

COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
REGULAR MEETING  
June 11, 2024

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, June 11, 2024, 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  
Daniel J. Schmitt, Vice-Chairman, Brookland District  
Roscoe D. Cooper, III, Fairfield District  
Misty D. Whitehead, Three Chopt District  
Jody K. Rogish, Tuckahoe District

**Other Officials Present:**

John A. Vithoulikas, County Manager  
Andrew R. Newby, County Attorney  
Tanya N. Brackett, CMC, Assistant to the County Manager/Clerk to the Board  
Michael Y. Feinmel, Deputy County Manager for Public Safety  
W. Brandon Hinton, Deputy County Manager for Administration  
Monica Smith-Callahan, Deputy County Manager for Community Affairs  
Steven J. Yob, Deputy County Manager for Community Operations  
Ben A. Sheppard, Director of Public Relations

Steve Boots, Chaplain for the Henrico Police Division, delivered the invocation.

On motion of Mr. Schmitt, seconded by Mr. Rogish, the Board approved the minutes of the May 28, 2024, Regular and Special meetings.

The vote of the Board was as follows:

Yes: Nelson, Schmitt, Cooper, Whitehead, Rogish

No: None

**MANAGER'S COMMENTS**

Mr. Vithoulikas recognized the County Manager's Office three Summer Interns: Trey Lipscombe, a rising Senior at Glen Allen High School; Makenzie Nelson, a rising Senior at Henrico High School; and Anushri Ramesh, a rising Junior at Maggie Walker Governor's School. The students are currently working on a number of projects. The Manager asked each intern to take a minute and tell the Board what they hope to get out of their experience this summer. Trey thanked the Manager and stated he hopes to get a better understanding of the law and what happens in the Administration Building. He also hopes to have the opportunity to speak with each Board member and get a better understanding

of the work they do. Mackenzie hopes to understand lobbying and public affairs and Anushri hopes to understand creating policy for change within our County. The Manager thanked the interns for spending the summer with us.

Mr. Vitoulkas recognized this month we celebrate Pride Month, during which we celebrate the diversity, resilience, and contributions of the LGBTQ+ community within Henrico County. It is a time to honor the individuals whose unwavering commitment and courage have made significant impacts on our community. Today, we have the privilege of acknowledging one such individual whose legacy continues to inspire and uplift us all: Alexis Piero.

Alexis, who sadly passed away in November, was a beacon of hope and strength throughout Henrico Area Mental Health & Developmental Services and the County. Alexis was one of the first peer counselors hired in the Adult Outpatient Substance Use Unit, a role she embraced with remarkable passion and dedication for four impactful years. Her ability to connect deeply with those seeking help for substance use disorders was rooted in her own story of hope and resilience, allowing her to break down barriers and provide invaluable support. She also contributed to the Visible: Behavioral Health Equity in Henrico YouTube series.

Alexis's contributions were recognized at the state level when she received the Pioneer Peer Award from the Virginia Department of Behavioral Health & Developmental Services in 2023. This award highlighted her extraordinary ability to educate, assist, and advocate for individuals with substance use disorders, particularly those who identify as part of the LGBTQ+ community. Her work in this area was transformative, providing a lifeline to many who have faced significant challenges in accessing care and support.

Alexis will be inducted posthumously into the Henrico Area CSB Mary Ann Bergeron Hall of Fame on Thursday, June 20. This prestigious recognition is a testament to her enduring legacy and the profound impact of her work. As we continue to celebrate Pride Month, Alexis's story is a powerful reminder of the importance of compassion, advocacy, and the relentless pursuit of a better future for all. We invite everyone to visit the resources, programs, and engagement available through the Henrico County Public Library and on County webpages.

### **BOARD OF SUPERVISORS' COMMENTS**

Mr. Nelson recognized Henrico County will host its fourth annual Juneteenth celebration at Dorey Park on Saturday, June 15, for everyone to enjoy a day of family fun, support over 150 Black-owned businesses, and take part in a community art project. County offices will also be closed on Wednesday, June 19, in observance of this holiday.

Juneteenth, often referred to as our country's second Independence Day, commemorates a pivotal moment in American history. While the Emancipation Proclamation was signed by President Abraham Lincoln and went into effect on January 1, 1863, it was not until June 19, 1865, that the last enslaved African Americans in the westernmost Confederate state of Texas learned of their freedom. This delay was a result of deliberate withholding of information, a stark reminder of the struggles faced by African Americans even after emancipation was declared.

On June 19, 1865, Union troops arrived in Galveston Bay, Texas, with the long-awaited news that the war had ended and that all enslaved people were now free. This day, known as Juneteenth, symbolizes the end of slavery in the United States and the enduring spirit of resilience and hope in the African American community.

Juneteenth is an important acknowledgement of the deep and lasting impact of slavery on our nation's history. It honors the strength and perseverance of those who fought tirelessly for freedom and equality. Our celebration at Dorey Park will be a time for celebration, reflection, education, and community.

Everyone is invited to join us at Dorey Park on June 15 as we commemorate this significant day in our nation's history. Together, we can ensure that the spirit of Juneteenth lives on, inspiring future generations to continue the work of building a more just and equitable society.

### **RECOGNITION OF NEWS MEDIA**

Mr. Nelson recognized Lyndon German with *VPM News*.

### **APPOINTMENTS**

177-24                      Resolution - Appointment of Members - Sports and Entertainment Authority of Henrico County, Virginia.

On motion of Mr. Cooper, seconded by Mr. Schmitt, and by unanimous vote, the Board approved this item – see attached resolution.

### **PUBLIC HEARINGS - REZONING CASES AND PROVISIONAL USE PERMITS**

115-22                      Markel | Eagle Advisors, LLC: Request to conditionally rezone from A-1  
REZ2022-                      Agricultural District to R-5AC General Residence District (Conditional)  
00002                      part of Parcels 733-778-7649 and 734-777-3893 containing 46.599 acres  
Three Chopt                      located at the southwest intersection of Pouncey Tract Road (State Route  
271) and Wyndham West Drive.

Mr. Vithoukas announced the applicant has requested a deferral to the August 13, 2024, meeting.

Mr. Nelson questioned if there was a cap on the number of deferrals. Joe Emerson, Director of Planning, explained there is no cap on deferral requests from the applicant.

Ms. Whitehead noted there is no detriment to the County in deferring this item. Mr. Emerson stated that was correct.

On motion of Ms. Whitehead, seconded by Mr. Cooper, and by unanimous vote, the Board deferred this item to the August 13, 2024, meeting.

The vote of the Board was as follows:

Yes: Nelson, Schmitt, Cooper, Whitehead, Rogish

No: None

151-24  
REZ-2023-  
100258  
Brookland

Costco Wholesale Corp.: Request to conditionally rezone from O-2C Office District (Conditional), B-2C Business District (Conditional), and B-3C Business District (Conditional) to B-3C Business District (Conditional) Parcels 754-758-1687, 754-758-7677, 754-759-3406, and 754-759-7616 containing 17.81 acres located at the northwest intersection of W. Broad Street (U.S. Route 250) and Springfield Road (State Route 157).

John Owens, a resident of the Brookland District, supports the proposal, but raised concerns about remediation of the tanks at the existing fueling site.

Ben Edwards, President of the Springfield Homeowners Association, raised concerns with the traffic on Stillman Parkway. He likes what Costco is doing and thanked whoever has been working to get Telsa to move the vehicles they have parked on the Parkway.

Another resident of the Homeowners Association shared the same concerns with the traffic on Stillman Parkway.

Matt Roberts, on behalf of Costco, stated the existing fuel tanks will be demolished and removed, and they will follow the procedures of DEQ.

Philip Prior, with Colliers Engineering, spoke via Webex and stated the tanks will be removed and will be remediated.

Mr. Schmitt asked Mr. Roberts to explain why the case was deferred from the May 14 meeting. He explained they had several conversations regarding the sidewalk in the area and have landed on a direct commitment in constructing a sidewalk on the west side of the property. They are currently working through the sidewalk adjustments on the north side of the property. Mr. Emerson confirmed Springfield Road and West Broad are VDOT roads. He shared a map of the property to clarify for the community the area where the confirmed segment of sidewalks will be on the property.

Mr. Schmitt clarified the sidewalk will go all the way and will complete the package for residents to walk safely along Springfield Road to Broad Street to the bus stop.

Mr. Schmitt requested Terrell Hughes, Director of Public Works, to speak on traffic on Stillman Parkway, particularly the parking on the sidewalk from Telsa and the danger of coming out of the apartment complex. Mr. Hughes explained the Traffic Engineer will restrict parking on Stillman. He also indicated the possibility of using other traffic calming programs, like speed cushions. Mr. Schmitt explained these are all issues they have addressed, noting he would like to make Stillman as least attractive as

possible to cut through traffic.

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

1. **Conceptual Plan:** The subject property shall be developed in general conformance with Exhibit A, attached (see case file), prepared by Colliers Engineering & Design, and dated as of May 1, 2024 (the "Concept Plan"). The exact locations, footprints, configurations, size, and details of the buildings, drives, parking areas, automobile filling stations, stormwater management and BMP facilities, and other improvements shown on the Concept Plan are illustrative, subject to change, and may be updated from time to time as required for final engineering designs, compliance with governmental regulations, or as otherwise approved at the time of Plan of Development Review.
2. **Automobile Filling Station Architecture:** Any automobile filling stations and related canopy structures constructed on the subject property shall be developed in general conformance with the architectural style depicted on Exhibit B attached (see case file), prepared by MG2, and dated as of August 22, 2023 (the "Canopy Elevation Plan"). The exact locations, materials, footprints, configurations, size, and details of the automobile filling stations shown on the Canopy Elevation Plan are illustrative, subject to change, and may be updated from time to time as required for final engineering designs, compliance with governmental regulations, or as otherwise approved at the time of Plan of Development Review. Any signage shown on the Canopy Elevation Plan is illustrative only, and any signage provided on an automobile filling station canopy shall be as permitted by the Zoning Ordinance.
3. **Landscaping Plan:** Landscaping and buffering of the subject property shall be provided in general conformance with Exhibit C, attached (see case file), prepared by Colliers Engineering & Design, and dated as of February 14, 2024 (the "Landscape Plan"), and may include supplemental plantings, berms, retaining walls, and/or fencing as approved at the time of Plan of Development Review. Roads, sidewalks, utility easements (including drainage), commonly owned fencing or walls adjacent to a road or drive, and signage at an entrance to the subject property shall be permitted within a transitional buffer; provided any road, drive, or utility easement shall be oriented to be generally perpendicular through a buffer, except as otherwise shown on the Concept Plan or approved at the time of Plan of Development Review. Transitional buffers shall not be required between separate tax map parcels within the subject property. The exact locations, materials, footprints, configurations, size, and details of any landscaping and buffering shown on the Landscape Plan are illustrative, subject to change, and may be updated from time to time as required for final engineering designs, compliance with

governmental regulations, or as otherwise approved at the time of Plan of Development Review.

4. **Warehouse Building Expansion Architecture:** The expansion of the existing Costco warehouse building on the subject property (the "Building Expansion") shall be developed in general conformance with the architectural style for the "Area of Work" depicted on Exhibit D attached (see case file), prepared by MG2, and dated as of September 8, 2023 (the "Warehouse Expansion Elevation Plan"). The exact locations, materials, footprints, configurations, size, and details of the Building Expansion shown on the Warehouse Expansion Elevation Plan are illustrative, subject to change, and may be updated from time to time as required for final engineering designs, compliance with governmental regulations, or as otherwise approved at the time of Plan of Development Review. Notwithstanding the foregoing, the architectural style and materials of the Building Expansion shall be similar to, and compatible with, the existing warehouse building. Any signage shown on the Warehouse Expansion Elevation Plan is illustrative only, and any signage provided for the existing warehouse building or the Building Expansion shall be as permitted by the Zoning Ordinance.
5. **Existing and Interim Uses and Structures:** Existing structures and parking areas located on the subject property may be demolished or remain in use until such time as the subject property is redeveloped in accordance with REZ2023-100258 and these Proffers for Conditional Rezoning. Except as otherwise provided in Proffer 6, any use permitted in the "B-3 Business District" shall be permitted on the subject property as an interim use, subject to the requirements of the Henrico County Zoning Ordinance and other applicable laws, rules, and regulations.
6. **Use Restrictions:** The subject property may not be used for the following purposes:
  - a. Funeral home;
  - b. Helicopter landing facility;
  - c. Passenger terminal, surface transportation;
  - d. Adult Uses;
  - e. Indoor shooting range;
  - f. Alternative lending institution;
  - g. Automotive painting and body shop;
  - h. Automotive repair, provided, however, that automotive parts and installation and minor servicing shall be a permitted use of the subject property;
  - i. Commercial fuel depot;
  - j. Commercial vehicle repair, maintenance;
  - k. Fleet terminal;
  - l. Towing or wrecker service;
  - m. Contractor services;

- n. General industrial service and repair; and
- o. Laundry, dry cleaning, and carpet cleaning plants.

7. **Hours of Operation:** The following hours of operations for services to the general public shall be applicable to the subject property:
  - a. Except for an automobile filling station, all permitted uses on the subject property may be conducted between the hours of 9:30 A.M. and 8:30 P.M., seven days per week; provided, however, on holidays such uses may be conducted between the hours of 8:30 A.M. and 8:30 P.M.
  - b. Any automobile filling station use may be conducted between the hours of 6:00 A.M. and 9:30 P.M., seven days per week.
8. **Hours of Construction:** Construction or demolition activities related to the redevelopment of the subject property in accordance with REZ2023-100258 and these Proffers for Conditional Rezoning shall be limited to the hours of 7 A.M. to 7 P.M.
9. **Springfield Road Sidewalk (Southern Segment):** - Subject to all applicable governmental approvals, a minimum five (5) foot wide sidewalk for pedestrian access shall be constructed along the subject property's Springfield Road frontage between W. Broad Street and the right-in/right-out access along Springfield Road. The sidewalk may be constructed within existing landscaped area along the subject property's Springfield Road frontage. The final sidewalk location shall be determined at the time of Plan of Development review. If the sidewalk is not dedicated to the Virginia Department of Transportation for maintenance, then the owner, or its successors or assigns, shall dedicate a sidewalk easement to the County for such purposes.
10. **Springfield Road Sidewalk (Northern Segment):** - Subject to all applicable governmental approvals, a minimum five (5) foot wide sidewalk for pedestrian access shall be constructed along the subject property's Springfield Road frontage between the right-in/right-out access along Springfield Road and Huron Avenue (the "Northern Segment"). The sidewalk may be constructed within existing landscaped area along the subject property's Springfield Road frontage. The sidewalk shall not be required to be constructed in areas with steep grades in excess of five percent (5%) or in areas requiring the relocation or change in depth of existing utilities, traffic signal facilities, or storm drainages facilities. The final sidewalk location shall be determined at the time of Plan of Development review. If the sidewalk is not dedicated to the Virginia Department of Transportation for maintenance, then the owner, or its successors or assigns, shall dedicate a sidewalk easement to the County for such purposes. In the event the owner is not required to construct some or all of the sidewalk, as determined at the time of Plan of Development for the reasons specified herein, then upon the County's written request, the owner shall dedicate a portion of the subject property or convey an easement

of sufficient area along the Northern Segment, not to exceed nine (9) feet in width behind the existing curb (as of the time of this rezoning), to permit the County to build the sidewalk. In conjunction with such request, the County may request in writing reasonably necessary temporary construction easements to construct the sidewalk. Any easements granted to the County by the owner shall be on terms mutually agreeable.

The vote of the Board was as follows:

Yes: Nelson, Schmitt, Cooper, Whitehead, Rogish

No: None

178-24  
PUP-2024-  
100396  
Brookland

Janice Clifton: Request for a Provisional Use Permit under Sections 24-4205 and 24-4325.A of Chapter 24 of the County Code to expand a bed and breakfast use on parcels 771-767-7742, 771-767-9566, and 772-767-2363 located at the northeast intersection of Mountain Road and Old Washington Highway.

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

On motion of Mr. Schmitt, seconded by Ms. Whitehead, and by unanimous vote, the Board followed the recommendation of the Planning Commission and approved this item subject to the following conditions:

1. **Permitted Uses.** – The property must be used only for:
  - a. A one-family dwelling of the resident manager of the business located on the premises;
  - b. A bed and breakfast facility, including not more than eleven (11) guest rooms, with
    - i. Eight (8) individually booked guest rooms, and
    - ii. One (1) family-booked home, encompassing three (3) guest rooms; and
  - c. Gatherings for weddings, wedding receptions, anniversaries, birthdays, and meetings and receptions for civic groups, neighborhood groups, private individuals and groups.
    - i. For events that exceed 50 attendees, the Property must be utilized for uses permitted in Condition #1(c) no more than 60 times per calendar year.
2. **Food Preparation.** With the exception of meals for the owners, their guests and guests of the bed and breakfast facility, food preparation must be limited to cooking of meals for events located on the subject



property in accordance with State and Local regulations regarding food service. Off-premise distribution of food prepared on-site must be prohibited.

3. **Hours of Event Functions.** The hours of event operation for the uses described in Condition #1(c) must be limited to 8:00 a.m. and 11:00 p.m.
4. **Employees.** The maximum number of employees for the business located on the premises must not exceed twenty (20) employees at any one time. On-site employees must not exceed six (6) except during events identified in Condition #1(c).
5. **Meals.** No more than two (2) meals may be served daily to bed and breakfast guests.
6. **Parking.** Parking on the property must be located in the areas designated for such on the Conceptual Plan marked Attachment A (see case file). The Property Owners must take appropriate action to ensure the appropriate care and maintenance of the parking area, and corrective action must be taken if dirt or mud is tracked onto public roads.
7. **Structural Changes.** Except as required by building and health codes, there must be no substantial exterior structure changes to the building on the Property other than those identified on Conceptual Plan marked Attachment A (see case file). Those structural changes permitted must be limited to the following, unless otherwise approved by the Director of Planning:

a. **Property identified as GPIN 771-767-9566:**

- i. An addition to the rear of the principal dwelling not to exceed 2,160 square feet to provide only for additional bedrooms, support and storage spaces, and a commercial kitchen, for the bed and breakfast facility;
- ii. A covered breezeway connecting the sunroom or Florida room to the principal dwelling which breezeway must be at least 10 feet from eave line to eave line and made of material similar to the principal dwelling; and
- iii. An addition to "the cottage" or building at the rear of the property not to exceed 270 square feet and may include the addition of a commercial kitchen.
- iv. The exterior façade of the front of the principal building must not be changed. Additions to the principal structure must only attach to the rear of the structure.

b. **Property identified as GPIN 772-767-2363:**

- i. An addition to the rear of the principal dwelling not to exceed 250 square feet to allow a kitchen expansion and additional bathroom.
  - ii. A walkway connecting the two properties, identified as GPIN 771-767-9566 and 772-767-2363 on the Conceptual Plan marked Attachment A.
  - iii. The two exterior structures labeled "garage" and "chicken house" may be repaired or removed but must not be replaced with new structures.
  - iv. The exterior façade of the front of the principal building must not be changed. Additions to the principal structure must only attach to the rear of the structure.
8. **Event Areas & Tents.** The total area of tents for any gathering on the property (as described in Condition #1(c)) must not exceed 3,300 square feet. The location of tents must be in the rear yard as shown on the Conceptual Plan marked Attachment A (see case file).
9. **Other Regulations.** The constructed space, tents, and food preparation service must comply with all County and State regulations and coordinate with the appropriate County and State agencies.
10. **Signage.** There must be no more than one (1) sign installed on the Property near Mountain Road as shown on the Conceptual Plan. The sign must be no more than twelve (12) square feet in size and no more than seven (7) feet in height. If illuminated, the sign must be lighted by ground-mounted floodlights.
11. **Public Address & Music.** The use of amplified music, speakers, or paging systems outdoors must be in coordination with uses permitted in Condition #1(c) and must only be permitted in accordance with the following:
  - a. Speakers must contain full volume controls.
  - b. Amplified music or speakers must only be permitted:
    - i. Friday between 5:00 p.m. and 11:00 p.m.
    - ii. Saturday between 12:00 p.m. and 11:00 p.m.
    - iii. Sunday between 12:00 p.m. and 11:00 p.m.
  - c. The property owner must limit the amplification of sound to the minimum level necessary to accommodate guests and must minimize or prevent sound from being heard beyond the property boundaries.
    - i. Speakers must be located a minimum of 50' from the property lines.

12. **Access.** All vehicular access to or from the subject Property must be limited to two points of access to Mountain Road and one to Old Washington Highway. Additional vehicular connections between GPINs 771-767-9566 and 772-767-2363 are not permitted.
13. **Alcoholic Beverages.** Any serving of alcoholic beverages on the premises must comply with all regulations of the Virginia Beverage Control Board.
14. **Landscaping Plan.** The property owner must submit to the County within 60 days of approval of the Provisional Use Permit a landscaping plan to include a decorative fence and streetscaping along the north line of Mountain Road subject to the Zoning Ordinance. The landscaping and fencing must be installed within 120 days of plan approval, unless otherwise extended by the Director of Planning.
15. **Natural Buffers & Landscaping.** As shown on the Conceptual Plan marked Attachment A (see case file), the wooded areas identified must remain in their natural state except for the landscaping including a decorative fence to be installed along the north line of Mountain Road pursuant to condition #14 above, unless otherwise approved by the Director of Planning.

The vote of the Board was as follows:

Yes: Nelson, Schmitt, Cooper, Whitehead, Rogish

No: None

179-24  
PUP-2024-  
100425  
Fairfield

Springdale Park Outparcels LLC: Request to amend Provisional Use Permit PUP2020-00025 under Sections 24-4205 and 24-4318 of Chapter 24 of the County Code to allow an additional drive-through service window on parcel 803-736-2259 located on the west line of Mechanicsville Turnpike (U.S. Route 360) approximately 200' south of its intersection with Neale Street.

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

On motion of Mr. Cooper, seconded by Mr. Rogish, and by unanimous vote, the Board followed the recommendation of the Planning Commission and approved this item subject to the following conditions:

1. Condition 2 of PUP2020-00025 is hereby revised as follows. All other conditions shall remain in full force and effect:

Drive-Through Service Windows. There shall be no more than one drive-through service window on the subject property, and a total of two on the overall property subject to PUP2020-00025. The service window shall only be allowed for a fast-food or fast-casual

restaurant, specialty coffee, specialty beverage or pastry, bank, pharmacy, or dry cleaner. Any drive-through service window shall be designed to minimize negative impacts to the pedestrian environment and shall be accessed from the site's internal roadways, unless otherwise approved at the time of Plan of Development review. This use shall also comply with one of the following architectural requirements: (i) the architecture of the building complements the architecture of the buildings in the age-restricted land bay and the multifamily land bay in accordance with the architectural standard for those land bays as set forth in the proffered Pattern Book and such architecture is approved by the Director of Planning at the time of Plan of Development review, (ii) another architectural building style approved by the Director of Planning at the time of Plan of Development review.

The vote of the Board was as follows:

Yes: Nelson, Schmitt, Cooper, Whitehead, Rogish

No: None

### **PUBLIC HEARING ITEMS**

180-24 Resolution - Amendments to FY 2023-24 Annual Fiscal Plan - June 2024.

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

On motion of Mr. Schmitt, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached resolution.

181-24 Resolution - Amendments to FY 2023-24 Annual Fiscal Plan for Public Works Projects - June 2024.

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

On motion of Ms. Whitehead, seconded by Mr. Cooper, and by unanimous vote, the Board approved this item – see attached resolution.

182-24 Resolution - Signatory Authority - Conveyance of Real Property - Varina District.

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

On motion of Mr. Nelson, seconded by Mr. Cooper, and by unanimous vote, the Board approved this item – see attached resolution.

### **PUBLIC COMMENTS**

Anne Gibbons, a resident of the Fairfield District, congratulated the Board on the innovative initiatives to address affordable housing in the community. She asked the

County to be mindful of climate change and air/water quality during the process of approving a new Comprehensive Plan.

Melissa Thomas, a resident of the Fairfield District and a member of Mothers Out Front, advocated for consideration of climate change in the new Comprehensive Plan and more community engagement.

Walter Horn, a resident of the Varina District, voiced concerns about the flat sewer fee applicable to his property and utility billing.

Aileen Rivera, a resident of the Varina District, asked for more community engagement in drafting the new Comprehensive Plan.

### **GENERAL AGENDA**

183-24 Introduction of Resolution - Amendment to FY24-25 Annual Fiscal Plan to Establish Affordable Housing Trust Fund - June 2024.

On motion of Ms. Whitehead, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached introduction of resolution.

184-24 Resolution - Amendments to FY 2023-24 Annual Fiscal Plan - Elementary School Replacement Project Shortfall Funding - June 2024.

On motion of Mr. Schmitt, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached resolution.

185-24 Resolution - Authority to Submit Henrico County Plan for the Virginia Juvenile Community Crime Control Act (2024 - 2026).

On motion of Mr. Cooper, seconded by Ms. Whitehead, and by unanimous vote, the Board approved this item – see attached resolution.

186-24 Resolution - Acquisition of Right-of-Way and Easements - Level Green Lane - Magellan Parkway Improvements Project - Fairfield District.

On motion of Mr. Cooper, seconded by Mr. Schmitt, and by unanimous vote, the Board approved this item – see attached resolution.

187-24 Resolution - Award of Contract - Tuckahoe Creek Trunk Sewer - Phase I - Three Chopt District.

On motion of Ms. Whitehead, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached resolution.

188-24 Resolution - Award of Contract - Sadler Road Improvements - Three Chopt District.

On motion of Ms. Whitehead, seconded by Mr. Rogish, and by unanimous vote, the Board approved this item – see attached resolution.


**ADDED BY UNANIMOUS CONSENT**

189-24            Resolution - Amendment of Section 457 Deferred Compensation Plan, Establishment of Section 401 Plan, and Contributions to Section 401 Plan on Behalf of the County Manager in Lieu of Other Compensation.

On motion of Mr. Schmitt, seconded by Mr. Rogish, and by unanimous vote, the Board approved adding item 189-24 to the agenda.

On motion of Mr. Cooper, seconded by Ms. Whitehead, and by unanimous vote, the Board approved this item – see attached resolution.

There being no further business, the meeting was adjourned at 7:44 p.m.

  
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Chairman, Board of Supervisors  
Henrico County, Virginia









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

Department 16 - General Services  
 16211 - Maintenance and Custodial \$ 1,629,000  
 0000 00000 To cover utility cost increases, and major repairs to compressors in various locations such as Tuckahoe Annex, Sandston Library, Mental Health East Center, Deep Run Recreation Center, Road Crew Building, Juvenile Courts, and Gayton Library, upgrades to the Building Automation System, and fire panel repairs. Resources will come from the General Fund balance.

Department 30 - Economic Development  
 30001 - Economic Development  
 0000 01043 - Greater Richmond Convention Center Authority \$ 2,750,000  
 Revenue from the Hotel/Motel Occupancy Tax is exceeding the estimate of \$18,650,000 included in the FY24 Annual Fiscal Plan. This \$2,750,000 increase will cover additional payments to the Greater Richmond Convention Center Authority (GRCCA) resulting from this additional revenue that has been received and is projected to be received through the end of the fiscal year. Payment will be made based on actual collections from the tax. Subsequently, the County's 2.0% local tax component (estimated at \$687,500 for this amendment) will come back to the County. In total, for FY24, the County expects to receive \$21,400,000 in Hotel/Motel Occupancy Taxes, reflecting an increase when compared to the prior fiscal year. These funds will be disbursed to the GRCCA.

Department 32 - Non-Departmental  
 32001 - Non-Departmental \$ 1,800,000  
 0000 00000 Participation in the County's Real Estate Assistance Program (REAP) is forecasted to exceed the FY24 appropriation of \$11,500,000. As a result of the increased popularity of this program, additional funding is required. Funding for the program is to come from the undesignated Fund balance in the General Fund. This amendment will increase the total appropriation for REAP in FY24 to \$13,300,000.

4220 00000 - Capital Trees 50,000  
 0000 00000 To provide appropriation for Capital Trees, a 501(c)3 organization that works to improve green places through enhanced planning, planting, and maintenance. Resources will come from the General Fund balance.

Total Non-Departmental	\$ 1,850,000
Total GENERAL FUND	\$ 14,504,000

FUND 1102 – SPECIAL REVENUE FUND - State and Federal Grants - County

Department 04 - Circuit Court Clerk  
 04001 - Circuit Court Clerk  
 0000 05245 - Library of VA - Circuit Court Records Preservation Program \$ 32,796  
 The Library of Virginia has awarded the Circuit Court Clerk's Office funding of \$32,796 for their Records Preservation Program. This amendment will provide funding for the digitization and restoration of Deeds and Wills from 1688-1697, Minute Books from 1810-1813 and 1813-1816, and Order Books from 1678-1693 and 1694-1789.



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Department 22 - Social Services

22001 - Independent Living Program

1302 00000 - Purchase of Services \$ 20,000

The Commonwealth of Virginia, Department of Social Services, has awarded the County of Henrico an additional \$16,000 of federal and \$4,000 of state funding for an independent living grant. No local match is required.

22104 - CSA Mandated Services

1302 09482 - FY2023-24 CSA 800,444

To amend the Department of Social Services portion of the Children's Services Act (CSA) program budget by providing additional state funding of \$800,444 to pay program expenditures. The local match for this program will be satisfied with current appropriation.

22401 - Foster Care IV-E

1302 00000 - Purchase of Services 56,000

To increase the County allocation to the estimated level of need for Title IV-E Foster Parent Training Program expenditures. This additional program funding is provided from \$31,864 of federal (57%) funds. The County's required 43% match, \$24,136, will come from the General Fund balance via an interfund transfer to the Special Revenue Fund and is included in the \$56,000 total.

22604 - Auxiliary Grants Aged

1302 00000 - Purchase of Services 80,000

The Commonwealth of Virginia Department of Social Services has awarded the County of Henrico an additional \$64,000 in state funding for FY24 to fund state and federal mandated auxiliary grant expenditures for the aged. The County's required 20% match, \$16,000, will come from the General Fund balance and is included in the \$80,000 total.

22606 - Auxiliary Grants Disabled

1302 00000 - Purchase of Services 180,000

The Commonwealth of Virginia, Department of Social Services, has awarded the County of Henrico an additional \$144,000 in state funding for FY24 to fund state and federal mandated auxiliary grant expenditures for the disabled. The County's required 20% match, \$36,000, will come from the General Fund balance and is included in the \$180,000 total.

Total Social Services \$ 1,136,444

Department 36 - Community Corrections

36002 - CCP - Pretrial

0000 09479 - FY2023 - 24 CCP Pretrial \$ 10,812

36003 - CCP - Post Trial

0000 09480 - FY2023 - 24 CCP Post Trial 14,238

To appropriate state funding in excess of original budget for Community Corrections. Funds will be used to purchase program supplies.

Total Community Corrections \$ 25,050

Total Fund 1102 - Special Revenue Fund-state/fed Grants-County \$ 1,194,290



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

FUND 1103 – SOLID WASTE

Department 31 - Public Utilities

31601 – Administration

0000 00000 – Refuse Trucks

\$ 852,721

To purchase two additional automated refuse trucks. These two trucks will take roughly 12 months to build and deliver, providing them for replacement in FY26. Funding will come from the Solid Waste Fund balance.

Total Fund 1103 - Special Revenue Fund-Solid Waste

\$ 852,721

FUND 1110 – SPECIAL REVENUE FUND - Mental Health and Developmental Services

Department 26 - Mental Health and Developmental Services

26103 – Youth and Family

0000 09301 – Fed MHPG ARPA School-Based Mental Health Services

\$ 144,504

To appropriate funding for the federal ARPA School-Based Mental Health Grant. This funding will support a Clinician and a Peer Recovery Specialist. Both of these positions are Complement III. There is no local match for this grant. Funds must be expended by September 30, 2025.

0000 09453 – State Child and Adolescent 23-Hour Crisis Center

\$ 662,060

To appropriate one-time restricted state funds received from the Virginia Department of Behavioral Health and Developmental Services for operation of the 23-hour Crisis Stabilization Center for children and adolescents. No local match is required.

Total Fund 1110 Special Revenue Fund - MH and DS

\$ 806,564

Total SPECIAL REVENUE FUND

\$ 2,853,575

FUND 5101 - WATER AND SEWER REVENUE FUND

Department 31 - Public Utilities

31303 – Pumping

1001 00000 – Wastewater

\$ 665,000

31304 – Water Transmission and Distribution

1,700,000

31401 – Administration WRF

1,151,000

31501 – Administration WTF

1,115,000

Additional funds are needed to cover cost increases for electricity and chemicals, and contractor costs for paving and repairs related to water main breaks.

Total WATER AND SEWER REVENUE FUND

\$ 4,631,000

Total OPERATING FUNDS

\$ 21,988,575

CAPITAL FUNDS

FUND 2101 – CAPITAL PROJECTS FUND - General Capital Projects Fund

Department 23 - Recreation and Parks

23101 – Director

0000 06194 – Facility Rehabilitation

\$ 1,000,000

To appropriate funds for improvements to Tuckahoe Park. This project will include irrigation, laser grading, and new top dressing for baseball fields. Resources are to come from the General Fund balance via an interfund transfer to the Capital Projects Fund.

Total Fund 2101 - General Capital Projects

\$ 1,000,000



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

FUND 2111 – CAPITAL INITIATIVES FUND

Department 23 - Recreation and Parks

23101 – Director

0000 01118 – RF&P Park \$ 200,000

To appropriate funds for improvements at RF&P Park. This project will include irrigation, laser grading, and new top dressing. Resources are to come from the General Fund balance via an interfund transfer to the Capital Projects Fund.

Department 32 - Non-Departmental

32001 – Non-Departmental

0000 08514 – The Community Food Collaborative - Fairfield Middle School \$ 30,000

This funding provides assistance to the Community Food Collaborative, which operates the Cornerstone Community Farm at Fairfield Middle School. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.

0000 08815 – Highland Springs HS - Athletic Items 15,000

This amendment will provide funding for athletic items at Highland Springs High School. Resources are to come from the General Fund balance via an interfund transfer to the Capital Projects Fund.

0000 08823 – Varina HS - Athletic Items 105,000

This amendment will provide funding of \$105,000 to purchase items for the Varina High School athletic programs and the school's Communications and Media Relations Center. Resources are to come from the General Fund balance via an interfund transfer to the Capital Projects Fund.

0000 08887 – West End Manor Civic Association 20,000

This amendment will provide funding to the West End Manor Civic Association, a 501(c)3 organization. This funding will be used for improvements to their community building. Funds are to come from the General Fund balance via an interfund transfer to the Capital Projects Fund.

Total - Non-Departmental \$ 170,000

Department 50 - Education

50331 – Facilities

0000 09686 – Hermitage HS Roadside Marquee \$ 30,000

This amendment will provide funding of \$30,000 for support of the purchase and installation of a roadside marquee for Hermitage High School. Resources are to come from the General Fund balance via an interfund transfer to the Capital Projects Fund.

Total Fund 2111 - Capital Initiatives Fund \$ 400,000



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

**FUND 2142 – LEASE REVENUE BONDS**

Department 13 - Fire

13999 – Fire - Capital Projects

0000 06529 – Fire Station 11 - Land Purchase

\$ 315,000

To appropriate additional funding for a final parcel of land related to the 2022 bond-funded rebuild of Fire Station 11. Resources are to come from the 2024 EDA Bonds.

Total LEASE REVENUE BONDS

\$ 315,000

Total CAPITAL PROJECTS FUND

\$ 1,715,000

Total Amendments/Appropriations

\$ 23,703,575

BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Henrico, Virginia, that the following appropriation for transfer between Operating funds and Capital funds accounts from the existing account listed below, to the account shown, be approved for the purpose indicated.

FROM:

OPERATING FUNDS

FUND 0101 - GENERAL FUND - General Operating Fund

Department 50 - Education

50301 – Operations/Safety

\$ 204,665

50302 – Pupil Transportation

871,050

50331 – Facilities

1,124,285

TO:

CAPITAL FUNDS

FUND 2105 - CAPITAL PROJECTS FUND - Schools General Capital Projects

Department 50 - Education

50331 – Facilities

0000 08807 - John Rolfe MSCI Refresh

\$ 2,200,000

Transfer of Henrico County Public Schools General Fund vacancy savings to the Capital Projects Fund to support renovations at Rolfe Middle School to accommodate the Middle School Center for Innovation, which is scheduled to open in School Year 2024-25.



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

**Agenda Title: RESOLUTION - Amendments to FY 2023-24 Annual Fiscal Plan for Public Works Projects - June 2024**

For Clerk's Use Only: Date: <u>6/11/2024</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>Whitehead</u> Seconded by (1) <u>Cooper</u> (2) _____ (2) _____ REMARKS: <b>APPROVED</b>	<table border="0"> <tr> <td>Cooper, R.</td> <td><input checked="" type="checkbox"/></td> <td>YES</td> <td><input type="checkbox"/></td> <td>NO</td> <td><input type="checkbox"/></td> <td>OTHER</td> </tr> <tr> <td>Nelson, T.</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rogish, J.</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Scsmith, D.</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Whitehead, M.</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Cooper, R.	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	OTHER	Nelson, T.	<input checked="" type="checkbox"/>						Rogish, J.	<input checked="" type="checkbox"/>						Scsmith, D.	<input checked="" type="checkbox"/>						Whitehead, M.	<input checked="" type="checkbox"/>					
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Whitehead, M.	<input checked="" type="checkbox"/>																																				

**WHEREAS**, the Board of Supervisors of the County of Henrico, Virginia, held an advertised public hearing on June 11, 2024, to consider proposed amendments to the Annual Fiscal Plan for Public Works projects for FY 2023-24; and,

**WHEREAS**, those citizens who appeared and wished to speak were heard.

**NOW, THEREFORE, BE IT RESOLVED** by the Board that the Annual Fiscal Plan for FY 2023-24 is amended and the following funds are appropriated and allocated for expenditure in the amounts and for the purposes indicated.

CAPITAL FUNDS

FUND 2101 – CAPITAL PROJECTS FUND - General Capital Projects Fund

Department 28 - Public Works

28004 – Construction

2707 08164 – Magellan Parkway / Scott Road

\$ 18,572,000

To appropriate regional funding from the Central Virginia Transportation Authority (CVTA). Funding will be used towards the design, right-of-way, and construction of the Magellan Parkway Bridge and approach. This project includes a new four-lane curb and gutter roadway with a raised median, paved shared use path for the south side of the roadway, and sidewalk along the north side between Englewood Farms Drive and Scott Road, including a bridge across I-95.

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

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

Certified:

A Copy Teste. \_\_\_\_\_

Copy to: \_\_\_\_\_

Clerk, Board of Supervisors

Date: \_\_\_\_\_



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

2707 09285 – Woodman Road Improvements 27,848.000  
 To appropriate regional funding from the Central Virginia Transportation Authority (CVTA). Funding will be used towards the design, right-of-way, and construction of 8,500 linear feet of Woodman Road Improvements (Mountain Road to Hungary Road). The project includes widening along Woodman Road between Hungary and Mountain Roads from two-lane undivided roadway to a four-lane divided roadway with a shared use path and sidewalk.

2707 09687 – Garden City Trail and Pedestrian Bridge 9,978.000  
 To appropriate regional funding from the Central Virginia Transportation Authority (CVTA). Funding will be used towards the design, right-of-way and construction of GreenCity Connector Trail and Pedestrian Bridge. There will be .66 miles of 12-foot wide paved shared use path along Athens and Scott Roads. This project includes reconstruction of the Scott Road Bridge over I-95 with the creation of a bicycle/pedestrian bridge.

2707 09688 – Short Pump Area Improvements 3,185.000  
 To appropriate regional funding from the Central Virginia Transportation Authority (CVTA). Funding will be used for survey and preliminary design of the North Gayton Road Interchange at I-64 (Short Pump Area Improvements). The design will include a new interchange at North Gayton Road and I-64, reconstruction of the interchange at West Broad and I-64, and construction of improvements on I-295 between I-64 and Nuckols Road.

2707 09015 – Fall Line Trail 10,416.000  
 To appropriate regional funding from the Central Virginia Transportation Authority (CVTA). Funding will be used towards the design, right-of-way, and construction of the Brook Road Improvements - Villa Park Drive to Hillard Rd. This will improve traffic flow and provide pedestrian accommodations. Fall Line Trail Section 5.

Total - Public Works	\$ 69,999,000
Total Fund 2101 - General Capital Projects	\$ 69,999,000

**FUND 2109 – STATE AND FEDERAL GRANT-FUNDED CAPITAL PROJECTS**

Department 28 - Public Works

28004 – Construction

0000 09689 – DCR Resilience Plan \$ 224,846

To appropriate funding from the State Department of Conservation (DCR), Virginia Community Flood Preparedness Fund. Funds will be used to update the County's existing plan to a County-adopted resilience plan establishing a strategy that is multi-hazard and focused on flooding.

0000 00607 – Three Chopt Barrington Hill to Gaskin 8,279,000

To appropriate construction funding from the Virginia Department of Transportation (VDOT) for the County to improve approximately 2.05 miles of Three Chopt Road to a four-lane divided roadway. Improvements include curb and gutter drainage facilities, upgrading floodplain crossings, a grassed median, traffic signal modifications, and sidewalk on both sides of the improved roadway. The previous allocation from VDOT for this project totaled \$22,369,744.



COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

0000 00611 – Sadler Road Improvements

11,413,671

To appropriate \$5,863,000 of funding from the Virginia Department of Transportation (VDOT) and \$5,550,671 from the Central Virginia Transportation Authority for improvements to Sadler Road. The County entered into agreement with VDOT dated October 4, 2022, for engineering, right-of-way, and construction improvements to Sadler Road from Dominion Boulevard to Cedar Court. The project was delayed due to the completion of John Rolfe Parkway. Revised agreements have been approved by the County and VDOT dated June 1, 2020. Additional Regional Surface Transportation Program (RSTP) funding was awarded March 7, 2024, to complete construction improvements.

Total - Public Works	\$ 19,917,517
Total Fund 2109 - State and Federal Grant-Funded Capital Projects	\$ 19,917,517
Total CAPITAL PROJECTS FUND	\$ 89,916,517
Total Amendments/Appropriations	\$ 89,916,517





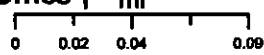


This map has been produced as Henrico County's Geographical Information System using the best data available to the County. This map is to be used for reference purposes only and the County of Henrico makes no warranty as to the completeness, accuracy or determination of topography of the County or any depiction of physical improvements, property lines or boundaries for general information only and shall not be used for the purpose of resolution or determination of any individual parcel or for any other purpose.



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Henrico GIS



5/23/2024





**AMENDMENT TO THE FY 2024-25 ANNUAL FISCAL PLAN - APPROPRIATION  
OF FUNDS TO ESTABLISH AN AFFORDABLE HOUSING TRUST - JUNE, 2024**

**OPERATING FUNDS**

**FUND 1133 – SPECIAL REVENUE FUND - Affordable Housing**

**Department 38 - Community Revitalization**

**38001 - Community Revitalization**

<b>0000 00000</b>	To appropriate funds for the establishment of an affordable housing trust fund to address the urgent need for expanded affordable housing opportunities in the community, particularly affordable homeownership and workforce housing. For instance, Henrico will work with nonprofit partners to purchase and develop buildable lots in communities throughout the County to be maintained in trust as affordable housing in perpetuity. Resources will be funded through incremental real estate tax revenues related to the construction of new data center facilities in the County.	<b>\$ 60,000,000</b>
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<b>Total 1133 - Special Revenue Fund - Affordable Housing</b>	<b>\$ 60,000,000</b>
<b>Total SPECIAL REVENUE FUND</b>	<b>\$ 60,000,000</b>
<b>Total Amendments/Appropriations</b>	<b>\$ 60,000,000</b>





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

**BE IT FURTHER RESOLVED** that the Board of Supervisors of the County of Henrico, Virginia authorizes the transfer of \$9,000,000 in FY25 meals tax resources for capital projects to both projects listed above to cover the remainder of the project shortfalls.

**COMMENTS:** The Director of Finance recommends approval of the Board paper. and the County Manager concurs.









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

Agenda Item No. 1 87-24  
Page No. 1 of 1

**Agenda Title: RESOLUTION – Award of Contract – Tuckahoe Creek Trunk Sewer – Phase I – Three Chopt District**

<p>For Clerk's Use Only:</p> <p>Date: <u>6/11/2024</u></p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Amended</p> <p><input type="checkbox"/> Deferred to:</p> <p>_____</p>	<p><b>BOARD OF SUPERVISORS ACTION</b></p> <p>Moved by (1) <u>Whitehead</u> Seconded by (1) <u>Rogish</u></p> <p>(2) _____ (2) _____</p> <p>REMARKS:</p> <p align="center"><b>APPROVED</b></p>	<p>YES NO OTHER</p> <p>Cooper, R. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Nelson, T. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Rogish, J. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Schmitt, D. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Whitehead, M. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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**WHEREAS**, the County received two bids on May 2, 2024, in response to ITB 24-2658-3JL and Addendum No. 1 for construction of the Tuckahoe Creek Trunk Sewer – Phase I project; and,

**WHEREAS**, the project consists of providing approximately 4,560 linear feet of 16-inch and 20-inch sanitary sewer main from Kain Road to Bacova Drive; and,

**WHEREAS**, the bids were as follows:

<u>Bidders</u>	<u>Bid Amounts</u>
Godsey & Son, Inc. Richmond, VA	\$2,637,625
G.L. Howard, Inc. Rockville, VA	\$3,240,250

**WHEREAS**, after a review of the bids received, it was determined that Godsey & Son, Inc. is the lowest responsive and responsible bidder for the fixed price contract with a bid of \$2,637,625.

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

1. The contract for \$2,637,625 is awarded to Godsey & Son, Inc., the lowest responsive and responsible bidder, pursuant to ITB 24-2658-3JL, Addendum No. 1, and the bid submitted by Godsey & Son, Inc.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount.

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

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

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

Copy to: \_\_\_\_\_

Certified:  
A Copy Teste: \_\_\_\_\_  
Clerk, Board of Supervisors:

Date: \_\_\_\_\_



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

Agenda Item No. 188-24  
Page No. 1 of 2

**Agenda Title: RESOLUTION – Award of Contract – Sadler Road Improvements – Three Chopt District**

For Clerk's Use Only: Date: <u>6/11/2024</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>Whitehead</u> Seconded by (1) <u>Rogish</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>Cooper III, R.</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>Rogish, J.</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>Whitehead, M</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table>		YES	NO	OTHER	Cooper III, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rogish, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schmitt, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Whitehead, M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**WHEREAS**, the County received three bids on May 7, 2024, in response to ITB 24-2655-3JOK and Addendum Nos. 1 and 2 for construction of the Sadler Road Improvements project; and,

**WHEREAS**, the project consists of a two-lane curb and gutter roadway with a shared center left turn lane, realignment of a portion of Sadler Road with signage, pavement markings, proposed water and sewer improvements, landscaping, construction of two roundabouts, three stormwater management basins, a shared use path, and a stream crossing; and,

**WHEREAS**, the bids were as follows:

<b>Bidders</b>	<b>Bid Amounts</b>
Branch Civil, Inc. (Roanoke, VA)	\$24,585,000.00
Shirley Contracting Company, LLC (Lorton, VA)	\$26,776,603.37
Branscome Operating, LLC dba Branscome (Williamsburg, VA)	\$28,477,242.82

**WHEREAS**, the bid amounts were calculated by multiplying the estimated unit quantities listed in the bid documents by the unit prices set out in the bids; and,

**WHEREAS**, after a review and evaluation of the bids, it was determined that Branch Civil, Inc. is the lowest responsive and responsible bidder for the unit price contract; and,

**WHEREAS**, the final contract amount will be determined upon completion of the project by multiplying the unit quantities authorized by the County by the unit prices submitted in the contractor's bid.

By Agency Head  By County Manager

Copy to: \_\_\_\_\_  
 Certified: \_\_\_\_\_  
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 Clerk, Board of Supervisors  
 Date: \_\_\_\_\_

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

Agenda Item No. 188-24  
Page No. 2 of 2

**Agenda Title: RESOLUTION – Award of Contract – Sadler Road Improvements – Three Chopt District**

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

1. The contract for \$24,585,000 is awarded to Branch Civil, Inc., the lowest responsive and responsible bidder, pursuant to ITB 24-2655-3JOK, Addendum Nos. 1 and 2, and the base bid submitted by Branch Civil, Inc.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget.

**Comment:** The Directors of Public Works and Purchasing recommend approval of the Board paper, and the County Manager concurs.





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

Agenda Item No. 189-24  
Page No. 2 of 2

**Agenda Title: RESOLUTION – Amendment of Section 457 Deferred Compensation Plan, Establishment of Section 401 Plan, and Contributions to Section 401 Plan on Behalf of the County Manager in Lieu of Other Compensation**

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WHEREAS, the Board wishes to end the 457 Contribution and Vehicle Allowance and forego the FY25 salary increase of 4.8% for the County Manager (the “FY25 Employee Increase”) (collectively, the “Discontinued Compensation” totaling a fixed amount of \$65,956.94); and,

WHEREAS, in lieu of the Discontinued Compensation, the Board wishes to make an employer contribution to the Section 401 Plan on behalf of the County Manager in an amount equal to the Discontinued Compensation.

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

1. Approves the creation of a Section 401 Plan and trust for the Plan’s assets, effective on or about October 1, 2024, authorizes the County Manager to execute all amendments to the Plan and trust necessary to comply with future changes to federal and state law, and authorizes the County Manager to do all things necessary for the supervision, administration, and implementation of the Plan.
2. Authorizes the County Manager to execute all documents necessary to amend the Section 457 Plan to discontinue the contributions to the Plan by the County on behalf of the County Manager effective January 1, 2025.
3. Amends the County Manager’s compensation to forego the FY25 Employee Increase, discontinue the 457 Compensation effective January 1, 2025, and discontinue the Vehicle Allowance effective June 15, 2024.
4. Amends the County Manager’s compensation for calendar year 2024 to include an employer contribution to the Section 401 Plan on his behalf equal to (i) one-half of the Vehicle Allowance plus (ii) one-half of the FY25 Employee Increase.
5. Amends the County Manager’s compensation for all calendar years beginning with calendar year 2025 to include an employer contribution to the Section 401 Plan on his behalf equal to the Discontinued Compensation or the Plan limit, whichever is less.
6. Except as amended in this resolution, affirms that the County Manager’s compensation remains the same in all other aspects, including that the County Manager will receive future salary increases or cost of living increases in the same percentage as provided to the employees of the County, other than FY25 Employee Increase.