

COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
SPECIAL MEETING  
May 12, 2015

The Henrico County Board of Supervisors convened a special meeting on Tuesday, May 12, 2015, at 5:30 p.m., in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

**Members of the Board Present:**

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

**Other Officials Present:**

John A. Vithoukaskas, County Manager  
Joseph P. Rapisarda, Jr., County Attorney  
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board  
Tanya B. Harding, Deputy Clerk to the Board/Administrative Assistant  
Joseph A. Casey, Ph.D., Deputy County Manager for Administration  
Jane D. Crawley, Deputy County Manager for Community Services  
Timothy A. Foster, P.E., Deputy County Manager for Community Operations  
Randall R. Silber, Deputy County Manager for Community Development  
Tamra R. McKinney, Director of Public Relations & Media Services

Mr. Thornton called the meeting to order at 5:30 p.m.

Mr. Vithoukaskas requested that the second item listed on the agenda be moved forward to accommodate Mr. Foster, who was not feeling well. The Board had no objections to this request.

**Disposal of Surplus County Properties**

Mr. Vithoukaskas recognized Mr. Foster, who narrated a slide presentation on this item. Mr. Foster noted the County owns a total of 708 property parcels, 272 of which can be considered as surplus. The effort to identify surplus parcels came about during budget strategy meetings that were held several years ago when staff was looking at ways to make the County more efficient. Mr. Foster pointed out that he wished to update the Board on the proposed sale of five County-owned parcels he first discussed with the Board in a work session on February 11, 2014. These parcels are located in the Fairfield, Varina, and Tuckahoe Districts. Mr. Foster acknowledged the hard work of Real Property Director Jon Tracy and Management Specialist Cari Tretina from the County Manager's Office in spearheading a project that created a database of surplus parcels.

Mr. Foster advised the Board that the County has gone through a Request for Proposals (RFP) process to obtain brokerage services for disposing of surplus properties and chosen the firm CBRE, Inc. Mr. Foster introduced CBRE's Executive Vice President, Tom Vozenilek, who in turn introduced the following members of his team representing Henrico County: Zach Roski, Senior Vice President; Wood Thornton, Vice President; and JohnMark Ludwig, Associate. Mr. Vozenilek provided background information on his company, which has represented the Commonwealth of Virginia in the sale of surplus properties for the past decade.

Mr. Foster resumed his presentation by noting the RFP was structured so that general government, schools, and the Economic Development Authority can use CBRE's brokerage and transactional advisory services relating to real property. These services may include leasing, transaction management, appraisal services, auction services, research, and the sale or acquisition of real property. Any property that is disposed of by the County will need to come to the Board of Supervisors for approval, and it will be up to the Board to decide how the County disposes of properties. He reminded the Board that there was an item on the 7:00 p.m. regular meeting agenda to authorize a gift of real property from the County to the Henrico Vocational/Technical Education Foundation, Inc. Mr. Foster concluded his presentation by reviewing vicinity maps for the five County-owned parcels proposed for sale as surplus property. He responded to questions from Mr. Kaechele and Mrs. O'Bannon.

Mr. Glover expressed concerns regarding tall grass on property in his district that is listed by CBRE for sale. Mr. Vozenilek agreed to work with property owners to address this problem if County staff will provide him with street addresses.

The Board recessed for dinner at 5:48 p.m. and reconvened at 5:57 p.m.

### **Henrico General District Additional Courtroom**

Mr. Vithoukias reminded the Board that the General Assembly has approved a fifth General District Court judgeship for Henrico County. John K. Honey, Jr., has been elected to this position by the General Assembly, effective November 1. Mr. Casey and General Services Director John Neal have been working with a small group of stakeholders to plan for the construction of a fifth General District Courtroom. The project requires all work to be done on nights and weekends so as not to disrupt courtroom proceedings. In response to questions from Mr. Nelson, Mr. Vithoukias noted no state funding is available for the project, which is estimated to cost in excess of \$2 million; and extra judgeships were approved for a number of jurisdictions throughout Virginia, based on caseload statistics.

Mr. Vithoukias recognized Mr. Neal, who narrated a slide presentation on this item. Mr. Neal pointed out the original Courts Building was constructed in 1974 and an addition was built in 1988 to accommodate a fourth General District Court judgeship. He reviewed the General District Court's current staffing levels and identified the following County officials as key stakeholders in the project: Mary Malveaux, Chief Judge of the General District Court; L. A. Harris, Jr., Judge of the Circuit Court; Shannon Taylor, Commonwealth's Attorney; Linda Knight, Clerk of the General District Court; and Michael Wade, Sheriff. During his presentation, Mr. Neal also provided a timeline of meetings he and Mr. Casey have held with


stakeholders on various aspects of the project, outlined the scope of the project, identified key challenges for the construction of District Courtroom #5, showed the sequence of construction and the coordination that will be required with all stakeholders, and reviewed a number of schematics highlighting the existing and proposed courtroom layout and design. Mr. Neal concluded his presentation by summarizing the project schedule as follows: bids will be due on May 19, staff will bring a recommendation to the Board on June 9 for award of the construction contract, a notice to proceed will be issued in June or July, and the project will be completed by October 30.

Mr. Glover suggested the Board award the contract on May 26 rather than June 9 to provide a greater window of time for construction. Mr. Neal responded that staff will attempt to move the award of contract forward to the May 26 meeting. Mr. Vithoukas pointed out the County has an architect on retainer so that part of the project will not have to be put out to bid. Mr. Thornton commented he hopes the project will adhere to contractor and supplier diversity.

### **Regular Meeting Agenda Items**

Mr. Vithoukas briefly reviewed the agenda for the 7:00 p.m. meeting, noting there were three proclamations to be presented, one board and commission resignation to be accepted, and five zoning/provisional use permit cases to be heard. He advised the Board that staff had received deferral requests from the applicants for two additional cases listed on the agenda, RCS Development Corporation and Russell Jones. Mrs. O'Bannon noted the request by Anytime Fitness for a provisional use permit for 24-hour operation of its existing facility at Tuckahoe Village Shopping Center was recommended for denial by the Planning Commission but the case now had her support because the applicant had agreed to new conditions that would include limiting the hours of operation from 5:00 a.m. to midnight. Mr. Vithoukas informed the Board that a resident of the City of Richmond had registered to speak during the public comment period in support of an ordinance to prohibit the use of bullhooks in the training or control of elephants. He pointed out he has not received any citizen complaints on this issue and is unaware of any circuses planned in Henrico during 2015. Mr. Vithoukas concluded his review by briefly identifying the items listed on the general agenda.

There being no further business, the meeting was adjourned at 6:30 p.m.

  
Chairman, Board of Supervisors  
Henrico County, Virginia