

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
May 9, 2017

The Henrico County Board of Supervisors convened a special meeting on Tuesday, May 9, 2017, at 6:15 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:

Patricia S. O'Bannon, Chairman, Tuckahoe District
Frank J. Thornton, Vice Chairman, Fairfield District
Thomas M. Branin, Three Chopt District
Harvey L. Hinson, Brookland District
Tyrone E. Nelson, Varina District

Other Officials Present:

John A. Vithoukas, County Manager
Joseph P. Rapisarda, Jr., County Attorney
Joseph T. Tokarz, II, Deputy County Attorney
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Tanya B. Harding, CMC, Deputy Clerk/Administrative Assistant
Timothy A. Foster, Deputy County Manager for Community Operations
W. Brandon Hinton, Deputy County Manager for Community Services
Douglas A. Middleton, Deputy County Manager for Public Safety
Anthony J. Romanello, Deputy County Manager for Administration
Randall R. Silber, Deputy County Manager for Community Development
Benjamin A. Sheppard, Assistant Director of Public Relations & Media Services

Mrs. O'Bannon called the meeting to order at 6:16 p.m.

Mr. Vithoukas briefly reviewed the presentation item on this special meeting agenda.

Purchasing Ordinance Update

Mr. Vithoukas recognized Cecelia Stowe, Purchasing Director, who narrated a slide presentation titled *Proposed Amendments to County Procurement Ordinance*. Mrs. Stowe began her presentation by explaining how the proposed amendments would conform the County's ordinance to state law, change the threshold for small purchases (last changed in January 1997) and change the awarding amounts for general government and schools (last changed in October 1990). To achieve conformance with state law, staff recommended eliminating exceptions from sealed bidding or competitive negotiation for purchases of library books and special police work and eliminating the County Code prohibition on administrative protests of procurement decisions. In response to a question from Mrs. O'Bannon, Mrs. Stowe pointed out the County normally lists requests for proposals (RFPs) on the County's website and is required by state law to place notices of RFPs in a local newspaper of general circulation such as the *Richmond Times-Dispatch* or *Richmond Free Press*. In response to a question by Mr.

Branin, there was discussion by Mr. Vithoukas and Mrs. Stowe of purchases under \$30,000 that do not currently require competitive sealed bidding or competitive negotiation.

Mrs. Stowe continued her presentation by noting the proposed changes included increasing the threshold for the purchase of professional services and allowing the Purchasing Director to award schools contracts for construction up to \$100,000. She reviewed a table identifying the major categories of procurement as well as current and proposed limits in the amounts of procurement not requiring competitive sealed bidding or competitive negotiation. In response to a question from Mr. Hinson, Mrs. Stowe explained why no increases were proposed in the procurement limits for transportation-related construction and construction with state aid funds.

Mrs. Stowe resumed her presentation by noting the proposed amendments would allow the Purchasing Director to award contracts for professional services up to \$60,000 for both general government and schools. Mrs. Stowe then reviewed a table specifying who awards contracts under the current ordinance and who would award contracts under the proposed ordinance for both professional services and construction contracts. Mrs. Stowe concluded her presentation by citing the next steps in amending the County's ordinance, which include introduction of the ordinance on May 23 and a public hearing on June 13.

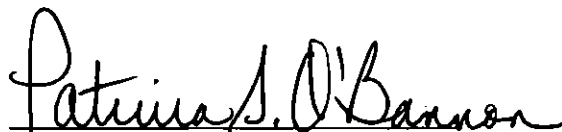
In response to concerns voiced by Mr. Thornton, Mrs. Stowe and Mr. Rapisarda both offered assurances that the proposed ordinance changes would not adversely affect small, women, and minority-owned (SwaM) suppliers competing for small contracts and would benefit them by streamlining the procurement process and eliminating the expense of preparing and submitting proposals. Mr. Branin and Mr. Thornton expressed concerns that the County's longstanding process for awarding annual contracts has deterred small companies from competing. Mr. Vithoukas advised the Board that he was addressing this issue with the deputy county managers by fine tuning this process so there will be broader participation in the future. Mr. Rapisarda informed Mrs. O'Bannon that state law restricts the ability of the County to give preference to local contractors.

Regular Meeting Agenda Items

Mr. Vithoukas reviewed the agenda for the 7:00 p.m. meeting, which included three Manager's Comments and three proclamations. He clarified that the Law Enforcement Officers Week proclamation would not be presented at this meeting but during the annual memorial service at Police Memorial Park on May 16. Mr. Vithoukas informed the Board that of the four rezoning and provisional use permit (PUP) cases on the agenda, two were companion cases and had been requested for deferral by the applicant to July 11. There was discussion by the Board, Mr. Vithoukas, and Mr. Rapisarda pertaining to Agenda Item No. 130-17, a homeowner's request for a PUP to allow a front porch extension. Mr. Hinson noted the PUP process is time consuming for both the applicant and staff, and the application fee is \$750. Mr. Vithoukas agreed with Mr. Hinson that this is an imposition on the homeowner. The Board concurred with a recommendation by Mr. Rapisarda that staff bring a resolution to the Board at its next meeting directing staff to prepare a zoning ordinance amendment that would allow the administrative approval of extensions of front porches in older subdivisions.

Mr. Vithoulkas very briefly referred to the five other public hearing items and two general agenda items on the agenda. He noted no one from the public had signed up in advance to speak during the public comment period.

There being no further business, the meeting was adjourned at 6:49 p.m.

A handwritten signature in cursive script, reading "Patricia S. O'Bannon". The signature is written in black ink and is positioned above the printed name and title.

Chairman, Board of Supervisors
Henrico County, Virginia