

**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, April 28, 2015**, at **5:15 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 matters to be reviewed by the Board at this time are:

- | | |
|------------------|---|
| 5:15 - 5:45 p.m. | Ordinance Amendment Regarding Taxicab Rates for Trips Originating at Richmond International Airport |
| 5:45 - 6:15 p.m. | Voting Equipment Update |
| 6:15 - 6:30 p.m. | Regular Meeting Agenda Items |



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
April 23, 2015

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
April 28, 2015
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – April 14, 2015, Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATIONS

Proclamation – Correctional Officers Week - May 3 - 9, 2015.

Proclamation – Law Enforcement Officers Week - May 10 - 16, 2015.

Proclamation – Drug Court Month – May 2015.

RESIGNATION/APPOINTMENT

95-15 Resolution – Resignation of Member – Person Eligible to Serve as Third Member of Employee Grievance Panels.

96-15 Resolution – Appointment of Member – Board of Social Services.

PUBLIC HEARING ITEMS

97-15 Resolution – Real Estate Tax Levies, 2015.

98-15 Resolution – Personal Property, Aircraft, Manufactured Homes, Qualifying Vehicles Owned or Leased by Members of a Volunteer Rescue Squad or Volunteer Fire Department, Disabled Veterans' Vehicles, Motor Vehicles Specially Equipped to Provide Transportation for Physically Handicapped Individuals, Machinery and Tools, and Machinery and Tools for Semiconductor Manufacturers Tax Levies, 2015.

99-15 Resolution – POD2015-00084 – Approval of Revised Master Plan of Development for Cultural Arts Center at Glen Allen/Walkerton – Brookland and Fairfield Districts.

100-15 Resolution - Signatory Authority - Deed of Easement - Huguenot and River Roads - Tuckahoe District.

101-15 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.

PUBLIC COMMENTS

GENERAL AGENDA

- 84-15 Resolution – Adoption of Operating and Capital Annual Fiscal Plans for Fiscal Year 2015-16 and Allocation of Car Tax Relief for Tax Year 2015. **(Deferred from the April 14, 2015, meeting.)**
- 102-15 Resolution - Signatory Authority - Sublease - Capital Region Workforce Center - 7333 Whitepine Road - Chesterfield County.
- 103-15 Resolution - Award of Contract - Dorey Park Softball Complex Field Renovation - Varina District.
- 104-15 Resolution - Award of Construction Contract - Trumpet Branch Area (SH-02A) Sanitary Sewer Rehabilitation - Fairfield District.
- 105-15 Resolution - Award of Contract - Engineering Design and Construction Administration Services - Gambles Mill Sewage Pumping Station - Flow Equalization Basin and Emergency Facility - Tuckahoe District.
- 106-15 Resolution – Signatory Authority – Agreement with Virginia Department of Transportation for Secondary Roads Escrow Account Funds – Sadler Road. VDOT Project #9999-043-194, PE101, RW201, C501; County Project #2110.50704.28004.00611 (formerly Project #552000-704-249-00); Three Chopt District.
- 107-15 Resolution – Signatory Authority – Amendment to Contract for Engineering Design Services for Sadler Road Improvements from Dominion Boulevard to 150 feet East of Cedar Branch Court (approximately 1.90 miles). County Project #2110.50701.28004.00611 (formerly Project #552000-701-249-00); VDOT Project #9999-043-194, PE101, RW201, C501; Three Chopt District.
- 108-15 Resolution - Acceptance of Road – Three Chopt District.



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
April 28, 2015

PRESENTATIONS

PROCLAMATION - Correctional Officers Week - May 3 - 9, 2015.

National Correctional Officers Week raises awareness of the dedication, loyalty, and work of the nation's correctional deputies. In conjunction with this national observance, it is fitting to honor Henrico's correctional deputies for the important tasks they perform each day, for the many risks they take to provide for our security outside of the County's jail facilities, and for the many sacrifices they make to protect Henrico citizens. This proclamation recognizes May 3 - 9, 2015 as Correctional Officers Week; encourages all Henrico citizens to acknowledge the significance of this observance; and salutes the County's correctional deputies for their invaluable contributions to the community.

PROCLAMATION - Law Enforcement Officers Week - May 10 - 16, 2015.

The professional law enforcement officers of Henrico County serve our citizens daily, protecting lives and property while upholding local ordinances and state laws. By the nature of their duties, these officers endure grave danger and, on occasion, loss of their own lives. Each year, the 15th day of May is nationally designated as Peace Officers Memorial Day and the calendar week in which that date occurs is nationally designated as Police Week. On Monday, May 11, 2015, the Henrico County Police Division will hold a wreath-laying ceremony at Police Memorial Park and a memorial service at West End Assembly of God to honor the County's fallen police officers. This proclamation recognizes May 10 - 16, 2015, as Law Enforcement Officers Week and Monday, May 11, 2015, as Law Enforcement Officers Day in Henrico County; 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.

PROCLAMATION - Drug Court Month - May 2015.

The National Association of Drug Court Professionals is coordinating the national observance of Drug Court Month during May 2015. This year's theme is "Drug Courts Save." The Henrico County Adult Drug Court has served our community for over 12 years as a collaborative effort of the 14th Judicial Circuit Court, the Commonwealth's Attorney's Office, the Sheriff's Office, Henrico Area Mental Health and Developmental Services, the Police Division, the Community Corrections Program, and the Probation and Parole District 32 Office of the Virginia Department of Corrections. This proclamation recognizes May 2015 as Drug Court Month in Henrico County and salutes the men and women who have contributed to the success of the Henrico County Adult Drug Court

RESIGNATION/APPOINTMENT

RESOLUTION – Resignation of Member – Person Eligible to Serve as Third Member of Employee Grievance Panels.

This Board paper accepts the resignation of Tuckahoe District representative **Rowland W. Dwyer, Jr.**, as a person eligible to serve as the third member of employee grievance panels.

RESOLUTION – Appointment of Member – Board of Social Services.

This Board paper appoints the following person to the Board of Social Services for an unexpired term ending June 30, 2016, or thereafter, when her successor shall have been appointed and qualified:

Tuckahoe District

Lucy C. Wells

PUBLIC HEARING ITEMS

RESOLUTION – Real Estate Tax Levies, 2015.

An advertised public hearing will be held on April 28, 2015, prior to the setting of the real estate tax rate. This public hearing was advertised on March 22, 2015.

The proposed real estate tax levy is \$0.87 per \$100 of assessed valuation and represents no change from the prior year, 2014.

The proposed real estate tax levies for the Sanitary Districts represent no change from the prior year, 2014, and are as follows:

Sanitary District #2: \$0.003 per \$100 of assessed valuation
Sanitary District #3: \$0.010 per \$100 of assessed valuation
Sanitary District #3.1: \$0.031 per \$100 of assessed valuation
Sanitary District #12: \$0.010 per \$100 of assessed valuation
Sanitary District #23: \$0.010 per \$100 of assessed valuation

RESOLUTION – Personal Property, Aircraft, Manufactured Homes, Qualifying Vehicles Owned or Leased by Members of a Volunteer Rescue Squad or Volunteer Fire Department, Disabled Veterans’ Vehicles, Motor Vehicles Specially Equipped to Provide Transportation for Physically Handicapped Individuals, Machinery and Tools, and Machinery and Tools for Semiconductor Manufacturers Tax Levies, 2015.

An advertised public hearing will be held on April 28, 2015, prior to the setting of the tax rates for personal property, aircraft, manufactured homes, qualifying vehicles owned or leased by members of a volunteer rescue squad or volunteer fire department, disabled veterans’ vehicles, motor vehicles specially equipped to provide transportation for physically handicapped

individuals, machinery and tools, and machinery and tools for semiconductor manufacturers. This public hearing was advertised on March 22, 2015.

The following proposed tax levies represent **no change** from the prior year, 2014:

- Personal property: \$3.50 per \$100 of assessed valuation
- Aircraft: \$1.60 per \$100 of assessed valuation
- Manufactured homes: \$0.87 per \$100 of assessed valuation
- Qualifying vehicles owned or leased by members of a volunteer rescue squad or volunteer fire department: \$1.00 per \$100 of assessed valuation
- Disabled veterans' vehicles: \$0.01 per \$100 of assessed valuation
- Motor vehicles specially equipped to provide transportation for physically handicapped individuals: \$0.01 per \$100 of assessed valuation
- Tangible personal property of public service corporations and other persons with property assessed pursuant to Chapter 26 of Title 58.1 of the Code of Virginia (except aircraft, automobiles, and trucks): \$0.87 per \$100 of assessed valuation

The following proposed tax levies represent a **decrease** from the prior year, 2014:

- Machinery and tools: \$0.30 per \$100 of assessed valuation, a decrease of \$0.70 per \$100 of assessed valuation from the prior year, 2014
- Machinery and tools used in semiconductor manufacturing: \$0.30 per \$100 of assessed valuation, a decrease of \$0.10 per \$100 of assessed valuation from the prior year, 2014

The following proposed tax levies also represent a **decrease** from the prior year, 2014, of \$0.70 per \$100 of assessed valuation, because under state law the levies for these classifications cannot exceed the levies for machinery and tools:

- Property used in a research and development business: \$0.30 per \$100 of assessed valuation
- Certain generating equipment purchased after December 31, 1974, for the purpose of changing the energy source of a manufacturing plant to achieve more efficient use of any energy source: \$0.30 per \$100 of assessed valuation
- Certain property used in manufacturing, testing, or operating satellites: \$0.30 per \$100 of assessed valuation
- Certain motor vehicles, trailers, and semitrailers used to transport property for hire by motor carrier engaged in interstate commerce: \$0.30 per \$100 of assessed valuation

No change is proposed in the sanitary districts' tax levy in Sanitary Districts #2, #3, #3.1, #12, and #23 from the prior year, 2014, for street lighting. Such proposed tax levies are \$0.001 for all sanitary districts per \$100 of assessed valuation, except for property taxed at the rate applicable to real property, in which case the levies are as assessed on real property.

RESOLUTION – POD2015-00084 – Approval of Revised Master Plan of Development for Cultural Arts Center at Glen Allen/Walkerton – Brookland and Fairfield Districts.

This Board paper is for Board of Supervisors’ approval of a revised master plan of development, as required by Sections 24-11(b) and 24-106 of the Henrico County Code, to incorporate four additional parcels totaling 8.45 acres and to expand facilities within the Cultural Arts Center at Glen Allen/Walkerton. The expanded facilities will include an amphitheater, restrooms, an artisan market area, an event field, a theater expansion, and expanded parking areas.

The 36.07-acre site is located on the east line of Old Washington Highway, the north line of Mountain Road, and the north and south lines of Peace Lane on parcels 771-768-8835, 771-768-9156, 772-767-4363, 772-768-1512, 772-768-4877, 772-768-7890, and 772-768-8022. The property is zoned A-1, Agricultural District, and R-2A, One-Family Residential District, and is located in the Brookland and Fairfield Districts.

The Department of Planning has coordinated the review of the plan of development with all County departments and has held a meeting with the project engineer and appropriate representatives from the Division of Recreation and Parks, the Department of Public Works, the Department of Public Utilities, the Division of Fire, the Division of Police, and the Office of Building Construction and Inspections. All design issues raised during the review of the project have been resolved.

The Director of Planning recommends approval of the plan of development, subject to the staff recommendations, the staff plan dated April 28, 2015, and the conditions listed in the Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority - Deed of Easement - Huguenot and River Roads - Tuckahoe District

This resolution authorizes the Chairman to execute a deed of easement conveying a permanent traffic control easement containing 0.029 acre and a temporary construction easement containing 0.095 acre at the intersection of Huguenot Road and River Road to the Commonwealth of Virginia for its construction and maintenance of traffic signal equipment and devices to support pedestrian crossing paths and sidewalks.

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

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.

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. Fees for other categories, such as multi-family residences, hotels, hospitals, and nursing homes, would also increase approximately 3%. Local facilities fees would increase from \$2,630 to \$2,710 for water and from \$3,875 to \$3,990 for sewer. 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 6.0¢ 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.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION – Adoption of Operating and Capital Annual Fiscal Plans For Fiscal Year 2015-16 and Allocation of Car Tax Relief for Tax Year 2015.

On Tuesday, April 14, 2015, this paper will be considered, but should be deferred (at least seven days, according to law) before being approved. At a scheduled meeting on Tuesday, April 28, 2015, at 7:00 p.m. the proposed Operating and Capital Annual Fiscal Plans may be approved, amended, substituted for, or deferred until a later date, but, at least with regard to the schools’ budget, should be approved by May 1, 2015. This paper will also allocate car tax relief for tax year 2015. This item was deferred at the Board of Supervisors’ April 14, 2015 meeting.

RESOLUTION - Signatory Authority - Sublease - Capital Region Workforce Center - 7333 Whitepine Road - Chesterfield County.

This Board paper authorizes the County Manager to execute a sublease agreement for office space in the Capital Region Workforce Center at 7333 Whitepine Road for Senior Connections, The Capital Area Agency on Aging. The County leases the building as fiscal agent for the Capital Region Workforce Partnership, and the sublease will provide 70 square feet of space for staff serving seniors, caregivers and persons with disabilities.

The sublease term will be 15 months beginning on May 1, 2015, and terminating on July 31, 2016, when the master lease ends. The initial monthly rent will be \$101.33, and the rent will increase 3% on August 1, 2015.

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

RESOLUTION - Award of Contract - Dorey Park Softball Complex Field Renovation - Varina District.

This Board paper awards a contract to Beem Irrigation, Inc. for \$229,400 to renovate the fields at the Dorey Park Softball Complex. Three of the fields were part of the original park construction in 1982, and the fourth field was added in 1985. This project is the last of a group of projects that was originally appropriated in 2009 to renovate fields at the Glen Allen Softball complex, RF&P Park, Tuckahoe Park., and Dorey Park.

The project will correct drainage problems due to poor soil structure and undulations and upgrade the softball fields to tournament quality playing surfaces. The project will replace the existing turf with a hybrid Bermuda grass, add soil amendments, and laser grade the fields to remove undulations and achieve positive surface drainage.

The project will also renovate the irrigation system to permit monitoring and measuring water usage. It will also allow integration of other irrigated fields at Dorey Park in the future.

Three bids were received on March 31, 2015, in response to Invitation to Bid No. 15-9749-3VK. The bidders and bid amounts are as follows:

| <u>Bidders</u> | <u>Bid Amounts</u> |
|---|--------------------|
| Beem Irrigation, Inc. Jessup, MD | \$229,400 |
| Earthworks & Sprinklers Unlimited, Inc. Richmond, VA | \$363,680 |
| Venture Turf Management, Inc. Yorktown, VA | \$368,298 |

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

This Board paper awards the contract to Beem Irrigation, 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 Recreation and Parks and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Award of Construction Contract - Trumpet Branch Area (SH-02A) Sanitary Sewer Rehabilitation - Fairfield District.

This Board paper awards a contract to Perkinson Construction, LLC to rehabilitate or replace approximately 3,750 linear feet of sewer piping for \$ 1,301,815.

The purpose of the project is to maintain the reliability of the sewer system by rehabilitating or replacing deteriorated piping installed in the late 1940s. The work will begin in June 2015 and will be completed by July 2016. Funding for the contract will be provided by the Water and Sewer Revenue Fund.

Three bids were received on March 17, 2015, in response to IFB #15-9726-2CE and Addendum No. 1:

| <u>Bidders</u> | <u>Bid Amounts</u> |
|--|--------------------|
| Perkinson Construction, LLC Prince George, VA | \$ 1,301,815 |
| Godsey & Son, Inc. Richmond, VA | \$ 1,672,430 |
| G.L. Howard, Inc. Rockville, VA | \$ 1,673,455 |

Based upon a review of the bids, Perkinson Construction, LLC is the lowest responsive and responsible bidder.

This Board paper awards the contract to Perkinson Construction, LLC 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 this Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Engineering Design and Construction Administration Services - Gambles Mill Sewage Pumping Station - Flow Equalization Basin and Emergency Facility - Tuckahoe District.

This Board paper awards a professional engineering services contract for \$3,442,493 to Whitman, Requardt and Associates, LLP to provide comprehensive engineering design and construction administration services to replace the existing wastewater flow equalization basin (FEB) and provide an emergency power generator for the Gambles Mill Sewage Pumping Station located on River Road near the Huguenot Bridge.

The existing FEB provides temporary storage of wastewater during periods of high flow in the sewer system due to wet weather infiltration. This project will replace the open storage basin constructed in 1984 with a closed concrete storage tank. The tank will provide greater storage

capacity and longer storage periods. The project will also include an emergency power generator located in an additional brick building.

On August 29, 2014, the County received six proposals in response to RFP No. 14-9636-7CE, and the Selection Committee (Messrs. Ralph Claytor, Steve Porter and Rick Schwartz and Ms. Marchelle Sossong) reviewed the proposals and interviewed the following firms:

ARCADIS, U.S. Inc.
Richmond, Virginia
Greeley and Hansen, LLC
Richmond, Virginia
Whitman, Requardt and Associates, LLP
Richmond, Virginia

The Selection Committee selected Whitman, Requardt and Associates, LLP as the top-ranked firm and negotiated a fixed-price contract. Funding will be provided by the Water and Sewer Revenue Fund.

The Board paper awards the contract to Whitman, Requardt and Associates, LLP 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 amendments within the funds available, 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 – Sadler Road. VDOT Project #9999-043-194, PE101, RW201, C501; County Project #2110.50704.28004.00611 (formerly Project #552000-704-249-00); Three Chopt District.

On October 4, 2002, the County entered into an agreement with the Virginia Department of Transportation (“VDOT”) for preliminary engineering, right-of-way acquisition, utility relocation, and construction of improvements to Sadler Road from Dominion Boulevard to Cedar Branch Court.

During the course of the work, the County delayed the project to free up funds for completion of John Rolfe Parkway. The County has spent \$829,049 for the project.

At VDOT’s request, the Department of Public Works has negotiated a new agreement to adjust project costs and reflect current VDOT policies. The new estimated cost of the project is \$18,270,000, of which VDOT will reimburse the County \$16,350,355. Funding will be provided from the Capital Projects Fund, Project #2110.50704.28004.00611 (formerly Project #552000-704-249-00).

The Board paper authorizes the County Manager to execute the agreement 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 Sadler Road Improvements from Dominion Boulevard to 150 feet East of Cedar Branch Court (approximately 1.90 miles). County Project #2110.50701.28004.00611 (formerly Project #552000-701-249-00); VDOT Project #9999-043-194, PE101, RW201, C501; Three Chopt District.

On February 24, 2004, the Board 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).

On June 11, 2011, the Board approved a contract amendment for of \$398,772 to separate the entire project into two phases, to update the Phase I design plans from Dominion Boulevard to Sadler Grove Road to current design criteria, and finalize the Phase I plans for public hearing and advertisement.

During the course of the work, the County delayed the project to free up funds for completion of John Rolfe Parkway. The County has spent \$813,694 under the previously-amended contract.

Additional work is required to account for nearby development, to re-combine the project into a single phase, to change the roadway section to include pedestrian facilities, and to comply with new federal and state requirements. Austin Brockenbrough & Associates, LLP and the Department of Public Works have negotiated a fixed lump sum fee of \$1,087,243 for the additional work.

This Board paper approves the amendment for the additional 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.

This project will be funded through Capital Projects Fund, Project #2110.50701.28004.00611 (formerly Project #552000-701-249-00). Eighty percent of the project's cost will be reimbursed from VDOT escrowed funds, and 20% of the project's cost will be provided by County funds.

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

RESOLUTION - Acceptance of Road – Three Chopt District.

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

- 1) 0.06 miles of Clay Crest, Section 1 – Three Chopt District.

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