a sense of well-being and community for the citizens of Henrico County. This is accomplished through management of resources and by facilitating leisure services and recreational opportunities in safe and well maintained environments.

ELKO COMMUNITY CENTER FEE SCHEDULE

All users of the facility must pay the established fee in full. Requesting additional hours for use requires the purchase of additional hours for each area rented.

The fee schedule for facility use of Elko Community Center shall be as follows:

Room	3 Hour Minimum		Each Additional Hour	
	Resident	Non-resident	Resident	Non-resident
Multi-Purpose Room & Pavilion	\$75	\$300	\$30	\$120

Program Capacity

Recreation Room and Pavilion 100

* Rental includes the use of kitchen and pavilion with outside patio.

Deposits & Fees

Security Deposit: \$200.

Alcoholic Beverage Security Deposit: \$125

Setup Fee: \$35

Off-Duty Police Fee (4-Hour Minimum): \$400

Off-Duty Police Fee (each additional hour) \$100 (per hour)

Hours of Rental Operation

Monday -Thursday: 8:00 a.m. - 10:00 p.m.

Friday & Saturday: 8:00 a.m. - 11:00 p.m.

Sunday: 1:00 p.m. - 10:00 p.m.

ANTILOC (NO ALCOHOL)

HIGH SPRINGS (NO ALCOHOL)

HUNTON (NO ALCOHOL)

- COMPARISON MATRIX
- MASTER PLAN COMPILATION LIST

HENRICO COUNTY DIVISION OF RECREATION AND PARKS

ALCOHOL POLICY FOR FACILITY RENTAL ELKO COMMUNITY CENTER

In addition to the Facility Rental Application, a separate Application to Use Alcoholic Beverages must be completed by the applicant and returned to the Site Manager at least thirty (30) days before the requested event. The applicant signing this form must be at least 21 years of age and must accept responsibility for the use of the facility during the date and times agreed.

Anyone wishing to serve alcoholic beverages in a Henrico County Division of Recreation and Parks rental facility must obtain a valid one-day banquet license from the Virginia Department of Alcoholic Beverage Control (ABC) or submit a valid Caterer's ABC License.

A separate \$125 alcohol security deposit must be submitted with the Application to Use Alcoholic Beverages. Please make checks payable to the County of Henrico.

For additional information, please call Dorey Recreation Center at (804) 795-2334.

The applicant must read and abide by the following requirements:

- The Application to Use Alcoholic Beverages must be completed and returned to the facility office at least thirty (30) days before the requested date. An additional security deposit of \$125 must be submitted with the application. This deposit will be refunded by a County of Henrico check to the applicant within thirty (30) days after the scheduled event except in the following instances:
 - Any damage is done to the building or property.
 - Applicant fails to meet facility cleanup requirements.
- The applicant, by signing the Application to Use Alcoholic Beverages, agrees to follow all rules and regulations outlined in the Elko community Center Facility Reservation Guide as well as all requirements for operating under a banquet license issued through the Virginia Department of Alcoholic Beverage Control.
- The applicant must obtain a banquet license from the Virginia Department of Alcoholic Beverage Control, unless the caterer of the event holds a valid Alcoholic Beverage Control Caterer's License. The applicant must present the ABC banquet license or a copy of the Caterer's ABC License to the facility office at least fourteen (14) days before the event.
- The ABC license shall be posted by facility staff before the start of the event. No alcohol may be consumed in any area other than the designated area for the event. No alcohol can be stored at the facility before the day of the event. All alcohol must be removed immediately following the event.
- The Division of Recreation and Parks reserves the right to remove any person(s) from the facility who do not follow the instructions for operating under a banquet license of the Virginia Department of Alcoholic Beverage Control.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 114-12

Page No. 1 of 1

Agenda Title: RESOLUTION — Signatory Authority — Lease Amendment — Department of Mental Health and Developmental Services — Charles City County, Virginia

For Clerk's Use Only: Date: MAY 8 2012 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: <div style="font-size: 2em; text-align: center; border: 1px solid black; padding: 5px;"> APPROVED </div>	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <tr> <td>Glover, R.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Kaechele, D.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Nelson, T.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Thornton, F.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table>		YES	NO	OTHER	Glover, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kaechele, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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WHEREAS, the County is leasing 6,850 square feet at 205 Roxbury Industrial Center in Charles City County, Virginia for the Cypress Enterprises day support and workshop program of the Department of Mental Health and Developmental Services; and,

WHEREAS, the program serves persons with intellectual disabilities residing in eastern Henrico County and Charles City and New Kent Counties; and,

WHEREAS, the lease shall terminate on August 31, 2012; and,

WHEREAS, the County has negotiated a lease amendment to extend the term for an additional five years at an annual rental of \$38,694.60, payable in equal monthly installments of \$3,224.55.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to execute a lease amendment for 205 Roxbury Industrial Center in a form approved by the County Attorney.

Comments: This long-term lease is subject to annual appropriation. The Directors of Mental Health and Developmental Services and Real Property recommend approval of this paper, and the County Manager concurs.

By Agency Head *[Signature]* By County Manager *[Signature]*

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 Clerk, Board of Supervisors
 Date: _____



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 115-12

Page No. 1 of 1

Agenda Title:

RESOLUTION — Signatory Authority — Lease Amendment — Department of Mental Health and Developmental Services — 8237, 8239, 8241, and 8247 Hermitage Road — Brookland District

For Clerk's Use Only:

Date: MAY 8 2012

- Approved
- Denied
- Amended
- Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) O'Bannon Seconded by (1) Kaechele
(2) _____ (2) _____

REMARKS:

APPROVED

YES NO OTHER

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Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHEREAS, the County is currently leasing space at 8237, 8239, 8241, and 8247 Hermitage Road from Staples Mill Business Center, LLC for the Hermitage Enterprises day support and workshop program of the Department of Mental Health and Developmental Services; and,

WHEREAS, the lease shall terminate on February 28, 2013; and,

WHEREAS, the County has negotiated a lease amendment to extend the lease for an additional five years ending February 28, 2018; and,

WHEREAS, the annual rental will be \$200,520.00 in the first year, payable in equal monthly installments of \$16,710.00, and will increase 2% each year thereafter.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to execute the lease amendment in a form approved by the County Attorney.

Comments: This long-term lease is subject to annual appropriation. The Directors of Mental Health and Developmental Services and Real Property recommend approval of this resolution; the County Manager concurs.

By Agency Head

[Signature]

By County Manager

[Signature]

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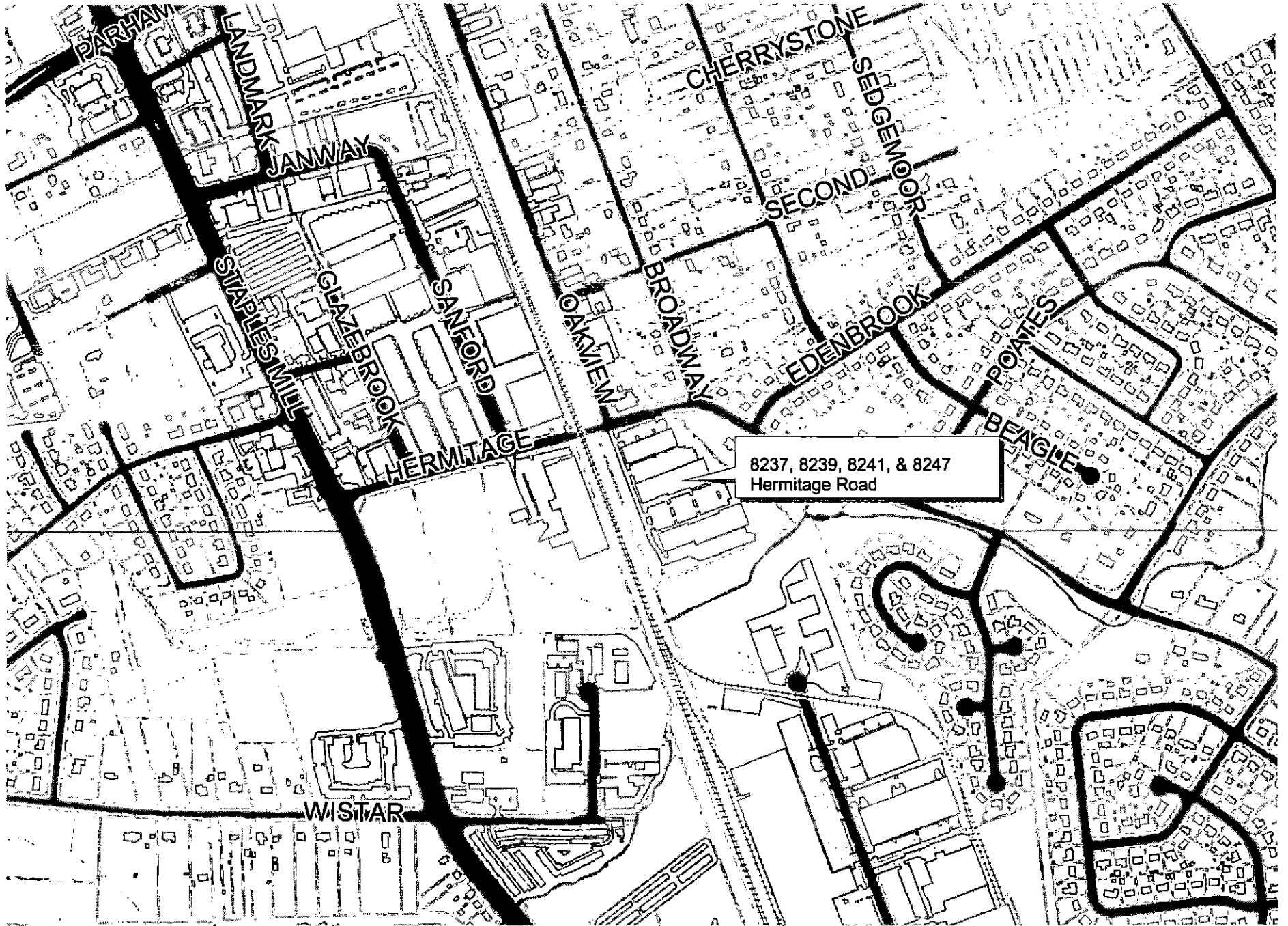
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Clerk, Board of Supervisors

Date: _____

HENRICO DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES - HERMITAGE ROAD



8237, 8239, 8241, & 8247
Hermitage Road



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 116-12
Page No. 1 of 2

Agenda Title: **RESOLUTION — To Permit Additional Fine of \$200 for Speeding on Sadler Grove Road from Sadler Road to its Terminus in a Cul-de-Sac**

For Clerk's Use Only: MAY 8 2012 Date: _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Kaechele</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: <div style="font-size: 2em; font-weight: bold; text-align: center;">APPROVED</div>	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <tr> <td>Glover, R.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Kaechele, D.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Nelson, T.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>O'Bannon, P.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Thornton, F.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		YES	NO	OTHER	Glover, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kaechele, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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WHEREAS, Section 46.2-878.2 of the Code of Virginia provides for the imposition of a \$200 fine for speeding, in addition to other penalties provided by law, when a locality has established a maximum speed limit for a highway in a residence district and the speed limit is indicated by appropriately placed signs; and,

WHEREAS, the statute also requires the Board of Supervisors (the "Board"), because Henrico County maintains its own roads, to develop criteria for the overall applicability for the installation of the signs and to request the application of the statute to certain residential streets in the County before the additional fine may be imposed; and,

WHEREAS, the Board approved detailed criteria (the "Criteria") for the County's Traffic Calming Program on February 10, 2004; and,

WHEREAS, increased fines for speeding on residential streets in Henrico County which meet the Criteria and are designated by the Board are part of the Traffic Calming Program; and,

WHEREAS, the County's Traffic Engineer has collected traffic data and has determined that Sadler Grove Road from Sadler Road to its terminus in a cul-de-sac is experiencing speeding problems and meets the Criteria for traffic calming measures set forth in the Traffic Calming Program; and,

WHEREAS, the citizens in the area of this road requesting the increased fine have collected signatures from 78.3% of the residents; and,

By Agency Head By County Manager

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 Clerk, Board of Supervisors

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**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. **110-12**

Page No. 2 of 2

Agenda Title: RESOLUTION — To Permit Additional Fine of \$200 for Speeding on Sadler Grove Road from Sadler Road to its Terminus in a Cul-de-Sac

WHEREAS, this road is a local residential street with a posted speed limit of 25 mph.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized and directed to install signs on Sadler Grove Road from Sadler Road to its terminus in a cul-de-sac advising citizens of an additional fine of \$200 for exceeding the posted speed limit on this road.

Comments: The Director of Public Works recommends approval of this Board paper; the County Manager concurs.