

**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 24, 2015**, at **6:15 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 matter to be reviewed by the Board at this time is:

6:15 - 6:45 p.m.

Closed Meeting for Consultation with the County Attorney Pertaining to Actual Litigation Styled *Robert S. Reynolds v. Douglas A. Middleton*, Pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, as Amended.

A handwritten signature in black ink that reads "Barry R. Lawrence". The signature is written in a cursive, flowing style.

Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
March 24, 2015

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
March 24, 2015
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – March 10, 2015, Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATIONS

Proclamation - Public Safety Telecommunicators Week - April 12 - 18, 2015.

Proclamation – Volunteer Week – April 12 - 18, 2015.

Proclamation – Crime Victims' Rights Week – April 19 – 25, 2015.

Proclamation – Keep Henrico Beautiful Month – April 2015.

RESIGNATIONS/APPOINTMENT

72-15 Resolution – Resignation of Member – Board of Social Services.

73-15 Resolution – Resignation of Member – Community Criminal Justice Board.

74-15 Resolution – Appointment of Member – Historic Preservation Advisory Committee.

PUBLIC HEARING ITEM

75-15 Resolution - Signatory Authority - Quitclaim of Portion of Utility Easement - Monument Square - Brookland District.

PUBLIC COMMENTS

GENERAL AGENDA

76-15 Resolution – Award of Contract – Annual Audit Services.

77-15 Resolution – Signatory Authority – Memorandum of Understanding Between Henrico County and Capital Region Airport Commission.

- 78-15 Introduction of Ordinance – To Amend and Reordain Subsections (b) and (c) of Sections 23-359 and 23-360 Titled “Water connections fees” and “Sewer connections fees,” Respectively, and Subsection (a) of Sections 23-361 and 23-362 Titled “Water service and volume charges” and “Sewer service charges and rates,” Respectively, of the Code of the County Henrico, All to Change County Utility Fees and Charges.
- 79-15 Resolution - Award of Contract - Engineering Design and Construction Administration Services - Upham Brook Storage Facility - Fairfield District.
- 80-15 Resolution - Signatory Authority - Agreement with Virginia Department of Transportation for Secondary Roads Escrow Account Funds - Three Chopt Road. VDOT Project #9999-043-188, PE101; County Project #2101.50701.28004.00607 (formerly Project #556126-701-245-00); Three Chopt District.
- 81-15 Resolution - Signatory Authority - Amendment to Contract for Engineering Design Services for Three Chopt Road from 1,055 Feet West of Barrington Hills Drive to 1,000 Feet East of Gaskins Road (approximately 2.05 miles). County Project #2110.50701.28004.00607 (formerly Project #556126-701-245-00); VDOT Project #9999-043-188, PE101. Three Chopt District.
- 82-15 Resolution - To Permit Additional Fine of \$200 for Speeding on A.P. Hill Avenue between W. Nine Mile Road and W. Washington Street - Varina District.
- 83-15 Resolution – Acceptance of Roads – Fairfield and Three Chopt Districts.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
March 24, 2015**

PRESENTATIONS

PROCLAMATION – Crime Victims’ Rights Week – April 19 – 25, 2015.

Over 23 million Americans are victims of crime each year, and of those, over 5.2 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 19 – 25, 2015, 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 12 - 18, 2015.

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, 2015, 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 12 - 18, 2015.

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 12 - 18, 2015, as Volunteer Week in Henrico County and salutes and thanks the County’s volunteers, who contributed 164,449 hours during 2014 at an estimated value of over \$4 million.

PROCLAMATION – Keep Henrico Beautiful Month – April 2015.

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 Keep Henrico Beautiful 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 2015 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.

RESIGNATIONS/APPOINTMENT

RESOLUTION - Resignation of Member – Board of Social Services.

This Board paper accepts the resignation of **Andrew M. Mosley** from the Board of Social Services as the Tuckahoe District Representative.

RESOLUTION - Resignation of Member - Community Criminal Justice Board.

This Board paper accepts the resignation of **Marcus B. McGahee** from the Community Criminal Justice Board as the Three Chopt District Citizen Representative effective March 31, 2015.

RESOLUTION – Appointment of Member – Historic Preservation Advisory Committee.

This Board paper appoints the following person to the Historic Preservation Advisory Committee for an unexpired term ending December 31, 2015, or thereafter, when his successor shall have been appointed and qualified:

Three Chopt District J. Joseph Boehling, III

PUBLIC HEARING ITEM

RESOLUTION - Signatory Authority - Quitclaim of Portion of Utility Easement - Monument Square - Brookland District.

This resolution authorizes the Chairman to execute a quitclaim deed releasing the County's interest in an unneeded portion of a utility easement across the Monument Square development on Monument Avenue.

The Directors of Public Utilities, Planning, and Real Property recommend approval of this Board paper, and the County Manager concurs.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION - Award of Contract - Annual Audit Services.

This Board paper would award a contract for \$832,333 to KPMG LLP to provide annual audit services for fiscal years ending June 30, 2015, 2016, and 2017. The first-year cost of the contract is \$272,912 for services covering the fiscal year ending June 30, 2015.

On February 20, 2015, the County received five proposals in response to RFP No. 15-9718-1CS. Following review and evaluation of the proposals, the Selection Committee (consisting of Gene Walter, Ned Smither, Vaughan Crawley, Joe Casey, and Charles Ramsey) interviewed the following firms:

KPMG LLP
Cherry Bekaert LLP

The Selection Committee selected KPMG LLP as the top-ranked firm and negotiated a contract for the lump sum of \$832,333. The contract term is for three years, renewable by the County for two additional one-year terms. If the County renews the contract at the end of the term, the contract price for the succeeding year will be subject to negotiation but any increase shall not exceed the lesser of 3% or the percentage increase in the Consumer Price Index for the most recent 12-month period.

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

RESOLUTION – Signatory Authority – Memorandum of Understanding Between Henrico County and Capital Region Airport Commission.

This Board Paper authorizes and directs the County Manager to execute a Memorandum of Understanding (“MOU”) between the County and the Capital Region Airport Commission. Under the MOU, the Commission will grant the Division of Recreation and Parks access to maintain four baseball fields and related access roads and parking areas on Commission property. The Sandston Youth Association uses the property for baseball practice by its teams.

INTRODUCTION OF ORDINANCE — To Amend and Reordain Subsections (b) and (c) of Sections 23-359 and 23-360 Titled “Water connection fees” and “Sewer connection fees,” Respectively, and Subsection (a) of Sections 23-361 and 23-362 Titled “Water service and volume charges” and “Sewer service charges and rates,” Respectively, of the Code of the County of Henrico, All to Change County Utility Fees and Charges.

This Board paper would introduce for advertisement and a public hearing on April 28, 2015, a proposed ordinance to change utility fees and charges.

The proposed ordinance would increase basic connection fees for single-family residences approximately 3% from \$4,710 to \$4,850 for water and from \$5,755 to \$5,930 for sewer when the developer installs all local facilities. Connection fees for other categories, such as multi-family residences, hotels, hospitals and nursing homes, and local facility fees would also increase approximately 3%. These changes would be effective October 1, 2015.

The proposed ordinance would also increase bimonthly service and volume charges by approximately 3% for water and 3% for sewer, including industrial strong waste charges, effective July 1, 2015. The total increase in water and sewer charges to the average customer using 14.25 CCF of water every two months will be \$3.52, or approximately 6¢ per day.

These 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, and the County Manager concurs.

RESOLUTION - Award of Contract - Engineering Design and Construction Administration Services - Upham Brook Storage Facility - Fairfield District

This Board paper awards a professional engineering services contract for \$4,146,000 to Greeley and Hansen, LLC to provide comprehensive engineering design and construction administration services for a wastewater flow equalization facility. This facility will provide temporary storage of wastewater during periods of high flow in the sewer system due to wet weather. The facility will include three wastewater storage tanks, each with a capacity of six million gallons, and 3,700 feet of 66-inch diameter trunk sewer piping. This storage facility will be located along Upham Brook between Brook Road and I-95 on a 30- acre site owned by the County.

On August 22, 2014, the County received three proposals in response to RFP No. 14-9632-7CE, and the Selection Committee (Messrs. Ralph Claytor, David Tostenson and Rob Tieman) reviewed the proposals and interviewed the following firms:

Greeley and Hansen, LLC
Richmond, Virginia
Hazen & Sawyer
Raleigh, N.C.
Whitman, Requardt and Associates, LLP
Richmond, Virginia

The Selection Committee selected Greeley and Hansen, LLC as the top-ranked firm and negotiated a fixed-price contract. Funding for the contract will be provided by the Water and Sewer Revenue Fund.

The Board paper authorizes the County Manager, or the Purchasing Director as his designee, to execute the contract in a form approved by the County Attorney and amendments not to exceed 15% of the contract amount.

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

RESOLUTION - Signatory Authority - Agreement with Virginia Department of Transportation for Secondary Roads Escrow Account Funds - Three Chopt Road. VDOT Project #9999-043-188, PE101; County Project #2101.50701.28004.00607 (formerly Project #556126-701-245-00); Three Chopt District.

The County entered into an agreement with the Virginia Department of Transportation (“VDOT”) for improvements to Three Chopt Road on November 30, 1999 and amended the agreement to adjust project costs on June 23, 2004. The parties executed a new agreement on July 1, 2010, to adjust project costs for preliminary engineering for the project.

The Department of Public Works has negotiated an amendment to the 2010 agreement to further adjust project costs for preliminary engineering. The County’s new estimated cost for preliminary engineering is \$2,493,000 which VDOT will reimburse 100%. Funding for project costs will be provided from the Capital Projects Fund, Project #2110.50701.28004.00607 (formerly #556126-701-245).

The Board paper authorizes the County Manager to execute the amendment in a form approved by the County Attorney.

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 from 1,055 Feet West of Barrington Hills Drive to 1,000 Feet East of Gaskins Road (approximately 2.05 miles). County Project #2110.50701.28004.00607 (formerly Project #556126-701-245-00); VDOT Project #9999-043-188, PE101. Three Chopt District.

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).

Prior contract amendments were approved by the Board of Supervisors on June 10, 2008, July 27, 2010, and February 13, 2013.

Additional work is required to comply with federal and state requirements not included in the original 2005 scope of work, to add sidewalk along both sides of the roadway, to add a right turn lane onto Cedarfield Parkway, to add conduit for future fiber communication facilities, to coordinate with adjacent development plans, and to prepare plats for right-of-way acquisitions. AECOM and the Department of Public Works have negotiated a fixed lump sum fee of \$387,963.15 for the additional design work, bringing the total design expenditures to \$2,269,897.20.

This Board paper approves the amendment to the engineering contract for the additional design work and authorizes the County Manager to execute the amendment, in a form approved by the County Attorney, and any necessary change orders within funds available.

Funding will be provided from the Capital Projects Fund, Project #2110.50701.28004.00607 (formerly Project #556126-701-245-00), and 100% of project costs will be reimbursed by VDOT, 80% from Federal Regional Surface Transportation Program Funds and 20% from state match funds.

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

RESOLUTION - To Permit Additional Fine of \$200 for Speeding on A.P. Hill Avenue between W. Nine Mile Road and W. Washington Street - Varina District.

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 residential district and the speed limit is indicated by appropriately placed signs. The law requires the Board of Supervisors to develop criteria for the overall applicability for the installation of the signs and to specify application of the law to particular streets before the additional fine may be imposed.

On February 10, 2004, the Board approved criteria for the County's Traffic Calming Program.

The County's Traffic Engineer has collected traffic data and has determined that A.P. Hill Avenue between W. Nine Mile Road and W. Washington Street is experiencing speeding problems and meets the criteria for traffic calming measures set forth in the Traffic Calming Program.

The citizens in the area of this road requesting the increased fine have collected signatures from 75.5% of the residents.

This Board paper authorizes the County Manager to place appropriate signs on A.P. Hill Avenue between W. Nine Mile Road and W. Washington Street warning of an additional fine of \$200 for speeding.

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

RESOLUTION - Acceptance of Roads – Fairfield and Three Chopt Districts.

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

- 1) 0.17 miles of Watts Lane Extension – A Dedication of Watts Lane – Fairfield District.

2) 0.14 miles of Stable Hill, Section 2 – Three Chopt District.

3) 0.17 miles of Stable Hill, Section 3 – Three Chopt District.

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