

**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, November 29, 2022, at 5:30 p.m.** in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

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

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| 5:30 - 5:45 p.m. | Richmond Region Tourism Update |
| 5:45 - 6:00 p.m. | Tourism Improvement Districts |
| 6:00 - 6:15 p.m. | Glen Allen Cultural Arts Center Update |
| 6:15 - 6:30 p.m. | Closed Meeting Pursuant to Section 2.2-3711(A)(5) of the Code of Virginia for a briefing of the members of the Board of Supervisors and discussion concerning the expansion of an existing business, including the provision of public utilities to the expanded business, where no previous announcement has been made of the company's interest in expanding its facilities in Henrico County |
| 6:30 - 6:45 p.m. | Review of Regular Meeting Agenda Items |

Tanya N. Brackett

Tanya N. Brackett, CMC
Clerk, Henrico County Board of Supervisors
November 23, 2022

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
November 29, 2022
7:00 p.m.

PLEDGE OF ALLEGIANCE
INVOCATION

APPROVAL OF MINUTES – November 9, 2022, Regular and Special Meetings; and
March 14 - 18, 2022, Meetings

MANAGER'S COMMENTS
BOARD OF SUPERVISORS' COMMENTS
RECOGNITION OF NEWS MEDIA

PUBLIC HEARING ITEMS

- 308-22 Ordinance - To Amend and Reordain Section 16-43 Titled “Award of contracts generally” of the Code of the County of Henrico to Update County Procurement Procedures.
- 309-22 Ordinance - To Amend and Reordain Section 20-273 Titled “Definitions” and Section 20-276 Titled “Reports and remittance of tax” of the Code of the County of Henrico in Conformance with Changes to the Transient Occupancy Tax Enacted by the General Assembly in 2022.

PUBLIC COMMENTS

GENERAL AGENDA

- 310-22 Introduction of Resolution - Receipt of Requests for Amendments to FY 2022-23 Annual Fiscal Plan - December 2022.
- 311-22 Introduction of Resolution - Receipt of Request to Amend the FY 2022-23 Annual Fiscal Plan to Return Surplus Personal Property Taxes to Taxpayers.
- 312-22 Resolution - Receipt of Audited Annual Financial Report for Fiscal Year Ended June 30, 2022, and Acknowledgement of Discharge of Duties and Responsibilities by Audit Committee.
- 313-22 Resolution - Signatory Authority - Amendment to Contract - Henrico Indoor Sports Facility - Audio-Visual, Broadcast, Acoustic, & Security Camera Project.
- 314-22 Resolution - Signatory Authority - Amendments to Water Agreement - Scout Development LLC - Varina District.
- 315-22 Resolution - Signatory Authority - Water and Sewer Agreements - Scout Development LLC - Varina District.
- 316-22 Resolution - Acceptance of Roads - River Mill - Fairfield District.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
November 29, 2022**

PUBLIC HEARING ITEMS

ORDINANCE - To Amend and Reordain Section 16-43 Titled “Award of contracts generally” of the Code of the County of Henrico to Update County Procurement Procedures.

This Board paper updates the County’s procurement procedures for small purchases. Specifically, the ordinance would change the thresholds under which the Purchasing Director may award contracts for construction from \$100,000 to \$200,000 and for professional services from \$60,000 to \$80,000.

The Director of Finance and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

ORDINANCE - To Amend and Reordain Section 20-273 Titled “Definitions” and Section 20-276 Titled “Reports and remittance of tax” of the Code of the County of Henrico in Conformance with Changes to the Transient Occupancy Tax Enacted by the General Assembly in 2022.

This Board paper would update the County Code to reflect changes in state law regarding transient occupancy taxes that took effect on October 1, 2022.

The changes clarify the definition of “accommodations,” broaden the definition of “accommodations intermediaries,” such as Travelocity and Airbnb, and require intermediaries to collect transient occupancy taxes and remit them to the County. In a transaction involving multiple parties that may be considered intermediaries, the parties may agree that one party will be responsible for collecting and remitting the tax. These changes are not expected to have a significant effect on County revenues.

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

PUBLIC COMMENTS

GENERAL AGENDA

INTRODUCTION OF RESOLUTION - Receipt of Requests for Amendments to FY 2022-23 Annual Fiscal Plan – December 2022.

This Board paper introduces for advertisement and a public hearing on December 13, 2022, a resolution to amend the annual fiscal plan for FY 2022-23. The requested amendments are shown in a list dated November 22, 2022, provided by the County Manager to the Board.

Pursuant to Virginia Code Section 15.2-2507, the County may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year. Amendments that exceed one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing notice of a meeting and public hearing once in a newspaper having general circulation in the County at least seven days prior to the meeting date. The notice states the intent of the Board of Supervisors to amend the budget and includes a brief synopsis of the proposed budget amendments.

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

INTRODUCTION OF RESOLUTION - Receipt of Request to Amend the FY 2022-23 Annual Fiscal Plan to Return Surplus Personal Property Taxes to Taxpayers.

This Board paper introduces for advertisement and a public hearing on December 13, 2022, a resolution to amend the annual fiscal plan for FY 2022-23 to return surplus personal property taxes to taxpayers, in accordance with the tax relief ordinance adopted by the Board of Supervisors on July 26, 2022.

Pursuant to Virginia Code Section 15.2-2507, the County may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year. Amendments that exceed one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing notice of a meeting and public hearing once in a newspaper having general circulation in the County at least seven days prior to the meeting date. The notice states the intent of the Board of Supervisors to amend the budget and includes a brief synopsis of the proposed budget amendments.

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

RESOLUTION - Receipt of Audited Annual Financial Report for Fiscal Year Ended June 30, 2022, and Acknowledgement of Discharge of Duties and Responsibilities by Audit Committee.

This Board paper receives the Annual Financial Report of the County for the fiscal year ended June 30, 2022, including the Schedule of Expenditures of Federal Awards, as audited by Cherry Bekaert LLP, Certified Public Accountants. Representatives of the firm will be present and available for comment regarding this report. In addition, this Board paper acknowledges the discharge of duties and responsibilities by the Audit Committee.

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

RESOLUTION - Signatory Authority - Amendment to Contract - Henrico Indoor Sports Facility - Audio-Visual, Broadcast, Acoustic, & Security Camera Project.

This Board paper would authorize an amendment to the County's contract with TSC Management, LLC, to provide turnkey installation services of audio-visual, broadcast, acoustic, and security camera equipment and systems for the Henrico Indoor Sports

Facility. Due to a combination of factors, including equipment cost increases and identified gaps in the original audio-visual and acoustic design that needed to be addressed, this contract amendment increases the not-to-exceed contract amount to \$4,792,694.

The Director of Information Technology, the Executive Director of the Sports and Entertainment Authority, and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority - Amendments to Water Agreement - Scout Development LLC - Varina District.

This Board paper grants the County Manager signatory authority to execute amendments to the water agreement with Scout Development LLC.

The proposed amendments remove portions that are no longer relevant and adjust water quantities and water delivery pressure to the property under the agreement as an increase in water pressure is required to meet the operational needs of Scout's facilities.

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

RESOLUTION - Signatory Authority - Water and Sewer Agreements - Scout Development LLC - Varina District.

This Board paper grants the County Manager signatory authority for Water and Sewer Agreements with Scout Development LLC.

The terms of the agreements include:

1. The County will provide up to 0.5 million gallons of water capacity per day with peak day flow rates up to 3.0 million gallons per day for Scout's project when complete.
2. The County will apply water and sewer credits to Scout in an amount equal to the water and sewer connection fees due on the Property in accordance with the Henrico County Code.
3. The County is currently undertaking the construction of certain off-site infrastructure improvements to be designed and delivered by the County's Department of Public Utilities, which infrastructure improvements will benefit the properties located in the White Oak Technology Park.

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

RESOLUTION - Acceptance of Roads - River Mill - Fairfield District.

This Board paper would accept the following named and described sections of roads into the County road system for maintenance:

0.22 miles of Ashton Poole Place – Fairfield District
0.10 miles of Carrie Mill Crossing (Section 2) – Fairfield District
0.05 miles of Carrie Mill Crossing (Section 3) – Fairfield District
0.06 miles of Darre Hall Court – Fairfield District
0.15 miles of Farmstead Mill Drive – Fairfield District
0.41 miles of Little Five Loop (Section 2) – Fairfield District
0.18 miles of Little Five Loop (Section 3) – Fairfield District
0.13 miles of Macs Way – Fairfield District
0.20 miles of Pointer Holly Path – Fairfield District
0.17 miles of Porter Park Lane – Fairfield District
0.33 miles of Rivermere Lane – Fairfield District
0.09 miles of Sweet Azalea Row – Fairfield District
0.13 miles of Tin Roof Way (Section 2) – Fairfield District
0.03 miles of Tin Roof Way (Section 3) – Fairfield District

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