

**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, May 28, 2024, at 4:00 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:

- |                  |  |
|------------------|--|
| 4:00 - 4:10 p.m. | Girls for Change Introduction          |
| 4:10 - 4:30 p.m. | Public Works Projects Update           |
| 4:30 - 5:00 p.m. | Comprehensive Plan Update – Phase 1    |
| 5:00 - 5:15 p.m. | Review of Regular Meeting Agenda Items |

*Tanya N. Brackett*

Tanya N. Brackett, CMC  
Clerk, Henrico County Board of Supervisors  
May 23, 2024

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**May 28, 2024**  
**6:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF MINUTES** – May 14, 2024, Regular and Special Meetings

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**PUBLIC HEARING ITEMS**

- 165-24            Ordinance - To Allow Alternative Bond Requirements for Certain Public Contracts by Adding Section 16-50 Titled "Indefinite Delivery or Quantity Contract Performance and Payment Bonds" to Article II of Chapter 16 of the Code of the County of Henrico.
- 166-24            Ordinance - To Expand Eligibility for the RECAP Program by Amending and Reordaining Section 20-93 Titled "RECAP established; qualifications; amount of tax cap" of the Code of the County of Henrico.
- 167-24            Ordinance - To Raise the Threshold and Deduction for Business License Taxes from \$500,000 to \$1,000,000 by Amending and Reordaining the Following Sections of the Code of the County of Henrico Titled:
- 20-414 "Enumerated; amount of license tax"
  - 20-416 "Scientific research and development services"
  - 20-446 "Enumerated; amount of license tax"
  - 20-475 "Enumerated; amount of tax"
  - 20-506 "Tax on owners and operators"
  - 20-507 "Tax on promoters generally"
  - 20-509 "Tax on promoters of athletic contests or races"
  - 20-531 "Levy of tax; amount"
  - 20-559 "Amount of tax"
  - 20-560 "Speculative builders"
  - 20-600 "Hotels"
  - 20-601 "Restaurants, soda fountains and similar businesses"
  - 20-624 "Small loan companies"
  - 20-625 "Persons other than small loan companies lending money for purchase of chattels secured by liens; purchasers of conditional sales contracts"
  - 20-626 "Other moneylenders"
  - 20-627 "Persons making first mortgage loans or purchasing mortgage notes"
  - 20-648 "Amount of tax"
  - 20-650 "Commission merchants"
  - 20-691 "License required; tax basis"
  - 20-692 "Amount of tax"
  - 20-793 "Term defined; amount of tax"
  - 20-818 "Amount of tax on persons furnishing water"

20-819 “Amount of tax on persons furnishing heat, light and power, and gas”  
and  
20-821 “Amount of tax for telephone and telegraph businesses”

168-24 Ordinance - Vacation of Drainage and Utility Easement - Chatsworth  
Subdivision - 1606 Wood Grove Circle - Tuckahoe District.

169-24 Resolution - Signatory Authority - Amendment and Extension of Lease of  
County Property - 7160 Gill Dale Road - Varina District.

## **PUBLIC COMMENTS**

### **GENERAL AGENDA**

170-24 Introduction of Resolution - Receipt of Requests for Amendments to  
FY 2023-24 Annual Fiscal Plan - June 2024.

171-24 Introduction of Resolution - Receipt of Requests for Amendments to  
FY 2023-24 Annual Fiscal Plan for Public Works Projects - June 2024.

172-24 Resolution - Signatory Authority - Contract Amendment for Construction  
Services - Jail West Kitchen Renovation - Brookland District.

173-24 Resolution - Signatory Authority - Acquisition of Real Property - 3001 Peyton  
Street - Fairfield District.

174-24 Resolution - Award of Contract - Portable RAS Pump Project - Water  
Reclamation Facility - Varina District.

175-24 Resolution - Authorization to Apply for Defense Community Infrastructure  
Program Grant - Varina District.

176-24 Resolution - Acceptance of Road - Fry’s Landing - Three Chopt District.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
May 28, 2024**

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**PUBLIC HEARING ITEMS**

**ORDINANCE - To Allow Alternative Bond Requirements for Certain Public Contracts by Adding Section 16-50 Titled "Indefinite Delivery or Quantity Contract Performance and Payment Bonds" to Article II of Chapter 16 of the Code of the County of Henrico.**

This ordinance would provide the County flexibility with small job order contracting projects to allow contractors to furnish performance and payment bonds equal to the dollar amount of individual task orders as opposed to the overall contract amount.

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

**ORDINANCE - To Expand Eligibility for the RECAP Program by Amending and Reordaining Section 20-93 Titled "RECAP established; qualifications; amount of tax cap" of the Code of the County of Henrico.**

This ordinance expands eligibility for the RECAP Program by increasing the gross combined income limit from \$105,000 to \$125,000 and the net combined financial worth limit from \$700,000 to \$750,000. The change would take effect January 1, 2025.

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

**ORDINANCE - To Raise the Threshold and Deduction for Business License Taxes from \$500,000 to \$1,000,000 by Amending and Reordaining the Following Sections of the Code of the County of Henrico Titled:**

- 20-414 "Enumerated; amount of license tax"
- 20-416 "Scientific research and development services"
- 20-446 "Enumerated; amount of license tax"
- 20-475 "Enumerated; amount of tax"
- 20-506 "Tax on owners and operators"
- 20-507 "Tax on promoters generally"
- 20-509 "Tax on promoters of athletic contests or races"
- 20-531 "Levy of tax; amount"
- 20-559 "Amount of tax"
- 20-560 "Speculative builders"
- 20-600 "Hotels"
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- 20-624 "Small loan companies"
- 20-625 "Persons other than small loan companies lending money for purchase"

**of chattels secured by liens; purchasers of conditional sales contracts”**  
**20-626“Other moneylenders”**  
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**20-692“Amount of tax”**  
**20-793“Term defined; amount of tax”**  
**20-818“Amount of tax on persons furnishing water”**  
**20-819“Amount of tax on persons furnishing heat, light and power, and gas”**  
**and**  
**20-821“Amount of tax for telephone and telegraph businesses”**

This ordinance increases the threshold for imposition of business licenses taxes from \$500,000 to \$1,000,000. Under the new threshold, businesses earning \$1,000,000 or less would not have to pay business license taxes to the County. Similarly, businesses making over \$1,000,000 would be able to deduct \$1,000,000 from their earnings before calculating the amount of their business license tax.

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

**ORDINANCE - Vacation of Drainage and Utility Easement - Chatsworth Subdivision - 1606 Wood Grove Circle - Tuckahoe District.**

This ordinance would vacate the drainage and utility easement in the rear of Lot 17, Block B, Section C in the Chatsworth subdivision in the Tuckahoe District, also known as 1606 Wood Grove Circle. The homeowner wishes to build a detached garage in the rear that would encroach on the existing drainage and utility easement.

The Real Property Division processed the requested vacation through the Departments of Planning, Public Works, and Public Utilities without objection. The Director of Real Property recommends approval of the Board paper; the County Manager concurs.

**RESOLUTION - Signatory Authority - Amendment and Extension of Lease of County Property - 7160 Gill Dale Road - Varina District.**

This Board paper authorizes the County Manager to execute an amendment to the deed of lease with Verinas Farms, Incorporated (“Verinas Farms”) for the farming of 76.26 acres at 7160 Gill Dale Road. The lease would extend the current lease until the end of the current growing season, with the new term beginning August 1, 2024, and ending December 31, 2024. Verinas Farms will pay a total rent of \$787 for the new term at the time of execution of the amendment. The extension will be subject to the terms and conditions of the existing lease.

Verinas Farms also leases approximately 36 acres on a neighboring parcel owned by the School Board, and the School Board will consider extending the lease on its land on the same terms.

The Directors of Real Property and Recreation and Parks recommend approval of this Board paper; the County Manager concurs.

## **PUBLIC COMMENTS**

### **GENERAL AGENDA**

#### **INTRODUCTION OF RESOLUTION - Receipt of Requests for Amendments to FY 2023-24 Annual Fiscal Plan - June 2024.**

This Board paper introduces for advertisement and a public hearing on June 11, 2024, a resolution to amend the annual fiscal plan for FY 2023-24. The requested amendments are shown in a list dated May 21, 2024, 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 Requests for Amendments to FY 2023-24 Annual Fiscal Plan for Public Works Projects - June 2024.**

This Board paper introduces for advertisement and a public hearing on June 11, 2024, a resolution to amend the annual fiscal plan for FY 2023-24 for public works projects. The requested amendments are shown in a list dated May 21, 2024, 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.

**RESOLUTION - Signatory Authority - Contract Amendment for Construction Services - Jail West Kitchen Renovation - Brookland District.**

On October 24, 2023, the Board of Supervisors awarded a contract in the amount of \$1,469,000 to Virtexco Corporation for construction services for the Jail West Kitchen Renovation project.

Additional construction services are needed to continue the project. A lump sum fee of \$381,000 has been negotiated for the additional work, and the Board's approval is required because this amendment would increase the original contract amount by more than 15% to a total of \$1,850,000.

This Board paper appropriates \$381,000 of additional funding for the project and authorizes the County Manager to execute a contract amendment in a form approved by the County Attorney for the additional services provided by Virtexco Corporation.

The Director of General Services, Sheriff, and Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

**RESOLUTION - Signatory Authority - Acquisition of Real Property - 3001 Peyton Street - Fairfield District.**

This Board paper authorizes the acquisition of an 8.356-acre parcel known as 3001 Peyton Street for use in a future transportation project. The owner, Laydown Yard LLC, has agreed to sell the property for \$800,000.

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

**RESOLUTION - Award of Contract - Portable RAS Pump Project - Water Reclamation Facility - Varina District.**

This Board paper awards a fixed price contract for \$780,272 to WACO, Inc. for the Water Reclamation Facility Plant RAS Pump Stations Portable RAS Pump project. The purpose of the project is to replace failing infrastructure that is required to treat wastewater in accordance with federal and state regulations.

Work on the project is anticipated to begin in August 2024 and be completed within 300 calendar days. Funding will be provided by the Water and Sewer Revenue Fund.

Two bids were received on April 29, 2024, in response to Invitation to Bid No. 24-2656-3JEC and Addenda Nos. 1, 2, and 3:

<u>Bidders</u>	<u>Bid Amounts</u>
WACO, Inc. Sandston, VA	\$780,272
American Contracting and Environmental Services, Inc. Marriottsville, MD	\$1,159,000

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

Funding to support the contract is available within the project budget. The Directors of Public Utilities and Purchasing recommend approval of the Board paper, and the County Manager concurs.

**RESOLUTION - Authorization to Apply for Defense Community Infrastructure Program Grant - Varina District.**

This Board paper authorizes the Director of Public Works to apply for up to \$10.5 million in grant funds from the Defense Community Infrastructure Program (“DCIP”) of the U. S. Department of Defense for fiscal year 2024. The DCIP grant addresses deficiencies in community infrastructure that are supportive of a military installation, enhance military value, enhance installation resilience, enhance military family quality of life, and support the training of cadets at covered educational institutions.

The County has identified the Beulah Road Relocation Project as an eligible project. The project includes the design and construction of approximately 3,700 linear feet of new alignment between La France Road and Portugee Road, and improvements to approximately 5,000 linear feet of La France Road near the existing intersection with Beulah Road. The project will benefit the Virginia Army National Guard (“VAARNG”) and the Capital Region Airport Commission (“CRAC”) by accommodating future relocation and expansion of facilities.

The cost estimate of the project is \$15 million, and the DCIP grant will fund up to 70 percent of the cost of the project. The VAARNG will fund 15 percent of the project, and CRAC will fund 7.5 percent. The County will fund the remaining 7.5 percent, up to \$1.125 million.

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



**RESOLUTION - Acceptance of Road - Fry's Landing - Three Chopt District.**

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

0.16 miles of Fry Landing Drive

0.16 miles - Total

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