

**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, June 28, 2016, at 5:45 p.m.** in the County Manager's Conference Room located on the third floor of the Administration Building at the Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

The matters to be reviewed by the Board at this time are:

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| 5:45 - 6:15 p.m. | Central Virginia Waste Management Authority (CVWMA)
Recycling Enhancements |
| 6:15 - 6:30 p.m. | 2016 National Association of Counties (NACo) Achievement
Awards Program Update |
| 6:30 - 6:45 p.m. | Regular Meeting Agenda Items |



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
June 23, 2016

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
June 28, 2016
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – June 14, 2016, Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATIONS

Keep Henrico Beautiful Committee Land Lover and Clean Business Awards and Special Achievement Award.

APPOINTMENTS/RESIGNATION

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| 119-16 | Resolution – Appointment of Member – Board of Social Services. |
| 120-16 | Resolution – Appointment of Members – Community Criminal Justice Board. |
| 121-16 | Resolution – Appointment of Members – Community Policy and Management Team. |
| 122-16 | Resolution – Resignation of Member – Finance Board. |
| 123-16 | Resolution – Appointment of Member – Finance Board. |
| 124-16 | Resolution – Appointment of Member – Greater Richmond Partnership Board of Directors. |
| 125-16 | Resolution – Appointment of Members – James River Juvenile Detention Commission. |
| 126-16 | Resolution – Appointment of Member – Richmond Metropolitan Transportation Authority Board of Directors. |
| 127-16 | Resolution – Appointment of Member – Senior Connections Board of Directors. |
| 128-16 | Resolution – Appointment of Members – The Cultural Arts Center at Glen Allen Foundation Board of Directors. |

- 129-16 Resolution – Appointment of Members and Alternates – Virginia Transit Association Board of Directors.

PUBLIC HEARING ITEMS

- 130-16 Resolution - Authorizing the County Manager to Submit the Henrico County Annual Consolidated Action Plan, including the CDBG, HOME and ESG Program Plans for Fiscal Year 2016-17; to Execute the CDBG, HOME and ESG Agreements for Fiscal Year 2016-17; and to Execute Contracts to Implement the CDBG, HOME and ESG Activities.
- 131-16 Ordinance – To Amend and Reordain Article VIII of Chapter 24 of the Code of the County of Henrico Including Section 24-31.2 Titled “Submission requirements” and Section 24-34 Titled “Development standards” and to Add Section 24-92.4 Titled “Innsbrook Redevelopment overlay district,” All to Create the Innsbrook Redevelopment Overlay District and Revise the Urban Mixed Use District to Modify Submission Requirements and Reduce the Minimum Acreage for Mixed-Use and Pedestrian-Oriented Developments Within Areas Subject to the 2026 Comprehensive Plan Revisions Approved as Part of the Innsbrook Area Study.
- 132-16 Resolution - Signatory Authority - Cell Tower Lease Amendment - 12491 Church Road - Tuckahoe District.
- 133-16 Resolution – Quitclaim of Tower Easement – 1201 Old Francis Road – Fairfield District.
- 134-16 Resolution – Signatory Authority – Donation and Lease of Real Property – Crewe House – Varina District.

PUBLIC COMMENTS

GENERAL AGENDA

- 135-16 Resolution – Consent to Declaration of Local Emergency.
- 136-16 Resolution - Emergency Costs - Amendments to the 2015-16 Annual Fiscal Plan: June, 2016.
- 137-16 Resolution – Appropriation of Funds for Fiscal Year 2016-17.
- 138-16 Resolution - Award of Contract - Montrose Area Outfall Sewer Rehabilitation - Varina District.
- 139-16 Resolution - Signatory Authority - Acquisition of Right-of-Way and Easements - Creighton Road Improvement Project - Fairfield District.

- 140-16 Resolution - Signatory Authority - Amendment to Contract for Engineering Design Services - Oakley's Lane from Oakley's Place to East of Gillies Creek - County Project #2101.50701.28004.06604 - Fairfield and Varina Districts.
- 141-16 Resolution - Award of Construction Contract - Belmont Golf Course Streambank Restoration Project - Fairfield District.
- 142-16 Resolution - Acceptance of Roads - Brookland and Three Chopt Districts.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
June 28, 2016**

PRESENTATIONS

Keep Henrico Beautiful Committee – Clean Business and Land Lover Awards and Special Achievement Award.

Several members of the Keep Henrico Beautiful Committee will join members of the Board of Supervisors at the June 28, 2016, Board meeting to recognize the winners of this year's Land Lover and Clean Business Awards Program. One residential property owner and one business from each of the County's five magisterial districts will receive an award for their beautification efforts. Julie Ashley, a member of the committee, will introduce the award recipients and coordinate the presentations. She will also play a pre-recorded video from the recipient of an award that is being presented by the committee this year for the first time, the Special Achievement Award.

APPOINTMENTS/RESIGNATION

RESOLUTION – Appointment of Member – Board of Social Services.

This Board paper appoints the following person to the Board of Social Services for a four-year term expiring June 30, 2020, or thereafter, when her successor shall have been appointed and qualified:

Tuckahoe District Lucy C. Wells

RESOLUTION – Appointment of Members – Community Criminal Justice Board.

This Board paper appoints the following persons to the Community Criminal Justice Board for two-year terms beginning July 1, 2016, and expiring June 30, 2018, or thereafter, when their successors shall have been appointed and qualified:

- 1) W. Brandon Hinton, Henrico County Assistant Deputy County Manager for Community Services
- 2) Richard S. Wallerstein, Jr., Judge, Henrico Circuit Court
- 3) B. Craig Dunkum, Judge, Henrico General District Court
- 4) Randall G. Johnson, Jr., Judge, Henrico Juvenile and Domestic Relations District Court

- 5) Yvette A. Via, Chief Magistrate, Henrico County
- 6) Humberto I. Cardounel, Jr., Chief, Henrico Police Division
- 7) Shannon L. Taylor, Commonwealth’s Attorney for Henrico County
- 8) _____, an attorney experienced in the defense of criminal matters
- 9) Michael L. Wade, Sheriff of Henrico County
- 10) Mac R. Beaton, a representative of Henrico County Public Schools
- 11) Laura S. Totty, a representative of Henrico Area Mental Health and Developmental Services
- 12) Robert G. Marshall, citizen representative (Brookland)
- 13) _____, citizen representative (Fairfield)
- 14) T. Tony H. Pham, citizen representative (Three Chopt)
- 15) Rajendra P. Raval, citizen representative (Tuckahoe)
- 16) James L. Sailes, citizen representative (Varina)

RESOLUTION – Appointment of Members – Community Policy and Management Team.

This Board paper appoints the following persons to the Community Policy and Management Team for three-year terms beginning July 1, 2016, and expiring June 30, 2019, or thereafter, when their successors shall have been appointed and qualified:

Parent	Kae K. Zulager
Private Provider	Rachelle L. Butler

RESOLUTION – Resignation of Member – Finance Board.

By ordinance adopted 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 (OPEB). This Board paper accepts the resignation of **Joseph P. Casey**, one of the Finance Board’s three citizen members.

RESOLUTION – Appointment of Member – Finance Board.

By ordinance adopted March 11, 2008, the Board of Supervisors created the Finance Board to serve as trustee of funds designated by the County to be invested for the purpose of funding Other Post-Employment Benefits.

Under State law, the Finance Board must be composed of at least three members. The County’s Director of Finance must be a member. In addition, the County’s Finance Board currently includes two members who are citizens of the Commonwealth with proven integrity, business ability, and demonstrated experience in cash management and investments. On May 9, 2016, the Board appointed Vaughan G. Crawley and Joseph P. Casey to serve on the Finance Board as citizen members.

Dr. Casey has resigned from the Finance Board and acceptance of his resignation is also on the Board’s agenda. This Board paper appoints **Edward N. Smither, Jr.**, to fill the unexpired term created by the resignation of Dr. Casey. Mr. Smither’s term will expire May 8, 2018, or thereafter, when his successor shall have been appointed and qualified.

RESOLUTION – Appointment of Member – Greater Richmond Partnership Board of Directors.

This Board paper appoints **Patricia S. O’Bannon**, a member of the Board of Supervisors, to the Greater Richmond Partnership Board of Directors for a one-year term expiring June 30, 2017, or thereafter, when her successor shall have been appointed and qualified.

RESOLUTION – Appointment of Members – James River Juvenile Detention Commission.

This Board paper appoints the following persons to the James River Juvenile Detention Commission for terms beginning July 1, 2016, and expiring June 30, 2020, or thereafter, when their successors shall have been appointed and qualified:

Shannon L. Taylor	Commonwealth’s Attorney
W. Brandon Hinton	Assistant Deputy County Manager for Community Services

RESOLUTION – Appointment of Member – Richmond Metropolitan Transportation Authority Board of Directors.

This Board paper appoints the following person to the Richmond Metropolitan Transportation Authority Board of Directors for a four-year term expiring June 30, 2020, or thereafter, when his successor shall have been appointed and qualified:

David A. Kaechele, a resident of the Three Chopt District

RESOLUTION – Appointment of Member – Senior Connections Board of Directors.

This Board paper appoints the following person to the Senior Connections Board of Directors for a three-year term beginning July 1, 2016, and expiring June 30, 2019, or thereafter, when her successor shall have been appointed and qualified:

At-Large Jane D. Crawley

RESOLUTION – Appointment of Members – The Cultural Arts Center at Glen Allen Foundation Board of Directors.

This Board paper appoints the following persons to The Cultural Arts Center at Glen Allen Foundation Board of Directors for three-year terms expiring June 30, 2019, or thereafter, when their successors shall have been appointed and qualified:

At-Large	Shantelle L. Brown
At-Large	Michael D. Burke
At-Large	Michael J. Haubensstock
At-Large	John S. Henderson, Jr.
At-Large	S. Owen Hunt
At-Large	Bruce A. Kay
At-Large	Elizabeth L. Noonan
At-Large	Brandi N. Payne

RESOLUTION – Appointment of Members and Alternates – Virginia Transit Association Board of Directors.

This Board paper appoints the following persons to the Virginia Transit Association Board of Directors for one-year terms expiring June 30, 2017, or thereafter, when their successors shall have been appointed and qualified:

Members

Board of Supervisors	Frank J. Thornton
Board of Supervisors	Tyrone E. Nelson

Alternates

Director of Public Works	Steven J. Yob
Transportation Development Division Director	E. Todd Eure

PUBLIC HEARING ITEMS

RESOLUTION – Authorizing the County Manager to Submit the Henrico County Annual Consolidated Action Plan, including the CDBG, HOME and ESG Program Plans for

Fiscal Year 2016-17; to Execute the CDBG, HOME and ESG Agreements for Fiscal Year 2016-17; and to Execute Contracts to Implement the CDBG, HOME and ESG Activities.

This resolution authorizes the County Manager to submit the Henrico County Annual Consolidated Action Plan consisting of the CDBG, HOME and ESG Fiscal Year 2016-17 Plans to the United States Department of Housing and Urban Development (HUD) by August 15, 2016 in accordance with federal submission requirements. It also authorizes the County Manager to execute agreements with HUD for Fiscal Year 2016-17 for the Henrico CDBG, HOME and ESG programs. Finally, it authorizes the County Manager to execute contracts in a form approved by the County Attorney to implement the Fiscal Year 2016-17 CDBG, HOME and ESG activities.

The County's entitlements for Fiscal Year 2016-17 are: CDBG, \$1,538,617; HOME, \$654,655; and ESG, \$141,855.

The Department of Community Revitalization has prepared the attached table of the proposed sources and uses of these funds. The proposed use of funds includes \$129,479 in CDBG funds unspent from previous years and \$67,070 of HOME program income from Fiscal Year 2015-16.

The Director of Community Revitalization recommends approval, and the County Manager concurs.

ORDINANCE – To Amend and Reordain Article VIII of Chapter 24 of the Code of the County of Henrico Including Section 24-31.2 Titled “Submission requirements” and Section 24-34 Titled “Development standards” and to Add Section 24-92.4 Titled “Innsbrook Redevelopment overlay district,” All to Create the Innsbrook Redevelopment Overlay District and Revise the Urban Mixed Use District to Modify Submission Requirements and Reduce the Minimum Acreage for Mixed-Use and Pedestrian-Oriented Developments Within Areas Subject to the 2026 Comprehensive Plan Revisions Approved as Part of the Innsbrook Area Study.

The Board of Supervisors amended the 2026 Comprehensive Plan in September 2010 to support mixed-use development in the Innsbrook area. Since that time, individual property owners have expressed concerns that certain requirements in the Urban Mixed Use District hinder possible redevelopment in Innsbrook. To address these concerns, the Planning Commission directed staff to research and prepare possible amendments to the zoning ordinance.

Based on this research, staff prepared ordinance amendments to create an overlay district for the portions of Innsbrook identified as Land Bays A, B, and C in the 2010 Innsbrook Area Study. The amendments also reduce the minimum acreage requirement in the overlay district to four acres and eliminates the requirement for a development impact statement unless required by the Director of Planning.

The Planning Commission recommended approval of the proposed amendments on January 14, 2016. The amendments were discussed with the Board of Supervisors at a work session on January 26, 2016.

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

RESOLUTION - Signatory Authority - Cell Tower Lease Amendment - 12491 Church Road - Tuckahoe District.

This Board paper authorizes the County Manager to execute a lease amendment for Graincomm I, LLC (“Graincomm”) to use a cell tower site at Fire Station 13 on 12491 Church Road. The amendment authorizes Graincomm to take over the current lease with Primeco Personal Communications, L.P. that expires December 31, 2017. It also changes access, notice, and insurance conditions and extends the lease for a five-year term beginning January 1, 2018.

In addition, it gives Graincomm the option to renew the lease for four additional five-year terms.

Graincomm will pay annual rent of \$15,000 for the term beginning January 1, 2018, and the rent for succeeding five-year terms will increase 15% each term. Graincomm will also pay the County 50% of the lease payments Graincomm receives from other entities that collocate their equipment on the tower.

The Fire Chief and the Directors of General Services and Real Property recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Quitclaim of Tower Easement - 1201 Old Francis Road - Fairfield District.

This Board paper authorizes the Chairman to execute a quitclaim deed releasing the County’s interest in a radio communications tower easement on property at 1201 Old Francis Road. The Commonwealth of Virginia gave the easement to the County in 1979 for a public safety communications system which is no longer in use, and the County has no future need for the easement. I. R. Property, LLC, the current owner of the property, has requested the action and will remove the abandoned tower at its cost.

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

RESOLUTION - Signatory Authority - Donation and Lease of Real Property - Crewe House - Varina District.

This Board paper authorizes the County Manager to accept a deed of gift for one acre of land with an historic house and outbuildings at 9170 Willis Church Road from the Civil War

Preservation Trust (the “Trust”). The Board paper also authorizes the County Manager to execute a lease agreement with Clyde and Sandi Cristman, the current tenants of the house. The lease would be for a two-year term at the current rental rate of \$850 per month. Under the agreement, the tenants will be responsible for routine maintenance of the Property.

The Real Property Department and the Division of Recreation and Parks recommend approval of this action.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION – Consent to Declaration of Local Emergency.

On June 16, 2016, the County Manager declared a local emergency due to the severe thunderstorms and damaging winds which at that time threatened the health, safety, and welfare of persons in the County. The local emergency was declared to ensure that County agencies could enlist the necessary resources to respond quickly and effectively to these conditions.

Consistent with the requirements of Virginia’s emergency laws, this Board paper expresses the Board’s official consent to the Manager’s declaration of local emergency.

RESOLUTION - Emergency Costs - Amendments to the 2015-16 Annual Fiscal Plan: June, 2016.

This Board paper amends the 2015-16 Annual Fiscal Plan and appropriates funds for emergency costs incurred as a result of severe thunderstorms in the County on June 16, 2016. These costs include overtime costs, debris pickup, and various repairs. The amount of the amendment and appropriation is \$2,297,534.

The Director of Finance recommends approval of the Board paper, and the County Manager concurs.

RESOLUTION – Appropriation of Funds for Fiscal Year 2016-17.

This Board paper appropriates funds for the operating and capital Annual Fiscal Plans for fiscal year 2016-17 approved by the Board of Supervisors on April 26, 2016.

This Board paper also reappropriates to fiscal year 2016-17 (i) funds for ongoing capital projects, (ii) funds budgeted in fiscal year 2015-16 for the long-term disability benefit, (iii) funds budgeted in fiscal year 2015-16 to address emergency needs associated with a severe weather event on June 16, 2016, (iv) funds for all valid outstanding encumbrances as of June 30, 2016, and (v) funds for grant programs and donations, for specific purposes that extend beyond June 30, 2016, and all unspent asset forfeiture funds, all within the Special Revenue

Fund. These funds are reappropriated to the same department and account for which they were originally appropriated or encumbered.

RESOLUTION - Award of Contract - Montrose Area Outfall Sewer Rehabilitation - Varina District.

This Board paper awards a construction contract to G. L. Howard, Inc. for \$1,358,750 for the Montrose Area Outfall Sewer Rehabilitation project. The project will line approximately one mile of deteriorated sewer pipe located between Brittles Lane and Jennie Scher Road in an easement south of Bromby Street.

This project will reduce infiltration of groundwater during wet weather events and maintain the reliability of the wastewater collection system. The work will begin in August 2016 and will be completed by August 2017. Funding will be provided by the Water and Sewer Revenue Fund.

Four bids were received on May 17, 2016, in response to Invitation to Bid No. 16-1167-3CE and Addendum No. 1:

<u>Bidders</u>	<u>Bid Amounts</u>
G. L. Howard, Inc. Rockville, VA	\$1,358,750.00
Walter C. Via Enterprises, Inc. West Point, VA	\$1,500,325.00
Prism Contractors & Engineers, Inc. Williamsburg, VA	\$1,784,960.76
Pleasants Construction, Inc. Clarksburg, MD	\$2,480,050.00

Based upon a review of the bids, the low bidder, G. L. Howard Inc., is the lowest responsive and responsible bidder.

The Board paper awards the contract to G. L. Howard, Inc. and grants signatory authority to the County Manager to execute a 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 contract amount.

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

RESOLUTION - Signatory Authority - Acquisition of Right-of-Way and Easements - Creighton Road Improvement Project - Fairfield District.

This Board paper authorizes the acquisition of 2.3893 acres of fee simple right-of-way, a 1.6829-acre permanent slope, drainage and utility easement, a 0.3359-acre temporary construction easement, and a 0.4442-acre easement to relocate Dominion Virginia Power's utility lines for the Creighton Road Improvement Project. The owner has agreed to accept \$150,000 for the right-of-way and easements.

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

RESOLUTION - Signatory Authority - Amendment to Contract for Engineering Design Services - Oakley's Lane from Oakley's Place to East of Gillies Creek - County Project #2101.50701.28004.06604 - Fairfield and Varina Districts.

On February 22, 2011, the Board approved a contract with Johnson, Mirmiran & Thompson (d/b/a JMT) for the preparation of design and construction plans for Oakley's Lane from Oakley's Place to just east of Gillies Creek. The original contract amount was \$399,958. JMT has explored various design options and value engineering opportunities, but additional design work is required because of issues with wetlands, bad soils, and a creek crossing.

The Department of Public Works has negotiated a fixed lump sum fee of \$349,073.07 for additional design work by JMT. The Board paper authorizes the County Manager to execute a contract amendment, in a form approved by the County Attorney, and any necessary change orders within funds available, not to exceed 15% of the original contract amount. The Capital Projects Fund will provide funding for the work.

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

RESOLUTION - Award of Construction Contract - Belmont Golf Course Streambank Restoration Project - Fairfield District.

This Board paper awards a construction contract to Fluvial Solutions, Inc., in the amount of \$1,144,640.15 for the Belmont Golf Course Streambank Restoration Project. The project consists of removal of debris and blockages, bridge installation, grading, seeding, and planting along 2,000 feet of Upham Brook and North Run. The first phase of construction is anticipated to begin in November 2016, and the second phase will be completed in March 2018. For selection and evaluation purposes, the lowest responsive bid was determined by multiplying unit prices times the unit quantities specified in the bid document.

The County received four bids on May 19, 2016, in response to ITB No. 16-1176-4JK and Addenda Nos. 1 & 2 as follows:

Bidder	Total Bid Amount
Fluvial Solutions, Inc. Raleigh, NC	\$1,144,640.15
HGS, LLC d/b/a Angler Environmental Warrenton, VA	\$1,262,692.00
Riverworks Restoration, Inc. Raleigh, NC	\$1,422,520.40
Envirostruct, LLC Ashland, VA	\$1,922,909.50

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

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

RESOLUTION – Acceptance of Roads – Brookland 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) 0.44 mile of Townsend, Section 1 – Brookland District.
- 2) 0.23 mile of Ellington at Wyndham, Section 3 – Three Chopt District.
- 3) 0.11 mile of Liesfield Farm Drive, Section 1 – Dedication of a Portion of Liesfield Farm Drive – Three Chopt District.

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