

COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
REGULAR MEETING  
April 9, 2019

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, April 9, 2019, at 6:00 p.m. in the Board Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

**Members of the Board Present:**

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

**Other Officials Present:**

John A. Vithoukas, County Manager  
Joseph P. Rapisarda, Jr., County Attorney  
Michael L. Wade, Sheriff  
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board  
Timothy A. Foster, P.E., Deputy County Manager for Community Operations  
W. Brandon Hinton, Deputy County Manager for Administration  
Randall R. Silber, Deputy County Manager for Community Development

Mr. Nelson called the meeting to order at 6:03 p.m. He led the recitation of the Pledge of Allegiance.

Reverend Marcus Martin, Senior Pastor of New Bridge Baptist Church, delivered the invocation.

**PUBLIC HEARING**

90-19            Resolution - Approval of Operating and Capital Annual Fiscal Plans for Fiscal Year 2019-20 and Allocation of Car Tax Relief for Tax Year 2019.

Mr. Vithoukas offered a procedural reminder that under state law the Board must defer action on the budget for at least seven days and will be asked to act on this item at its April 23, 2019, meeting after all tax rate public hearings have been completed. He thanked all the general government department heads and employees who were involved in the budget process as well as their partners in the public school system. Mr. Vithoukas suggested the positive relationship that exists between the school system and general government staffs is one of the factors that sets Henrico apart from other localities.

Mr. Vithoukas narrated a slide presentation containing highlights of the proposed budget for Fiscal Year (FY) 2019-20. He began his presentation by identifying the following FY20 budget priorities: supporting core services, primarily education and public safety; maintaining competitive compensation and benefits for employees; enhancing economic development; and maintaining fiscal structure. Mr. Vithoukas then offered a video overview of the budget produced by the Department of Public Relations & Media Services. Afterward, Mr. Vithoukas returned to his slide presentation and provided a summary of general fund revenues and expenditure categories, pointing out 77 cents of every taxpayer dollar is going to support education and public safety. He next reviewed the County's economic development initiatives and how the FY20 budget maintains Henrico's low tax burden to foster a competitive business-friendly environment. Mr. Vithoukas noted over 83 percent of the proposed total revenue increase for FY20 is allocated to education and public safety, which represents the largest increase in funding to Henrico's school system in the past 13 years. The FY20 proposed budget for Henrico County Public Schools fully funds two new high schools; additional teaching positions for elementary school planning periods, special education, and to help reduce class sizes; and the consolidation of the schools and general government Internal Audit Offices in order to combine resources for efficiency. The proposed public safety budget includes \$10.3 million in new funding for the second year of Emergency Medical Services/CARE implementation, new personnel for animal control and emergency communications, enhanced training efforts and safety equipment, the Staples Mill Fire Station and an evidence storage facility for the Police Division. The proposed budget rewards service by dedicating 57 percent of the general fund increase to compensation, providing a three percent merit-based salary adjustment, addressing salary compression, and supporting a career development track for teachers. Mr. Vithoukas identified changes to the proposed budget made by the Board during the legislative budget reviews, including the addition of \$105,000 for funding changes to several outside agencies; \$144,392 to increase staff at Libbie Mill Library to accommodate Sunday hours; and \$139,472 to increase staff at Fairfield Library to accommodate Sunday hours once the new facility opens in October 2019. Mr. Vithoukas concluded his presentation by displaying the advertisements for the budget public hearing that were placed by the County in the *Richmond Times-Dispatch*, *Richmond Free Press*, and the *Henrico Citizen*.

Mr. Nelson thanked Mr. Vithoukas and the County's general government and school system staff for time they put into preparing the budget. He pointed out the Board spent 30 hours over one week listening to departmental presentations. He confirmed that the Board will vote on the budget in two weeks.

The following pre-registered speakers representing community organizations addressed the Board during the advertised public hearing on this item:

- Jason Young, Executive Director of Community Brian Injury Services, thanked the Board for its 17<sup>th</sup> consecutive year of financial support of his agency's Mill House program, revisited the organization's services, and gave the Board a brief update on what his organization did with the funding it received from the County last year.
- Julie Laghi, Vice Chair of the American Asian Society of Central Virginia, thanked the Board for financially supporting her volunteer organization's annual Asian American celebration. Ms. Laghi updated the Board on the communities represented by her organization and new initiatives undertaken by the organization to assist Indonesian tsunami refugees and teach local school children to play Asian musical instruments. She invited the Board to visit the sponsor's lounge at this year's Asian American celebration, which will be held on May 4.
- Ajai Blue Saunders, representing Parents for Community Based Services, was joined by her daughter Anise Saunders in thanking the Board for its continued financial assistance for day support and employment services for disabled adults. Ms. Saunders explained how her daughter has benefited from these services.
- Melba Gibbs, Community Engagement Coordinator with Art for the Journey, advised the Board her organization was requesting funding from the County for the first time, to expand the service area for a therapeutic art program directed at persons with dementia or Alzheimer's. She elaborated on other programs offered by her organization, noted its request was not funded in the proposed budget, and expressed hope the Board will favorably consider its request next year.
- Karen La Forge, Executive Director of The READ Center, updated the Board on her agency's adult literacy program and explained how the funding provided by the County supports the agency's tutoring classes. She thanked the Board on behalf of the agency's students.
- Vickie Martin, Director of Eastern Henrico FISH, thanked the Board for the County's continued financial support of her organization and explained how the organization helps reduced the threat of homelessness and assists Henrico Area Mental Health & Development Services, the Department of Social Services, and the Police Division when they identify a need in the community for her organization's services.
- Kate Ayers, Executive Director of Re-Establish Richmond, introduced the Board to her non-profit organization, which applied for outside agency funding from the County for the first time this year. Ms. Ayers explained her organization's mission is to help refugees who are being resettled in the Richmond establish roots,

build community, and become self-sufficient. Five members of the local refugee community joined Ms. Ayers at the podium to share with the Board the work that the organization has been doing and how they have personally benefited from these services.

- Jesse Wysocki, Chief Operating Officer of the McShin Foundation, thanked the Board for allocating funding to his organization to help individuals with substance use disorder.

The following person who was not pre-registered to speak addressed the Board during the public hearing:

- Anne Sterling, a resident of the Tuckahoe District, thanked Mrs. O'Bannon and the Board for moving forward to open County libraries on Sundays to Henrico citizens.

Mr. Nelson referred to a letter the Board and Mr. Vithoukias received from the Superintendent of Schools on March 25 confirming that the proposed budget includes a 4.2 percent increase in funding for Henrico County Public Schools (HCPS) over the current year. Mr. Vithoukias confirmed for Mr. Nelson that this represents the largest increase in funding to Henrico's school system in the past 13 years and the School Board's budget request, which was approved unanimously by the School Board, is fully funded in the County's proposed budget. Mr. Vithoukias also confirmed for Mr. Nelson that HCPS annually receives a percentage of the County's general fund revenues, which has ranged from 54 to 57 percent in recent years and is agreed upon by the HCPS and general government staff. At Mr. Nelson's request, Mr. Rapisarda reviewed Virginia constitutional and statutory provisions as well as case law pertaining to the responsibilities of local school boards for managing and controlling available funds for the operation of public schools. He confirmed for Mr. Nelson that the Board of Supervisors does not have the legal authority to fund or alter individual line items in the School Board's budget although it can express its desires to the School Board. Mr. Thornton reiterated it is up to the School Board to choose how funds allocated to HCPS by the Board of Supervisors are to be used.

Mr. Nelson read a letter Mr. Vithoukias received from the Superintendent of Schools, Dr. Amy Cashwell, explaining the School Board's decision to remove funding from the school division's FY20 budget for funding of the regional Math-Science Innovation Center in light of the decision by other area school divisions to withdraw funding. Dr. Cashwell noted in the letter the school division's long-term commitment to expanded investment in Science, Technology, Engineering, and Mathematics (STEAM) education so that more Henrico students can benefit. At Mr. Nelson's request, Deputy Superintendent of Schools, Dr. Beth Teigen, elaborated on the School Board's decision not to fund the Math-Science Innovation Center and how those funds will be reallocated to STEAM programs within the school division. She shared statistics documenting the relatively small percentage of Henrico's public school students who are served by programs offered by the center. Dr. Teigen also elaborated on why HCPS is withdrawing from

the center and identified alternative opportunities that are available to Henrico students through the school division. She responded to questions and comments from Mr. Branin, who emphasized the critical need for continuing Saturday enrichment classes and the science fairs. He expressed full confidence in the school division's ability to improve upon the programming that is currently provided by the center but voiced concern that HCPS has not adequately communicated to the public its plans for alternative STEAM programming.

Mr. Nelson reiterated the Board of Supervisors cannot legally require the School Board to continue funding the school division's participation in the center. He assured the public that the Board of Supervisors agrees math and science are important and should continue to be a primary focus of the school division and elected School Board. He pointed out the Board of Supervisors has been discussing this matter for a couple of months and asked that those persons who wished to address the Board on this matter consolidate their remarks, avoid redundancy, and be represented by a few speakers. Mr. Nelson also asked that those persons in the audience who were in support of continued funding of the center to raise their hands.

Dr. Manisha Asher, a resident of the Three Chopt District who was pre-registered to speak during the budget public hearing, expressed opposition to HCPS's withdrawal from the center and its programs and voiced concerns regarding HCPS's math-science curriculum. Following her comments, Mr. Vithoulkas explained the center is no longer a viable entity because three other local school divisions have withdrawn from the center, which was established as a regional effort. Mr. Nelson disputed Dr. Asher's claim that the Board of Supervisors is taking funds from the HCPS budget to fund new partnerships with the YMCA and NOVA of Virginia Aquatics that will provide public aquatics facilities on Laburnum Avenue in eastern Henrico and at Regency Mall in western Henrico. He reiterated the Board of Supervisors cannot legally require the elected School Board to continue to fund the center. The following persons spoke on behalf of the programming offered by or through the center, including the Metro Richmond STEAM Fair: Perisa Asher, a resident of the Three Chopt District and sophomore at the Maggie Walker Governor's School; Kyla Parker, fifth grade student at Maybeury Elementary School and resident of the Tuckahoe District; Alexandra Wright, a sophomore at Code RVA Regional High School and resident of the Three Chopt District; Leo Bukalski, a sophomore at Deep Run High School and resident of the Fairfield District; Sonal Iyer, a parent volunteer and resident of the Three Chopt District; and Christine Belcher, a coordinator at the Math-Science Innovation Center. Mr. Nelson reiterated the Board cannot increase or decrease line items in the school division's budget and encouraged students, parents, and community activists and advocates in the audience with concerns pertaining to this matter to continue talking to their School Board representatives and the school division's staff.

On motion of Mrs. O'Bannon, seconded by Mr. Branin, and by unanimous vote, the Board deferred this item to the April 23, 2019, meeting.

The vote of the Board was as follows:

Yes: Nelson, Branin, O'Bannon, Schmitt, Thornton

No: None

The Board recessed at 7:49 p.m. and reconvened at 7:56 p.m.

On motion of Mrs. O'Bannon, seconded by Mr. Branin, and by unanimous vote, the Board approved the March 26, 2019, Regular and Special Meeting Minutes.

The vote of the Board was as follows:

Yes: Nelson, Branin, O'Bannon, Schmitt, Thornton

No: None

**MANAGER'S COMMENTS**

There were no comments from the Manager.

**BOARD OF SUPERVISORS' COMMENTS**

Mr. Schmitt congratulated the Virginia Cavaliers and all those affiliated with them on their national championship in basketball.

**RECOGNITION OF NEWS MEDIA**

Mr. Nelson recognized Chris Suarez Rojas from the *Richmond Times-Dispatch* and applauded the newspaper for its yearlong coverage of the Highland Springs High School Blackout cheerleading team, which included a front-page article and a video documentary on the team's story on the newspaper's website.

**PRESENTATIONS**

Mr. Branin presented a proclamation recognizing April 7 - 13, 2019, as Library Week. Accepting the proclamation was Tammy Johnson Beard, the Library Advisory Board's Chair and Varina District Representative. Joining her were Gail Atkins, Vice Chair and Varina District Representative; Jackson Knox, Brookland District Representative; Harmohinder Singh-Sandhu, Fairfield District Representative; Barbara Weedman, Director of Libraries; and Kara Rothman, Assistant Director of Libraries.

91-19                    Resolution - Commending the Highland Springs High School Blackout Cheerleading Team.

On motion of Mrs. O'Bannon, seconded by Mr. Thornton, and by unanimous vote, the Board approved this item – see attached resolution.

Mr. Nelson noted he and Mr. Vithoukas recently attended an event at the Henrico Theatre where a *Richmond Times-Dispatch* documentary highlighting the team's season was shown for the first time. He shared a video that was taken at the event and presented the resolution, which congratulates the team on earning the school's fourth consecutive national championship. Mr. Nelson announced the team has committed to performing this year at the County's Fourth of July celebration that will be held at Dorey Park. He congratulated the young student athletes on the team for doing an incredible job and representing Highland Springs High School with distinction. Accepting the resolution were Christie Tyson, the team's Head Coach, and Taylor Richardson, a member of the team. Joining them were Assistant Coaches Krysten Crudup, Randi Onley, and Christian Roberson and team members Toni Anderson, Treasure Bailey, Sariyah Briggs, Sydni Deberry, Jadon Gallaher, Georgio Haskins, Anaya Jackson, Jeniyah Jones, Dashiya Johnson, Nya Johnson, Tyler McNeill, Kendall Patron, Amiya Russell, Angel White, Damonie Williamson, Damya Williamson, and Aniyah Winston.

#### **PUBLIC HEARINGS - REZONING CASES**

92-19  
REZ2019-  
00008  
Brookland

Hungary Road Investments, LLC: Request to conditionally rezone from R-5AC General Residence District (Conditional) to C-1C Conservation District (Conditional) part of Parcel 756-761-2574 containing 2.443 acres located along the north line of Hungary Road approximately 340' west of Fairlake Lane. The applicant proposes a conservation district.

Joe Emerson, Director of Planning, responded to questions from Mr. Schmitt.

No one from the public spoke in opposition to this item.

On motion of Mr. Mr. Schmitt, seconded by Mrs. O'Bannon, and by unanimous vote, the Board followed the recommendation of the Planning Commission and approved this item with the following proffered condition:

1. **Conservation Areas**. Notwithstanding the uses permitted and regulated by the zoning of the Property, such portion(s) of the Property which lie within a one hundred (100) year flood plain as determined by definitive engineering studies approved by the Department of Public Works, and/or such portion(s) of the Property which may be inundated by waters impounded to a maximum elevation determined in a controlled, regulated manner by a structure or structures approved by the Department of Public Works, may only be used for the following purposes:

- a. Storm water management and/or retention areas;

- b. Ponds, lakes and similar areas intended as aesthetic and/or recreational amenities and/or wildlife habitats;
- c. Access drives, utility easements, signage, walkways and recreational facilities installed in a manner to minimize their impacts; and
- d. Such additional uses to the uses identified in (a), (b) and (c) above as may be deemed compatible and of the same general character by the Planning Administrator (Director of Planning) pursuant to Chapters 19 and 24 of the County Code.

The vote of the Board was as follows:

Yes: Nelson, Branin, O'Bannon, Schmitt, Thornton

No: None

93-19  
REZ2019-  
00004  
Fairfield

HHHunt River Mill LLC: Request to conditionally rezone from R-3C One-Family Residence District (Conditional) to C-1C Conservation District (Conditional) part of Parcels 780-774-2957 and 781-773-2686 containing 4.452 acres located along the Hanover County line approximately 2,000' northeast of the terminus of Winfrey Road.

No one from the public spoke in opposition to this item.

On motion of Mr. Thornton, seconded by Mr. Schmitt, and by unanimous vote, the Board followed the recommendation of the Planning Commission and approved this item with the following proffered condition:

1. **Conservation Areas.** Notwithstanding the uses permitted and regulated by the zoning of the Property, such portion(s) of the Property which lie within a one hundred (100) year flood plain as determined by definitive engineering studies approved by the Department of Public Works, and/or such portion(s) of the Property which may be inundated by waters impounded to a maximum elevation determined in a controlled, regulated manner by a structure or structures approved by the Department of Public Works, may only be used for the following purposes:
  - a. Storm water management and/or retention areas.
  - b. Ponds, lakes and similar areas intended as aesthetic and/or recreational amenities and/or wildlife habitats.
  - c. Access drives, utility easements, signage, walkways and recreational facilities installed in a manner to minimize their impacts; and

- d. Such additional uses to the uses identified in (a), (b) and (c) above as may be deemed compatible and of the same general character by the Planning Administrator (Director of Planning) pursuant to Chapters 19 and 24 of the County Code (the "Zoning Ordinance").

The location and limits of such portion(s) of said Property shall be established by subdivision plats approved pursuant to the zoning and/or Subdivision Ordinance.

The vote of the Board was as follows:

Yes: Nelson, Branin, O'Bannon, Schmitt, Thornton

No: None

**PUBLIC HEARING - OTHER ITEM**

94-19 Resolution - Change in Street Name - White Oak Creek Drive - White Oak Technology Park Subdivision - Varina District.

Mr. Nelson thanked Mr. Emerson, Mr. Vithoulkas, and all members of the County staff who participated in the process leading up to changing the name of White Oak Creek Drive within the White Oak Technology Park to Technology Creek Drive. He credited Varina District resident Stuart Goodwin for having the idea for the name change and for being actively involved in conversations regarding this matter during the past four years. Mr. Nelson stated he hopes the name change as well as many other actions taken by the County in that area will reduce truck traffic on White Oak Road. He mentioned that although the road is a secondary road in a technology park used primarily by truck drivers, the County received multiple nominations to name it in honor of various notable Henrico residents. Instead, the County plans to do something grander and name the entry road to the future Taylor Park in Sandston either Fallen Heroes Drive or Heroes Drive. In addition, the County will create a memorial or wall of fame to acknowledge Henrico residents who have served the county or their country. Mr. Nelson announced the County has established a task force to develop this idea that will seek the assistance of veteran's and public safety organizations. He advised the public that signs with the new street name of Technology Creek Drive will be installed within the next couple of days and identified other measures the County is taking to accommodate the name change. At Mr. Nelson's request, Mr. Vithoulkas updated the Board and the public on the berm that is being created at the intersection of Elko Road and the currently-named White Oak Creek Drive. Mr. Emerson provided more details on the design of and schedule for the berm.

No one from the public spoke in opposition to this item.

On motion of Mr. Branin, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

### PUBLIC COMMENTS

Peter Grainger, a resident of the Fairfield District, suggested the County discontinue designating Belmont Golf Course as an enterprise fund operation and support it through the County's general fund. He asked that the course continue to be nurtured and maintained by the Division of Recreation and Parks. Mary Ellen Grainger, a resident of the Fairfield District and member of Preserve Belmont, addressed the Board on the importance of the Belmont Golf Course to the community.

Stuart Goodwin, a resident of the Varina District, thanked the Board for changing the name of White Oak Street Drive to Technology Creek Drive.

Jean Nedrow, Coalition Director for Convention of States and a resident of the Tuckahoe District, provided the Board with additional details on a nationwide effort to call a convention under Article V of the United States Constitution that will impose fiscal restraints on the federal government, limit its power and jurisdiction, and impose term limits on its officials and members of Congress.

Anthony Peake, a resident of Richmond, addressed the Board regarding the status of a complaint he filed with the Henrico Police Division in October 2018 after being held at gunpoint by a police officer. He asked that the County release the internal affairs police report pertaining to this incident. Mr. Peake responded to questions from Mr. Nelson regarding his request. Mr. Rapisarda informed the Board that Mr. Peake has asserted an \$80 million complaint against the County that is being investigated by the County's Risk Management Office. Mr. Rapisarda also informed the Board that the County does not release internal affairs reports. In follow up to Mr. Rapisarda's comments, Mr. Vithoulkas reiterated Mr. Peake's request has been put into the legal realm. There was further discussion of this request by Mr. Peake, Mr. Vithoulkas, Mr. Nelson, and Lt. Col. A. J. Scott, Assistant Chief of Police for Field Operations. Mr. Nelson asked that Mr. Peake continue this discussion privately with Lt. Col. Scott.

### GENERAL AGENDA

95-19                    Resolution - Signatory Authority - Agreement with Richmond Metro Habitat for Humanity - 225 N. Ivy Avenue - Varina District.

Eric Leabough, Housing Specialist, presented slides exemplifying the County's Highland Springs revitalization efforts and responded to questions from Mr. Thornton.

On motion of Mr. Branin, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

96-19                    Resolution - To Initiate Consideration of Zoning Ordinance Amendments - Master Planned Communities in the R-6 General Residence District.

On motion of Mr. Branin, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

97-19 Resolution - Establishment of 2020 Census Complete Count Committee.

Mr. Rapisarda responded to a procedural question from Mr. Nelson.

On motion of Mrs. O'Bannon, seconded by Mr. Branin, and by unanimous vote, the Board approved this item – see attached resolution.

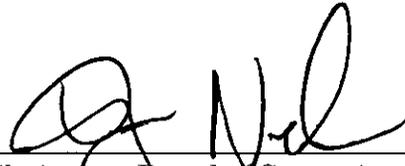
98-19 Resolution - To Accept 2019 Virginia H.E.A.T. Program Award.

On motion of Mr. Branin, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

99-19 Resolution - Award of Contract for Engineering Services - Bridge and Facility Design and Repair Projects.

On motion of Mrs. O'Bannon, seconded by Mr. Branin, and by unanimous vote, the Board approved this item – see attached resolution.

There being no further business, the meeting was adjourned at 9:05 p.m.



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Chairman, Board of Supervisors  
Henrico County, Virginia



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE**

Agenda Title: **RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for Fiscal Year 2019-20 and Allocation of Car Tax Relief for Tax Year 2019**

53/03 - Categorical Aid - Total Federal	\$ 360,000	\$ 360,000
<b>GENERAL FUND REVENUE</b>	\$ 1,061,330,800	\$ 1,061,330,800
60/01 - Operating Transfers	\$ (205,105,813)	\$ (205,105,813)
62/01 - From (To) Fund Balance	62,431,140	62,431,140
<b>GENERAL FUND RESOURCES</b>	\$ 918,656,127	\$ 918,656,127
 <b><u>11 - SPECIAL REVENUE FUND:</u></b>		
51/03 - Permits, Fees, & Licenses	\$ 1,039,112	\$ 1,039,112
04 - Fines & Forfeitures	283,360	283,360
05 - Use of Money & Property	132,842	132,842
06 - Charges for Services	30,626,713	30,626,713
07 - Miscellaneous	2,762,005	2,762,005
08 - Recovered Costs	587,349	587,349
<b>Total from Local Sources</b>	\$ 35,431,381	\$ 35,431,381
52/02 - Non-Categorical Aid	\$ 3,398,928	\$ 3,398,928
04 - Categorical Aid	41,544,319	41,544,319
<b>Total from State</b>	\$ 44,943,247	\$ 44,943,247
53/03 - Categorical Aid - Total Federal	\$ 64,072,481	\$ 64,072,481
<b>SPECIAL REVENUE FUND REVENUE</b>	\$ 144,447,109	\$ 144,447,109
60/01 - Operating Transfers	\$ 32,629,985	\$ 32,629,985
62/01 - From (To) Fund Balance	440,574	440,574
<b>SPECIAL REVENUE FUND RESOURCES</b>	\$ 177,517,668	\$ 177,517,668
 <b><u>51 - WATER AND SEWER ENTERPRISE FUND:</u></b>		
51/04 - Fines & Forfeitures	\$ 159,485	\$ 159,485
51/06 - Charges for Services	\$ 130,316,701	\$ 130,316,701
07 - Miscellaneous	1,300,000	1,300,000
<b>W&amp;S ENTERPRISE FUND REVENUE</b>	\$ 131,776,186	\$ 131,776,186
60/01 - Operating Transfers	\$ 1,928,921	\$ 1,928,921
62/01 - From (To) Retained Earnings	(37,019,846)	(37,019,846)
<b>W&amp;S ENTERPRISE FUND RESOURCES</b>	\$ 96,685,261	\$ 96,685,261
 <b><u>52 - BELMONT GOLF COURSE ENTERPRISE FUND:</u></b>		
51/06 - Charges for Services	\$ 1,160,388	\$ 1,160,388
<b>BELMONT ENTERPRISE FUND RESOURCES</b>	\$ 1,160,388	\$ 1,160,388

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**61 – CENTRAL AUTO MAINTENANCE (C.A.M.) FUND:**

51/05 - Use of Money & Property	\$ 300,000	\$ 300,000
08 - Recovered Costs	21,675,561	21,675,561
C.A.M. FUND REVENUES	\$ 21,975,561	\$ 21,975,561
60/01 - Operating Transfers	454,800	454,800
C.A.M. FUND RESOURCES	\$ 22,430,361	\$ 22,430,361

**62 – TECHNOLOGY REPLACEMENT FUND:**

60/01 - Operating Transfers	\$ 2,750,000	\$ 2,750,000
62/01 - From (To) Retained Earnings	4,568	4,568
TECH. REPLACE. FUND RESOURCES	\$ 2,754,568	\$ 2,754,568

**63 – RISK MANAGEMENT FUND:**

51/08 - Recovered Costs - Total Revenue	\$ 750,000	\$ 750,000
60/01 - Operating Transfers	9,983,299	9,983,299
RISK MANAGEMENT FUND RESOURCES	\$ 10,733,299	\$ 10,733,299

**64 - HEALTHCARE FUND:**

51/05 - Interest on Investment	\$ 100,000	\$ 100,000
07 - Miscellaneous	150,000	150,000
08 - Recovered Costs	126,419,868	126,419,868
HEALTHCARE FUND RESOURCES	\$ 126,669,868	\$ 126,669,868

**71 – DEBT SERVICE FUND:**

60/01 - Operating Transfers - TOTAL RESOURCES	\$ 71,570,276	\$ 71,570,276
DEBT SERVICE FUND RESOURCES	\$ 71,570,276	\$ 71,570,276

**82 – JAMES RIVER JUVENILE DETENTION CENTER AGENCY FUND:**

51/10 - Shared Expenses - Local	\$ 503,426	\$ 503,426
52/03 - Shared Expenses - State	1,565,294	1,565,294
JRJDC AGENCY FUND REVENUE	\$ 2,068,720	\$ 2,068,720
60/01 - Operating Transfers	3,253,484	3,253,484
62/01 - From (To) Fund Balance	136,904	136,904
JRJDC AGENCY FUND RESOURCES	\$ 5,459,108	\$ 5,459,108

**83 – FIDUCIARY FUNDS**

51/08 - Recovered Costs	\$ 75,000	\$ 75,000
60/01 - From (To) Fund Balance	4,375,000	4,375,000
OPEB, LINE OF DUTY AND LTD RESOURCES	\$ 4,450,000	\$ 4,450,000

**90 – ADJUSTMENT FOR INTERFUND TRANSACTIONS:**

60/01 - Operating Transfers - TOTAL RESOURCES	\$ (113,528,137)	\$ (113,528,137)
TOTAL OPERATING RESOURCES	\$ 1,324,558,787	\$ 1,324,558,787

**COUNTY OF HENRICO, VIRGINIA  
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Including: REVENUE TOTAL	\$ 1,490,253,632	\$ 1,490,253,632
OPERATING TRANSFERS	(191,688,185)	(191,688,185)
FUND BALANCE/RETAINED EARNINGS	25,993,340	25,993,340
	\$ 1,324,558,787	\$ 1,324,558,787

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\* Indicates a change  
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TOTAL CHANGES IN ESTIMATED RESOURCES	\$ 0
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ESTIMATED OPERATING REQUIREMENTS

<u>Department</u>	<u>Manager Proposed</u>	<u>Board Approved</u>
<u>01- GENERAL FUND:</u>		
01 - Board of Supervisors	\$ 1,130,564	\$ 1,130,564
02 - Library	20,677,778	20,822,170 *
03 - Sheriff	42,431,206	42,431,206
04 - Circuit Court	3,416,472	3,416,472
05 - Commonwealth's Attorney	5,427,026	5,427,026
06 - General District Court	470,921	470,921
07 - Juvenile/Domestic Relations Court	2,605,578	2,605,578
08 - Electoral Board	1,926,520	1,926,520
09 - County Manager	3,906,836	3,906,836
10 - County Attorney	2,602,393	2,602,393
11 - Human Resources	6,861,401	6,861,401
12 - Police	79,407,963	79,407,963
13 - Fire	64,769,866	64,769,866
14 - Finance	14,374,170	14,374,170
16 - General Services	15,426,103	15,426,103
17 - Internal Audit	651,937	651,937
19 - Information Technology	15,960,783	15,960,783
21 - Agriculture & Home Extension	443,994	443,994
23 - Recreation & Parks	20,188,569	20,188,569
24 - Public Health	2,433,102	2,433,102
28 - Public Works	54,608,439	54,608,439
29 - Real Property	615,782	615,782
30 - Economic Development	18,346,726	18,346,726
32 - Non-Departmental	13,342,253	13,197,861 *
33 - Building Inspections	4,774,832	4,774,832
34 - Planning	4,593,816	4,593,816
35 - Permit Centers	941,566	941,566
38 - Community Revitalization	1,870,711	1,870,711
50 - Education	514,448,820	514,448,820
TOTAL GENERAL FUND	\$ 918,656,127	\$ 918,656,127

**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE**

Agenda Title: **RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for Fiscal Year 2019-20 and Allocation of Car Tax Relief for Tax Year 2019**

11 – SPECIAL REVENUE FUND:

05 - Commonwealth's Attorney	\$ 1,343,322	\$ 1,343,322
07 - Juvenile/Domestic Relations Court	987,694	987,694
12 - Police	1,618,727	1,618,727
22 - Social Services	36,262,050	36,262,050
26 - Mental Health/Developmental Services	40,128,900	40,128,900
27 - CRWP	4,154,563	4,154,563
28 - Public Works	897,000	897,000
31 - Public Utilities - Solid Waste	14,754,533	14,754,533
- Street Lights	83,100	83,100
32 - Non-Departmental	250,000	250,000
36 - Community Corrections Program	2,106,331	2,106,331
50 - Education - Cafeterias	23,236,967	23,236,967
- Grants	51,694,481	51,694,481
TOTAL SPECIAL REVENUE FUND	\$ 177,517,668	\$ 177,517,668

51 – WATER AND SEWER ENTERPRISE FUND:

31 - Public Utilities - Operations	\$ 67,387,237	\$ 67,387,237
- Debt Service	29,298,024	29,298,024
TOTAL W&S ENTERPRISE FUND	\$ 96,685,261	\$ 96,685,261

52 - BELMONT GOLF COURSE ENTERPRISE FUND:

23 - Recreation & Parks - TOTAL FUND	\$ 1,160,388	\$ 1,160,388
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61 – CENTRAL AUTO MAINTENANCE FUND:

16 - Central Auto. Maint. - TOTAL FUND	\$ 22,430,361	\$ 22,430,361
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62 – TECHNOLOGY REPLACEMENT FUND:

37 - Technology Replacement - TOTAL FUND	\$ 2,754,568	\$ 2,754,568
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63 – RISK MANAGEMENT FUND:

11 - Risk Management - TOTAL FUND	\$ 10,733,299	\$ 10,733,299
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64 – HEALTHCARE FUND:

42 - Healthcare - TOTAL FUND	\$ 126,669,868	\$ 126,669,868
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71 – DEBT SERVICE FUND:

18 - General Government	\$ 28,815,552	\$ 28,815,552
50 - Education	42,754,724	42,754,724
TOTAL DEBT SERVICE FUND	\$ 71,570,276	\$ 71,570,276

82 – JAMES RIVER JUVENILE DETENTION CENTER AGENCY FUND:

40 - JRJDC - Operations	\$ 5,459,108	\$ 5,459,108
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**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE**

Agenda Title: **RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for Fiscal Year 2019-20 and Allocation of Car Tax Relief for Tax Year 2019**

**83 – FIDUCIARY FUND:**

11 - OPEB - GASB 45	\$ 2,750,000	\$ 2,750,000
11 - Long-Term Disability	600,000	600,000
11 - Line of Duty Act (LODA)	1,100,000	1,100,000
TOTAL FIDUCIARY FUND	\$ 4,450,000	\$ 4,450,000

**90 – ADJUSTMENT FOR INTERFUND TRANSACTIONS:**

60 - Interdepartmental Billings - CAM	\$ (22,430,361)	\$ (22,430,361)
- Healthcare	(91,097,776)	(91,097,776)
TOTAL ADJUSTMENTS	\$ (113,528,137)	\$ (113,528,137)
TOTAL OPERATING REQUIREMENTS	\$ 1,324,558,787	\$ 1,324,558,787

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\* Indicates a change

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TOTAL CHANGE IN ESTIMATED OPERATING REQUIREMENTS \$ 0

**CAPITAL ANNUAL FISCAL PLAN  
ESTIMATED CAPITAL RESOURCES**

<u>Source</u>	<u>Manager Proposed</u>	<u>Board Approved</u>
<b><u>21 - CAPITAL PROJECTS FUND:</u></b>		
Motor Vehicle License Revenue	\$ 1,500,000	\$ 1,500,000
Education Meals Tax Revenue	9,000,000	9,000,000
Education Meals Tax Reserves	26,345,233	26,345,233
G. O. Bonds - General	22,200,000	22,200,000
G. O. Bonds - Education	112,000,000	112,000,000
Bond Premium	25,000,000	25,000,000
Virginia Public School Authority Bonds	13,667,752	13,667,752
Interest Earnings	2,000,000	2,000,000
Fund Balance - General Fund	31,390,015	31,390,015
TOTAL CAPITAL PROJECTS FUND	\$ 243,103,000	\$ 243,103,000
<b><u>22 - VEHICLE REPLACEMENT RESERVE:</u></b>		
Fund Balance - General Fund	\$ 9,924,800	\$ 9,924,800
<b><u>51 – WATER AND SEWER ENTERPRISE FUND:</u></b>		
Water & Sewer Fees/Charges	\$ 61,150,000	\$ 61,150,000
Water & Sewer Revenue Bonds	8,500,000	8,500,000
TOTAL WATER AND SEWER ENTERPRISE FUND	\$ 69,650,000	\$ 69,650,000
TOTAL CAPITAL RESOURCES	\$ 322,677,800	\$ 322,677,800

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\* Indicates a change

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TOTAL CHANGE IN ESTIMATED CAPITAL RESOURCES \$ 0

**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE**

Agenda Title: **RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for Fiscal Year 2019-20 and Allocation of Car Tax Relief for Tax Year 2019**

ESTIMATED CAPITAL REQUIREMENTS

<u>Department</u>	<u>Manager Proposed</u>	<u>Board Approved</u>
<u>21 - CAPITAL PROJECTS FUND:</u>		
12 - Police	6,000,000	6,000,000
13 - Fire	8,000,000	8,000,000
16 - General Services	3,650,000	3,650,000
19 - Information Technology	1,650,000	1,650,000
23 - Recreation & Parks	14,950,000	14,950,000
28 - Public Works	13,353,000	13,353,000
32 - Non-Departmental	2,000,000	2,000,000
50 - Education	193,500,000	193,500,000
TOTAL CAPITAL PROJECTS FUND	\$ 243,103,000	\$ 243,103,000
 <u>22 - VEHICLE REPLACEMENT RESERVE:</u>		
12 - Police	\$ 2,624,800	\$ 2,624,800
13 - Fire	3,300,000	3,300,000
50 - Education	4,000,000	4,000,000
TOTAL VEHICLE REPLACEMENT RESERVE	\$ 9,924,800	\$ 9,924,800
 <u>51 - WATER AND SEWER ENTERPRISE FUND:</u>		
31 - Public Utilities - Water	\$ 7,650,000	\$ 7,650,000
- Sewer	62,000,000	62,000,000
TOTAL WATER & SEWER ENTERPRISE FUND	\$ 69,650,000	\$ 69,650,000
TOTAL CAPITAL REQUIREMENTS	\$ 322,677,800	\$ 322,677,800

\* Indicates a change

<u>TOTAL CHANGE IN ESTIMATED CAPITAL REQUIREMENTS</u>	\$ 0
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**BE IT FURTHER RESOLVED** that the funds included in the Operating and Capital Annual Fiscal Plans for any County department, office, or agency may be used as participating funds in any Federal or State aid program for like purpose upon appropriation by the Board of Supervisors.

**BE IT FURTHER RESOLVED** that the Schedule of Compensation attached hereto effective at the beginning of the 2019-20 fiscal year is approved; and, in accordance with Section 15.2-1414.2 of the Code of Virginia, the maximum annual compensation of members of this Board is set for calendar years 2020 through 2023 as set out in note (1) of the Schedule of Compensation.

**BE IT FURTHER RESOLVED** that the approved Operating Annual Fiscal Plan for fiscal year 2019-20 includes an increase in the personnel complement of 48 positions for general government and 138 positions for schools and funding for a 3.0% wage increase for all eligible general government and school employees, to be effective on June 22, 2019.

**COUNTY OF HENRICO, VIRGINIA**  
**BOARD OF SUPERVISORS**  
**MINUTE**

Page No. 8 of 8  
Agenda Item No. 90-19

Agenda Title:       **RESOLUTION - Approval of Operating and Capital Annual Fiscal Plans for Fiscal Year 2019-20 and Allocation of Car Tax Relief for Tax Year 2019**

**BE IT FURTHER RESOLVED** that in order to implement changes to the Personal Property Tax Relief Act of 1998 (the "PPTRA") made by legislation adopted by the Virginia General Assembly:

1. Any qualifying vehicle, as defined in the PPTRA, sitused within the County commencing January 1, 2019, shall receive personal property tax relief in the following manner:
  - a. Qualifying vehicles valued at \$1,000 or less shall receive 100% tax relief;
  - b. Qualifying vehicles valued at between \$1,001 to \$20,000 shall receive 51% tax relief;
  - c. Qualifying vehicles valued at \$20,001 or more shall receive 51% tax relief on the first \$20,000 of value only; and
  - d. All other vehicles which do not meet the definition of "qualifying vehicles" will not receive any form of tax relief under the PPTRA.
  
2. The amount of tax relief shall be a specific dollar amount offset against the total personal property taxes that would otherwise be due on a qualifying vehicle but for the PPTRA. The specific dollar amount of relief shall be shown on the tax bill for each qualifying vehicle, together with a general description of the criteria upon which relief has been allocated.

**COMMENTS:**       This Board paper should be considered on April 9, 2019, but must be deferred until Tuesday, April 23, 2019, to comply with Virginia Code Section 15.2-2506, which states that "The hearing shall be held at least seven days prior to the approval of the budget...." The Director of Finance recommends approval of this Board Paper, and the County Manager concurs.

**FY20 SCHEDULE OF COMPENSATION  
County of Henrico, Virginia**

<u>OFFICE, BOARD, COMMISSION, AUTHORITY OR JOB TITLE</u>	<u>RATE</u>
Board of Supervisors .....	\$55,818.67 per annum <sup>(1)</sup>
Board of Zoning Appeals.....	\$6,600.00 per annum
Electoral Board - General Election.....	\$4,299.00 per annum <sup>(2)</sup>
Secretary, Electoral Board - General Election.....	\$8,598.00 per annum <sup>(2)</sup>
Election Officials .....	\$150.00 base pay per workday <sup>(3)</sup>
Assistant Chief Election Officials .....	\$180.00 base pay per workday <sup>(3)</sup>
Chief Election Officials.....	\$200.00 base pay per workday <sup>(3)</sup>
Planning Commission.....	\$20,000.00 per annum
Richmond Regional Planning District Commission .....	\$3,000.00 per annum
Capital Region Airport Commission .....	\$3,000.00 per annum
Board of Real Estate Review & Equalization.....	\$225.00 per month
School Board .....	\$19,359.41 per annum <sup>(4)</sup>
Social Services Board.....	\$3,000.00 per annum
Volunteer Firefighters.....	\$2.00 per call
Economic Development Authority.....	\$200.00 per meeting
Parks and Recreation Advisory Commission .....	\$75.00 per meeting
Housing Advisory Committee .....	\$225.00 per meeting

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- (1) This salary is in effect through December 31, 2019. The Chairman and Vice Chairman receive the additional sum of 15% and 10% of this salary, respectively. Pursuant to Va. Code Sec. 15.2-1414.2, the maximum annual salaries for calendar years 2020-2023 are hereby set as follows: 2020-\$57,142.69; 2021-\$58,498.11; 2022-\$59,885.69; 2023-\$61,306.17, and the Chairman and Vice Chairman shall receive the additional sum of 15% and 10%, respectively, of the maximum annual salary prevailing in each calendar year.
- (2) The annual compensation rate and effective date is set by the General Assembly and subject to the Governor's approval. The General Assembly did not approve an increase for Electoral Boards or General Registrars for FY19. To date the General Assembly has not agreed to a pay increase for FY20.
- (3) Rate approved by the Henrico County Board of Supervisors on October 14, 2008.
- (4) This salary is in effect through December 31, 2019. The Chairman receives an additional sum of \$2,000.00 per year. Pursuant to Va. Code Sec. 22.1-32, the School Board shall determine its maximum annual compensation rates for calendar years 2020-2023 prior to July 1, 2019.

**FY20 SCHEDULE OF COMPENSATION  
County of Henrico, Virginia**

<u>NAME AND OFFICE OR JOB TITLE</u>	<u>SALARY</u>
Heidi Barshinger Clerk of Circuit Court.....	\$ 148,813.60 <sup>(5)</sup>
Mark J. Coakley General Registrar.....	\$ 94,748.99 <sup>(6) (8)</sup>
Michael L. Wade Sheriff.....	\$ 187,046.32 <sup>(5) (7) (8)</sup>

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- (5) The Clerk of the Circuit Court and the Sheriff are elected positions. The annual compensation rates and effective dates are set by the General Assembly and subject to the Governor's approval. To date the General Assembly has agreed to not delay a 2% pay increase for FY20.
  - (6) The General Registrar is an appointed position and receives an annual compensation rate set by the General Assembly and subject to the Governor's approval. Compensation is paid by the governing body of the County and reimbursed annually as provided in the State's general appropriations act and pursuant to Va. Code Sec. 24.2-111. The General Assembly did not approve an increase for Electoral Boards or General Registrars for FY19. To date the General Assembly has not agreed to a pay increase for FY20.
  - (7) Consistent with the Virginia Compensation Board's provisions, the current Sheriff (Michael L. Wade) earns the approved annual compensation base rate plus 9.3% for the Sheriff's Career Development Plan and accreditation. FY20 salary also reflects a 3% salary increase provided by the County of Henrico.
  - (8) 2012 Va. Acts c. 822 requires persons employed by local government to contribute five percent of their creditable compensation for the employee contribution to the Virginia Retirement System. To comply with 2012 Va. Acts c. 822 and the non-supplant requirement, the current incumbent in this elected/appointed position, who was employed/hired on/before July 1, 2012, receives an additional amount equal to 5% of the salary approved by the General Assembly. Future incumbents in this position will not receive an additional 5% locality supplement for the VRS employee member contribution per 2012 Va. Acts c. 822.

# Proclamation



OF THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA

## **LIBRARY WEEK**

**April 7 - 13, 2019**

**WHEREAS**, today's libraries are not just about books but what they do for and with people; and

**WHEREAS**, libraries of all types are at the heart of counties, cities, towns, schools, and campuses; and

**WHEREAS**, libraries have long served as trusted and treasured institutions where people of all backgrounds can be together and connect; and

**WHEREAS**, libraries and librarians build strong communities through transformative services, programs, and expertise; and

**WHEREAS**, libraries, which promote the free exchange of information and ideas for all, are cornerstones of democracy; and

**WHEREAS**, libraries promote civic engagement by keeping people informed and aware of community events and issues; and

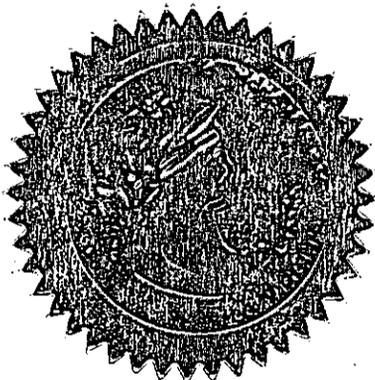
**WHEREAS**, librarians and library workers partner with other civic organizations to make sure their community's needs are being met; and

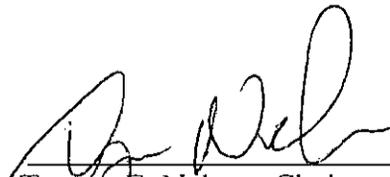
**WHEREAS**, libraries and librarians empower their communities to make informed decisions by providing free access to information; and

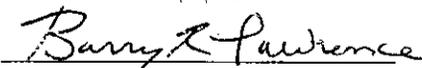
**WHEREAS**, libraries are a resource for all members of the community, regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status, by offering services and educational resources that transform lives and strengthen communities; and

**WHEREAS**, libraries, librarians, library workers, and supporters across Henrico County, the Commonwealth of Virginia, and the United States are celebrating National Library Week.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Board of Supervisors of Henrico County, Virginia, hereby recognizes April 7 - 13, 2019, as Library Week and encourages Henrico residents to visit the library, explore what is new at their library, engage with their librarian, and keep in mind that because of their involvement, libraries transform.



  
Tyrone E. Nelson, Chairman  
Board of Supervisors

  
Barry R. Lawrence, Clerk  
April 9, 2019



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE**

Agenda Item No. 91-19

Page No. 2 of 2

**Agenda Title: RESOLUTION – Commending the Highland Springs High School  
Blackout Cheerleading Team**

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**WHEREAS**, the Varina District and entire Henrico community are tremendously proud of the team and applaud the team's members for mastering their craft, building positive relationships with other teams, and establishing a national benchmark for excellence in Stomp'n'Shake cheerleading.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Henrico County, Virginia, hereby extends its hearty congratulations to the Highland Springs High School Blackout cheerleading team on earning the school's fourth consecutive national championship and commends the team for exhibiting superior sportsmanship, an unparalleled work ethic, and a can-do attitude during another remarkable, memorable, and highly successful season.

# Resolution



OF THE BOARD OF SUPERVISORS OF HENRICO COUNTY, VIRGINIA

## *Commending the Highland Springs High School Blackout Cheerleading Team*

**WHEREAS**, on March 16, 2019, the Highland Springs High School Blackout cheerleading team won the seventh annual Powerhouse Spirit National Stomp-N-Shake Cheer & Dance Championship at North Carolina A&T University in Greensboro, North Carolina; and

**WHEREAS**, this is the fourth consecutive year Highland Springs cheerleaders have claimed the Stomp-N-Shake national title, an unprecedented accomplishment in cheerleading, with the 2019 championship event featuring 64 teams from 11 states; and

**WHEREAS**, in preparation for the Powerhouse Spirit competition, this year's team captured the 2019 UFit CIAA High School Cheerleading Championship on March 1 at North Carolina's Charlotte Convention Center; and

**WHEREAS**, the four-year string of national titles by Highland Springs cheerleading teams has brought honor and distinction to the school's cheerleaders and coaches as well as to Henrico County and further embellishes the extensive list of the school's athletic achievements; and

**WHEREAS**, the following members of this year's championship team worked incredibly hard and demonstrated exceptional talent, fortitude, determination, and focus under intense pressure in achieving a fourth consecutive national championship in cheering for Highland Springs — Toni Anderson, Treasure Bailey, Sariah Briggs, Sydni DeBerry, Jadon Gallagher, Georgio Haskins, Anaya Jackson, Jeniyah Jones, Dashiya Johnson, Nya Johnson, Mariah Lewis, Tyler McNeill, Kendall Patron, Taylor Richardson, Amiya Russell, Angel White, Damonie Williamson, Damya Williamson, and Aniyah Winston; and

**WHEREAS**, Head Coach Christie Tyson and Assistant Coaches Krysten Crudup, Randi Onley, and Christian Roberson dedicated a lion's share of their personal lives to serving as effective and enthusiastic mentors, motivators, and instructors while preparing the team for competition; and

**WHEREAS**, the Varina District and entire Henrico community are tremendously proud of the team and applaud the team's members for mastering their craft, building positive relationships with other teams, and establishing a national benchmark for excellence in Stomp'n'Shake cheerleading.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Henrico County, Virginia, hereby extends its hearty congratulations to the Highland Springs High School Blackout cheerleading team on earning the school's fourth consecutive national championship and commends the team for exhibiting superior sportsmanship, an unparalleled work ethic, and a can-do attitude during another remarkable, memorable, and highly successful season.



*Barry R. Lawrence*  
Barry R. Lawrence, Clerk  
April 9, 2019

*Tyrone E. Nelson*  
Tyrone E. Nelson, Chairman  
Board of Supervisors





# COMMUNITY REVITALIZATION AGREEMENT

Between

County of Henrico

and

**Richmond Metro Habitat for Humanity**

This agreement is made this \_\_\_\_ day of \_\_\_\_\_ between the **County of Henrico, Virginia** (hereinafter the "County"), and **Richmond Metro Habitat for Humanity**, (hereinafter "RMHFH") a Virginia corporation (collectively the "Parties"), to undertake acquisition, rehabilitation, and construction activities in conjunction with the development and sale of residential real estate as set forth herein.

Whereas, the County Board of Supervisors has established a Community Revitalization Fund to assist in redeveloping and improving existing neighborhoods; and

Whereas, RMHFH is a Virginia not-for-profit corporation that acquires, rehabilitates, constructs, and sells low to moderate priced homes and lots; and

Whereas, the Parties desire to redevelop a house located at 225 N. Ivy Avenue, Henrico, VA 23075 (the "Home");

Now, therefore, the Parties hereby agree as follows:

## I. SCOPE OF SERVICES

RMHFH shall acquire, rehabilitate, and sell the Home pursuant to the terms of this agreement. The County agrees to provide funds as set forth in the Project Budget and Proforma attached to this agreement.

## II. USE OF COUNTY FUNDS

The County agrees to provide funds to RMHFH for the acquisition, rehabilitation and sale of the Home. Funds may be also be used for homebuyer assistance and other related costs.

The funds for activities taken pursuant to this agreement may come from the County or other government sources. The use and accounting of such funds may require RMHFH to comply with additional regulatory requirements. All such additional requirements will be set forth in writing in an appropriate addendum to this agreement.

Upon completion of the sale of the Home pursuant to this agreement, RMHFH shall return all project proceeds (if any) to the County. If RMHFH sells the Home for an amount that exceeds the amount identified in Project Budget and Pro Forma, RMHFH and the County shall split equally the amount above the projected sales price minus any expenses that were not identified in the Project Budget and Pro Forma.

### **III. PURCHASE OF HOME**

The contract sales price for the Home shall be supported by an appraisal by a licensed appraiser. RMHFH may require an affordability restriction by Deed of Trust and Note. Such affordability restrictions will terminate upon foreclosure or transfer in lieu of foreclosure.

RMHFH shall include an assignment clause in the Deed of Trust and Note stating that in the event RMHFH ceases to exist or is unable to satisfy the requirements of this contract, the County or its agent will be assigned the note securing the County's investment. The County shall provide a suitable form Deed of Trust and Note to RMHFH to be executed for this project.

### **IV. SCHEDULE OF ACTIVITIES**

All activities of RMHFH under this agreement shall be completed in an expeditious manner. The parties agree to prepare jointly a Project Schedule for work to be performed pursuant to this agreement. All activities shall be completed in accordance with this Project Schedule, unless extended by mutual consent in writing.

Timely completion of the work specified in this agreement is an integral and essential part of performance. By accepting and executing this agreement, RMHFH agrees that activities will be completed as expeditiously as possible and that RMHFH will make every effort to ensure that the project will proceed as scheduled and will not be delayed. Failure to meet the Project Schedule without prior written approval from the County may, at the discretion of the County, be considered failure to comply with this agreement and result in termination of the agreement under the terms outlined in Part XI.

### **V. PAYMENT**

Payments to RMHFH shall be in compliance with County cash management requirements. The County will remit payment within ten business days of receipt of an approved request for funds to the County's Housing Specialist. RMHFH shall return erroneously drawn funds to the County within ten business days.

RMHFH shall include accurate information in the request for funds, and RMHFH may not request funds until payment for eligible costs is necessary. Requests for payment must be submitted by RMHFH in a form acceptable to the County and must include adequate documentation of eligible costs incurred. All such expenses shall conform with the project budget. The County shall have the right to inspect records and project sites to determine reimbursement requests are reasonable and accurate. The County shall also have the right to hold payment until adequate documentation has been provided, reviewed, and approved by the County.

### **VI. LEAD BASED PAINT**

RMHFH shall comply with the provisions of the Lead Based Paint Poisoning Prevention Act (42 U.S.C. § 4821 *et seq.*), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 USC 485-4956), and implementing regulations at 24 CFR Part 35, subparts A, B, J, K, M, and R of this title.

## VII. FAIR HOUSING AND EQUAL OPPORTUNITY

RMHFH shall comply with the provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d *et seq.*), 24 CFR Part 1, The Fair Housing Act (42 U.S.C. § 3601-3620), 24 CFR Part 100-115, Equal Opportunity in Housing, Executive Order 11063, as amended by Executive Order 12259, 24 CFR Part 107, the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101), and 24 CFR Part 146 and Executive Order 11246 as applicable, and the applicable provisions of 24 CFR § 92.351 Affirmative Marketing; Minority Outreach Program.

RMHFH shall also comply with all federal, state and local laws, ordinances, codes, rules and regulations and amendments thereto, including but not limited to Title 8 of the Civil Rights Act of 1968 PL.90-284; Executive Order 11063 on Equal Opportunity; and Section 3 of the Housing and Urban Development Act of 1968.

## VIII. RECORDS AND REPORTS

RMHFH shall retain all records pertaining to this agreement and services performed pursuant to it for no less than for ten years. Notwithstanding this the foregoing, RMHFH shall comply with any applicable federal, state or local legal requirements that impose a longer retention schedule. The County shall have unrestricted access to those records for the entire duration of the retention period. Records include:

- A. A full description of the project, including the location, form of assistance, and project budget.
- B. The source and application of funds and supporting documentation.
- C. Records demonstrating that the property meets the property standards of 24 CFR § 92.251 and the lead-based paint requirements of 24 CFR § 92.355 and any other documentation necessary to maintain compliance with contractual requirements, and federal, state, or local codes.
- D. Income eligibility documentation, if the County requires that the home be sold to a low- or moderate-income buyer.
- E. A record demonstrating adequate financing has been secured to ensure project completion.
- F. Records ensuring that there is adequate need for the project based on neighborhood market conditions.

RMHFH shall submit to the County a monthly report setting forth the progress made to date in relationship to the Scope of Services.

## IX. PROCUREMENT REQUIREMENTS

Any work that RMHFH seeks to have performed by third-parties shall comply with the following Henrico County procurement requirements based on the value of the work to be bid:

- A. For all types of bid requests a **written** description of the solicited good or service, including any requirements, shall be prepared.
- B. For any purchase less than \$7,500, a minimum of one (1) proposal shall be solicited. Additional competition, if available, should be solicited to include a supplier from the Small, Women and Minority (SWAM) Vendor list made available by the Virginia Department of Minority Business Enterprise (DMBE). The SWAM Vendor Directory can be located at the following link: <http://www.dmbc.virginia.gov>
- C. For professional services (architects, engineers, etc.) less than or equal to \$7,500, a minimum of one (1) proposal shall be solicited. Soliciting proposals from a DMBE SWAM list is encouraged.
- D. For professional services greater than \$7,500 and less than or equal to \$60,000 a minimum of four (4) proposals solicited from a qualified firm. A minimum of one (1) proposal shall be solicited from a DMBE SWAM business; soliciting more than one (1) DMBE SWAM is encouraged.
- E. For goods and services, including construction, greater than \$7,500 and less than or equal to \$50,000, a minimum of four (4) written quotes solicited, which shall include a minimum of one (1) supplier selected from the DMBE SWAM list.
- F. For goods, services, and construction greater than \$50,000 and less than or equal to \$100,000 a minimum of four (4) written quotes solicited, which shall include a minimum of one (1) quote solicited from a DMBE SWAM business, however, soliciting more than one (1) written quote from a DMBE SWAM business is encouraged. A copy of the published notice for invitations to bid shall be provided to the Department of Community Revitalization.

## X. AUDIT REQUIREMENTS

RMHFH shall retain the services of an independent certified public accountant to perform an annual organizational wide audit in accordance with generally accepted government auditing standards as defined by Standards for Audit of Government Organizations, Activities, and Functions, in compliance in all respects with the generally accepted auditing standards of the American Institute of Certified Public Accountants, and in accordance with the Single Audit Act of 1984, if applicable. In the alternative, it shall provide an organization wide audit report, including an audit report for program activities funded under this agreement, in compliance with accepted auditing standards of the American Institute of Certified Public Accountants, by a certified public accountant.

The cost of the audit is to be paid by RMHFH, and no funds provided under this agreement shall be used for this purpose. Copies of the audit reports shall be provided to the County's Housing

Specialist and the County Department of Finance within 90 days of the close of RMHFH's fiscal year.

#### **XI. TERMINATION FOR CAUSE OR CONVENIENCE**

This agreement may be suspended or terminated if RMHFH materially fails to comply with any term of the agreement. This agreement may be terminated for convenience at any time by either the County or RMHFH upon written notification 30 days prior to termination. Notice of Termination of this agreement by RMHFH prior to project completion will require repayment of all funds advanced to RMHFH within ten days of notice of termination. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by RMHFH under this agreement shall, at the option of the County, become the County's property or assigned to the County's agent at the County's sole discretion.

In the event the County determines RMHFH is in default of this agreement, the County may take one or more of the following actions

- a. Temporarily withhold cash payments pending correction of the deficiency by RMHFH or any contractor or subcontractor;
- b. Disallow all or part of the cost of the activity or action not in compliance;
- c. Wholly or partly suspend or terminate the current agreement with RMHFH;
- d. Withhold further federal or non-federal funds from RMHFH; or
- e. Take other remedies that may be legally available.

#### **XII. CONFLICT OF INTEREST**

No employee, agent, consultant, officer or appointed official of RMHFH who is in a position to participate in a decision-making process or gain inside information with regard to any activity under this agreement may obtain a personal or financial interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, for himself, or for his family or business associates, during his tenure or for one year thereafter.

#### **XIII. AVAILABILITY OF FUNDS**

Henrico County shall be bound under this agreement only to the extent that there are funds available to perform its obligations hereunder. Funding under this agreement is also contingent on the County's determination to proceed with, modify, or cancel a project based on the result of any title examination.

#### **XIV. INDEMNIFICATION**

RMHFH agrees to indemnify and hold harmless the County, its officers, agents and employees against and from all liability, claims, damages and costs, including attorney's fees, of every kind and nature, and attributable to bodily injury, sickness, disease or death, or to damage or destruction of property resulting from or in any manner arising out of or in conjunction with the performance of work under this agreement. In addition, RMHFH shall furnish the County a Certificate of Insurance evidencing coverage under the Workers Compensation Act and liability protection against claims for bodily injury, death, or property damage in the amounts set forth in Part XVI of this agreement. In addition, RMHFH's insurer shall give the County 30 day's written notice of its

decision to amend, cancel or terminate the insurance coverage. The County shall be named as an additional insured on all insurance policies.

**XV. INSURANCE**

RMHFH will obtain liability insurance from a company licensed to do business in the Commonwealth of Virginia, countersigned by an authorized agent in Virginia, to cover injury to or death of one or more persons in RMHFH's performance of this agreement. Premiums chargeable for the insurance shall be paid by RMHFH and all liability insurance policies shall be kept in force during the term of this agreement. Types of liability insurance policies required and their limits of coverage are as follows:

- Auto Liability, including Owned, Non-Owned and Hired Car Coverage: One Million (\$1,000,000) per occurrence combined single limit
- Comprehensive General Liability (CGL) One Million (\$1,000,000) per occurrence Combined single limit, Two million (\$2,000,000) in the aggregate
- Worker's Compensation coverage according to statutory limits of the Code of Virginia, Title 65.2

County, its officials, employees, volunteers, and agents shall be named as an additional insured under the commercial general liability coverage. The required insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs of the County. The policy(s) shall be endorsed to be primary with respect to the additional insured.

**XVI. GOVERNING LAW**

This agreement shall be governed by the laws of the Commonwealth of Virginia. Any disputes concerning interpretation or performance under this agreement shall be litigated only in the Circuit Court of Henrico County.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement as the day and year herein above written:

**COUNTY OF HENRICO**

By: \_\_\_\_\_  
**John A. Vithoulkas, County Manager**

**Richmond Metro Habitat for Humanity**

By: \_\_\_\_\_

Name: \_\_\_\_\_

**Project Budget and Pro-forma**

<b>Property Address: 225 N Ivy Ave.</b>					
<b>Expenses</b>			<b>Sources of Funds</b>		
<b>Building and Land</b>	Estimate	Actual		Estimate	Actual
Building and Land	\$ 70,000.00		<b>Sales Price</b>	\$ 115,000.00	
Attorney's Fee	\$ 525.00		Commission (6%)	\$ -	
Title Insurance	\$ 600.00		Seller Closing Costs	\$ 2,500.00	
Recording Fees			<i>Net Sales Price</i>	\$ 112,500.00	-
Taxes	\$ 500.00				
Demolition			<b>Development Costs</b>	\$ 206,575.00	
Real Estate Commission					
Appraisal - Acq.	\$ 500.00		<b>Development Gap</b>	(\$94,075.00)	
Subtotal	\$ 72,125.00				
			<b>Development Subsidy</b>		
<b>Pre-Development</b>			Community Revitalization Funding (Henrico)	70,000.00	
Appraisal (after value rehab)	\$ 500.00		Other Corporate or Philanthropic Donation	24,075.00	
Arch. & Engineering Fees	\$ 1,500.00				
Surveys (4)					
Environmental					
Hazard Insurance	\$ 500.00				
Subtotal	\$ 2,500.00	\$ -			
			<b>Property Information</b>		
<b>Construction</b>			Square Footage		
Construction Costs	\$ 115,000.00		Year Built		
Construction Contingency	\$ 10,000.00		cost/sq. ft.		
Interior Demo					
Lead Abatement/Clearance	\$ 500.00				
Pest Treatment					
Utilities					
Attorney/					
Construction Loan					
Title Insurance/Lender					
Taxes					
Construction Loan Fee					
Construction Interest					
Site Maint./Appliances	\$ 6,450.00				
Subtotal	\$ 131,950.00				
Developer's Fee	\$ -				
<b>Total Development Costs</b>	<b>\$ 206,575.00</b>				



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE**

Agenda Item No. 96-19

Page No. 1 of 1

**Agenda Title: RESOLUTION — To Initiate Consideration of Zoning Ordinance Amendments — Master Planned Communities in the R-6 General Residence District**

For Clerk's Use Only:

Date: 4/9/2019

- Approved
- Denied
- Amended
- Deferred to:

**BOARD OF SUPERVISORS ACTION**

Moved by (1) Branin      Seconded by (1) O'Bannon  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

REMARKS:

**APPROVED**

YES    NO    OTHER

Branin, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHEREAS, the Henrico County Code allows certain business uses in the R-6 General Residence District by provisional use permit; and,

WHEREAS, experience has shown that some provisions are too restrictive for practical application; and,

WHEREAS, the Board desires to encourage the creation of master planned communities in the R-6 district by providing additional flexibility in the ordinance; and

WHEREAS, the Board has determined that allowing additional business uses and flexibility in residential density, parking standards, and building setbacks would further this goal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors directs County staff to prepare zoning ordinance amendments to provide increased flexibility for master planned mixed use development in the R-6, General Residence District by provisional use permit for review and recommendation by the Planning Commission after a public hearing.

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

By Agency Head: \_\_\_\_\_

By County Manager: \_\_\_\_\_

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**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE**

Agenda Item No. 97-19

Page No. 1 of 21

Agenda Title: **RESOLUTION — Establishment of 2020 Census Complete Count Committee**

For Clerk's Use Only: Date: <u>4/9/2019</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	<b>BOARD OF SUPERVISORS ACTION</b> Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Branin</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <tr> <td>Branin, T.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Nelson, T.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Schmitt, D.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Thornton, F.</td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table>		YES	NO	OTHER	Branin, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							

**WHEREAS**, Article I, Section 2 of the U. S. Constitution requires a count of the population every ten years; and,

**WHEREAS**, every resident counts and deserves to be counted; and,

**WHEREAS**, the Board desires to improve participation in the census by Henrico's residents to ensure an accurate population count in the 2020 Census; and,

**WHEREAS**, residents who are more informed about the importance of the 2020 Census process are more likely to participate; and,

**WHEREAS**, an accurate Census count is important in enhancing the availability of state and federal funding for economic development, housing assistance, transportation improvements, and other activities; and,

**WHEREAS**, an accurate Census count is essential for the allocation of representatives in the U.S. House of Representatives and the Virginia General Assembly as well as redistricting of the County's magisterial districts; and,

**WHEREAS**, the U.S. Census Bureau will conduct its next decennial Census beginning April 1, 2020; and,

**WHEREAS**, the Board believes that a committee of interested persons can improve citizen participation in the 2020 Census by formulating strategies and techniques to enhance response rates and by preparing and conducting educational initiatives in the County.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that:

1. The Board authorizes the establishment of the 2020 Census Complete Count Committee to consist of a broad cross-section of citizens to facilitate the most accurate population count for the 2020 Census.
2. The Committee shall sunset upon completion of its activities in 2020.

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

By Agency Head [Signature] By County Manager [Signature]

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**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE**

Agenda Item No. 99-19  
Page No. 1 of 1

Agenda Title: **RESOLUTION — Award of Contract for Engineering Services — Bridge and Facility Design and Repair Projects**

For Clerk's Use Only: Date: <u>4/9/2019</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	<b>BOARD OF SUPERVISORS ACTION</b> Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Branic</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <tr> <td>Branic, T.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Nelson, T.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Schmitt, D.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Thornton, F.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> </table>		YES	NO	OTHER	Branic, T.	✓	—	—	Nelson, T.	✓	—	—	O'Bannon, P.	✓	—	—	Schmitt, D.	✓	—	—	Thornton, F.	✓	—	—
	YES	NO	OTHER																							
Branic, T.	✓	—	—																							
Nelson, T.	✓	—	—																							
O'Bannon, P.	✓	—	—																							
Schmitt, D.	✓	—	—																							
Thornton, F.	✓	—	—																							

**WHEREAS**, on October 19, 2018, six proposals were received in response to RFP# 18-1738-9JCK for engineering services on an as-needed basis for bridge and facility design and repair; and,

**WHEREAS**, based upon review of the proposals, the Selection Committee interviewed the following firms:

- Johnson, Mirmiran & Thompson, Inc.
- Whitman, Requardt & Associates
- Clark Nexsen, Inc.
- Rummel, Klepper & Kahl, LLP

**WHEREAS**, the Selection Committee selected Johnson, Mirmiran & Thompson, Inc. as the top-ranked firm and negotiated a contract with the firm; and,

**WHEREAS**, the contract will be for a one-year term beginning May 1, 2019, and may be renewed at the County's option for two additional one-year terms; and,

**WHEREAS**, compensation for services will be based upon unit cost rate schedules, and project fees shall not exceed \$300,000 for any single project and \$1,500,000 in any one-year term.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors:

1. A contract to provide engineering services on an as-needed basis for bridge and facility design and repair is awarded to Johnson, Mirmiran & Thompson, Inc. pursuant to RFP# 18-1738-9JCK and the proposal submitted by Johnson, Mirmiran & Thompson, Inc.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.

**Comments:** Funding to support the contract is available within the Public Works budget. The Director of Public Works and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

By Agency Head [Signature] By County Manager [Signature]

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