

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
REGULAR MEETING
February 24, 2009

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, February 24, 2009 at 7:00 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:

David A. Kaechele, Chairman, Three Chopt District
Patricia S. O'Bannon, Vice-Chairman, Tuckahoe District
James B. Donati, Jr., Varina District
Richard W. Glover, Brookland District
Frank J. Thornton, Fairfield District

Other Officials Present:

Virgil R. Hazelett, P.E., County Manager
Joseph P. Rapisarda, Jr., County Attorney
Honorable Michael L. Wade, Sheriff
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
George T. Drumwright, Jr., Deputy County Manager for Community Services
Angela N. Harper, Deputy County Manager for Special Services
Leon T. Johnson, Deputy County Manager for Administration
Robert K. Pinkerton, P.E., Deputy County Manager for Community Operations
Randall R. Silber, Deputy County Manager for Community Development

Mr. Kaechele called the meeting to order at 7:01 p.m. and led recitation of the Pledge of Allegiance.

Chaplain Woody Fisher delivered the invocation.

On motion of Mr. Thornton, seconded by Mrs. O'Bannon, the Board approved the minutes of the February 10, 2009 Regular and Special meetings and November 5, 2008 Special meeting.

The vote of the Board was as follows:

Yes: Kaechele, O'Bannon, Donati, Glover, and Thornton

No: None

MANAGER'S COMMENTS

For the 23rd consecutive year, the Henrico County Department of Finance's Office of Management and Budget has prepared the *Financial Trends Monitoring System* document prior to the Board's approval of the operating budget. This document provides an historical review, over an 11-year period, of financial and budgetary information that is combined with economic and demographic information. During these difficult economic times, the information provided within the *Trends* document is used alongside the *Comprehensive Annual Financial Report* (CAFR) and the *Annual Fiscal Plan* to monitor the County's financial health. This year's budget process is difficult, but the County is doing well in terms of revenues and expenditures despite these difficult times. The County recently resold bonds within its enterprise fund at a favorable interest rate, which is a reflection of the County's triple AAA/AAA/Aaa bond rating.

Mrs. O'Bannon recited and expressed appreciation for a paragraph on page 9 of the County's *Financial Trend Monitoring System* document for Fiscal Years 1998-2002 that explains how "an over dependence on intergovernmental revenues can have an adverse impact on financial condition." Mr. Kaechele thanked the Department of Finance for putting this document together and spoke to its importance.

BOARD OF SUPERVISORS' COMMENTS

Mrs. O'Bannon honored Marion Timberlake Yobs, a resident of the Tuckahoe District who passed away on February 15, 2009. Mrs. Yobs was actively involved in the community and worked very hard to bring women to the fore of the political arena. She taught history and government in Henrico County Public Schools from 1953 to 1965, established the Henrico County Retired School Personnel Association, and was the first woman to run for the Henrico County Board of Supervisors (in 1950) before later running for the Virginia House of Delegates. Mrs. Yobs also served adjoining localities as a guidance counselor and a social worker after retiring from teaching.

Mr. Glover reiterated that the County recently refinanced utility bonds at an interest rate of 3.67 percent, which resulted in a savings of \$5.6 million for the County's enterprise fund. Mr. Kaechele commented that this proves the County's coveted triple-A bond rating is paying off and saving the County money. Mr. Thornton suggested the County impart information on the impact of bond ratings in such a way that is understandable to citizens.

RECOGNITION OF NEWS MEDIA

Mr. Kaechele recognized Tom Lappas from the *Henrico Citizen*.

APPOINTMENT

63-09 Resolution – Appointment of Member – Richmond Regional Planning District Commission.

On motion of Mr. Thornton, seconded by Mr. Glover, and by unanimous vote, the Board approved Agenda Item No. 63-09 – see attached resolution.

PUBLIC HEARINGS –ITEMS

64-09 Resolution – Amendments to the FY 2008-09 Annual Fiscal Plan: February, 2009.

Budget and Management Division Director Gene Walter, Mr. Hazelett, Fire Chief Ed Smith, and Capital Area Training Consortium Director Roslyn Key-Tiller responded to questions from the Board. Mrs. O’Bannon mentioned citizen donations to the Eyes for Fire and Lifesaver programs and Mr. Thornton suggested that the County keep an eye on its procedures for accepting donations as the County becomes more urbanized. Mr. Glover remarked that Shoney’s of Richmond and Captain D’s make a \$900 contribution each year towards the Brookland District youth awards program. Mr. Kaechele noted the significance and timeliness of the \$500,000 federal grant for the new regional Employment Transition Center. Mr. Hazelett commented on an anonymous donation by a local business to help furnish the Innsbrook facility that will be used for this center.

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

On motion of Mrs. O’Bannon, seconded by Mr. Donati, and by unanimous vote, the Board approved Agenda Item No. 64-09 – see attached resolution.

34-09 Resolution - POD-01-08 - Approval of a Revised Master Plan and Plan of Development for Twin Hickory Park and Western Maintenance Facility – see attached resolution.

Mr. Kaechele referred to a recent meeting of residents on this item where a number of concerns and questions were raised.

On motion of Mr. Glover, seconded by Mr. Donati, the Board deferred this item to April 28, 2009 meeting.

PUBLIC COMMENTS

Mr. Kaechele asked if anyone in the audience wished to address the Board on any items not on the agenda. There were no speakers.

GENERAL AGENDA

65-09 Resolution – Authorization to Apply for and Accept \$700 in Grant Funding from the Radiological Preparedness and Response Program Administered by the Virginia Department of Emergency Management.

Chief Smith responded to questions and comments from the Board regarding the weather radios and monitoring equipment that would be funded by this grant and also regarding County staff responsibilities for weather monitoring.

On motion of Mrs. O'Bannon, seconded by Mr. Donati, and by unanimous vote, the Board approved Agenda Item No. 65-09 – see attached resolution.

- 66-09 Resolution – Authorization to Apply for and Accept Grant Funding from the Assistance to Firefighters Program Administered by the Department of Homeland Security to Purchase a Fire Extinguisher Training System.

Chief Smith and Mr. Hazelett responded to a question from the Board concerning the amount of the grant.

On motion of Mrs. O'Bannon, seconded by Mr. Donati, and by unanimous vote, the Board approved Agenda Item No. 66-09 – see attached resolution.

- 67-09 Resolution – Award of Annual Contract – Electrical Engineering Design Services.

Bill Smith, Assistant Director of General Services, responded to questions from the Board pertaining to the selected firm and terms of the proposed contract.

On motion of Mr. Glover, seconded by Mr. Donati, and by unanimous vote, the Board approved Agenda Item No. 67-09 – see attached resolution.

- 68-09 Resolution – Award of Annual Contract – Architectural and Engineering Services – Roofing Rehabilitation Projects.

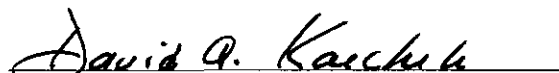
Mr. Smith and Mr. Hazelett responded to questions from the Board relating to the purpose and scope of the contract.

On motion of Mr. Glover, seconded by Mrs. O'Bannon, and by unanimous vote the Board approved Agenda Item No. 68-09 – see attached resolution.

- 69-09 Resolution - Acceptance of Roads.

On motion of Mr. Donati, seconded by Mrs. O'Bannon, and by unanimous vote the Board approved Agenda Item No. 69-09 – see attached resolution.

There being no further business, the meeting was adjourned at 7:38 p.m.


Chairman, Board of Supervisors
Henrico County, Virginia



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

Agenda Item No. *123-09*

Page No.

Agenda Title **RESOLUTION - Appointment of Member - Richmond Regional Planning District Commission**

<p>For Clerk's Use Only:</p> <p>FEB 24 2009</p> <p>Date _____</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>BOARD OF SUPERVISORS ACTION</p> <p>Moved by (1) <u>Thornton</u> Seconded by (1) <u>Blome</u></p> <p>(2) _____ (2) _____</p> <p>REMARKS: APPROVED</p>	<table border="0"> <tr> <td></td> <td align="center">YES</td> <td align="center">NO</td> <td align="center">OTHER</td> </tr> <tr> <td>Donati, 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>Glover, 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>Kaechele, 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>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>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	Donati, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glover, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kaechele, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O'Bannon, P.	<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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BE IT RESOLVED that the Board of Supervisors appoints the following person to the Richmond Regional Planning District Commission for a term expiring December 31, 2011 or thereafter, when his successor shall have been appointed and qualified:

Citizen At-Large Willie L. Bennett

<p>By Agency Head _____</p> <p>Routing:</p> <p>Yellow to: _____</p> <p>Copy to: _____</p>	<p>By County Manager <i>[Signature]</i></p> <hr/> <p>Certified: _____</p> <p>A Copy Teste: _____</p> <p align="right">Clerk, Board of Supervisors</p> <p>Date: _____</p>
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**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Title **RESOLUTION - Amendments to the FY 2008-09 Annual Fiscal Plan: February, 2009**

<p>For Clerk's Use Only:</p> <p>Date: <u>FEB 24 2009</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>BOARD OF SUPERVISORS ACTION</p> <p>Moved by (1) <u>P. Bannon</u> Seconded by (1) <u>Donati</u></p> <p>(2) _____ (2) _____</p> <p>REMARKS: APPROVED</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">YES</th> <th style="text-align: center;">NO</th> <th style="text-align: center;">OTHER</th> </tr> <tr> <td>Donati, J.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Glover, R.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Kaechele, D.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>P. Bannon, P.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Thornton, F.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		YES	NO	OTHER	Donati, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glover, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kaechele, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Bannon, P.	<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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WHEREAS, the Board of Supervisors of the County of Henrico, Virginia, did hold an advertised public hearing at 7:00 p.m., on February 24, 2009, to consider proposed amendments to the Annual Fiscal Plan for fiscal year 2008-09; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Henrico, Virginia, that the Annual Fiscal Plan for fiscal year 2008-09, should be and hereby is amended and that such funds hereby are appropriated for expenditure in the amounts and for the purposes indicated.

OPERATING FUNDS

FUND 0101 - GENERAL FUND - General Operating

Department 22 - Social Services

22061 - Eligibility Administration

1301 00000 - Administration

\$ 43,639

The Commonwealth of Virginia, Department of Social Services, will provide the County of Henrico, an additional \$15,492 of State (35.5%) and \$21,383 of Federal (49.0%) funds for the FUEL/Crisis Program in fiscal year 2008-09. This amendment provides funding for temporary labor and associated FICA costs for this program. The required 15.5% County match (\$6,764) will come from the fund balance in the General Fund, and is included in this \$43,639, amount. The total appropriation for this program in fiscal year 2008-09, will be ~~\$83,624~~, after this addition.

By Agency Head

⁵⁰⁰
By County Manager

Routing:

Yellow to: _____

Copy to: _____

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Clerk, Board of

Supervisors

Date: _____

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

22505	- Adult Services	
1302 00000	- <u>Purchase of Services</u>	4,000
	<p>Supplemental funding of \$3,200 has been awarded to the County of Henrico by the Commonwealth of Virginia, Department of Social Services for the Adult Services program. The required 20% or \$800 of County matching funds will come from the fund balance in the General Fund, and is included in this \$4,000 total. This funding will enable the department to serve up to two cases currently on the waiting list for Adult Chore and Companion Services. These cases will receive services which could include assistance with housekeeping, cleaning, cooking, bathing, light chores, and other miscellaneous assistance.</p>	
22604	- Auxiliary Grants for the Aged	
1302 00000	- <u>Purchase of Services</u>	4,500
	<p>The Commonwealth of Virginia, Department of Social Services, has awarded the County of Henrico, an additional \$3,600, in State funding for fiscal year 2008-09, to fund State and federally mandated auxiliary grant expenditures for the aged. The County's required 20% match (\$900), will come from the fund balance in the General Fund.</p>	
22605	- Auxiliary Grants for the Blind	
1302 00000	- <u>Purchase of Services</u>	5,000
	<p>The Commonwealth of Virginia, Department of Social Services, has awarded the County of Henrico, an additional \$4,000, in State funding for fiscal year 2008-09, to fund State and federally mandated auxiliary grant expenditures for the blind. The County's required 20% match (\$1,000), will come from the fund balance in the General Fund.</p>	
22606	- Auxiliary Grants for the Disabled	
1302 00000	- <u>Purchase of Services</u>	37,500
	<p>The Commonwealth of Virginia, Department of Social Services, has awarded the County of Henrico, an additional \$30,000, in State funding for fiscal year 2008-09, to fund State and federally mandated auxiliary grant expenditures for the disabled. The County's required 20% match (\$7,500), will come from the fund balance in the General Fund.</p>	
	Total Social Services	\$ 94,639
	Total GENERAL FUND	\$ 94,639

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

- FUND 1102 - SPECIAL REVENUE FUND - State and Federal Grants - County
Department 07 - Juvenile Detention
07002 - Juvenile Probation
0000 05218 - Juvenile Accountability Block Grant \$ 50,550
The Commonwealth of Virginia, Department of Criminal Justice Services (DCJS) has, for the tenth year, awarded the County of Henrico, a Federal Juvenile Accountability Block Grant (JABG) for \$45,495, for calendar year 2009. A County required match of 10% or \$5,055 of the total program, will come from the fund balance in the General Fund via an interfund transfer to the Special Revenue Fund. Funds are to be used to provide Multisystemic Therapy services for chronic and/or serious juvenile offenders to be provided by existing staff at Henrico Mental Health facilities.
- Department 13 - Fire
13113 - Emergency Planning and Safety
0000 05134 - Radiological Preparedness and Response Program \$ 700
To appropriate funding received for the Radiological Preparedness and Response Program administered through the Virginia Department of Emergency Management on behalf of Dominion Virginia Power. This funding will be used for planning and public outreach on how to respond to hazardous material events. No local match is required.
- 0000 05215 - FY2007 CERT - Community Emergency Response Team 20,000
To appropriate funding from the Virginia Department of Emergency Management. These federal funds are pass-through from the Department of Homeland Security and are being administered by the Commonwealth. Funds will be used for classroom instruction, CERT personnel training, program training materials and equipment, and advertisement of the program. No local
- 0000 05217 - Hazardous Materials Emergency Preparedness 25,135
To appropriate funding from the Virginia Department of Emergency Management. These federal funds are pass-through from the United States Department of Transportation's Research and Special Program Administration and are being administered by the Commonwealth. Funds will be used to conduct a hazardous materials commodity flow study. The County has a required in-kind match that will be covered with existing personnel.
- 0000 05219 - FY2008 - UASI (Shelter and Evacuations) 57,621
To appropriate funding from the Virginia Department of Emergency Management. These federal funds are pass-through from the Department of Homeland Security for it's Urban Area Security Initiative (UASI), which is administered by the Commonwealth. Funds will be dedicated for evacuation, shelter planning, training, and coordination of efforts across twenty area localities. No local match is required.

**COUNTY OF HENRICO, VIRGINIA
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13116	- Fire Marshal's Office		
0000 00833	- <u>Fire Prevention Services</u>		6,195
	Donations have been received from the private sector for use by the Division of Fire. These funds are to be used for the maintenance of the Division's Kids Safety House as well as smoke detectors, and additional training materials for		
13150	- Field Operations		
0000 05092	- <u>Eyes for Fire Program</u>		450
	To appropriate funding received from Henrico citizens for donations to the Division of Fire for work in the community for the Division's Eyes for Fire program. The funds will be used towards the purchase of a thermal imaging camera. These cameras assist greatly in locating victims in fire situations and also enhance the safety of firefighters.		
0000 05123	- <u>Lifesaver Program</u>		225
	To appropriate funding received from the Beth Sholom Woods Resident Council as a donation to the Division's Lifesaver Program. This program provides aid for citizens who have Alzheimer's, dementia, autism or Down's Syndrome by providing electronic receiver bracelets to aid in locating them.		
	Total Fire		\$ 110,326
Department 23 - Recreation and Parks			
23101	- <u>Director</u>		
0476 05154	- <u>Recreation Donations - Brookland Youth Baseball/Softball</u>		\$ 900
	To appropriate donations received from Shoney's of Richmond for the Brookland Youth Sports Awards.		
Department 28 - Public Works			
28007	- Environmental Inspection		
1221 00000	- <u>Watershed Program</u>		\$ 158,000
	To appropriate funding for the Henrico County Communications Complex stream restoration project as part of the ongoing Watershed Program. Funding will come from the fund balance in the General Fund via an interfund transfer to the Special Revenue Fund.		
	Total Fund 1102 - Special Revenue Fund-State/Fed Grants-County		\$ 319,776

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
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FUND 1108 – Capital Area Training Consortium

Department 27 - CATC

27004 – Workforce Partnership

0000 05216 – Employment Transition Center \$ 500,000

To amend the Capital Area Training Consortium's Capital Region Workforce Partnership budget to include federal funding for the Employment Transition Center to support dislocated workers. Funds will be utilized for affected workers across the region.

Total Fund 1108 - Capital Area Training Consortium	\$ 500,000
Total Special Revenue Fund - General Government	\$ 819,776
Total OPERATING FUNDS	\$ 914,415

CAPITAL FUNDS

FUND 2100 – CAPITAL PROJECTS FUND - General Capital Projects

Department 12 - Police

12999 – Police Capital Projects

0000 06535 – Forensic Lab Security Renovation \$ 148,400

To provide funding to improve the perimeter security of the forensic laboratory of the Division of Police. These enhancements will protect the chain of custody and the integrity of the evidence stored in the facility. Funds are to come from Wireless E-911 revenues that have been received by the County but not appropriated. This funding is to be moved from the Special Revenue Fund via an interfund transfer to the Capital Projects Fund.

Department 23 - Recreation and Parks

23101 – Director

4012 00650 – Dorey Park Rugby Field Lighting \$ 172,500

To provide funding for installation of lighting for the rugby field at Dorey Park. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.

4015 06554 – Montrose Elementary School Walking Trail 20,000

To provide funding for an asphalt walking trail on the perimeter of the field behind Montrose Elementary School. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.

Total Recreation and Parks	\$ 192,500
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**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
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Department 28 - Public Works		
28004	- Construction	
0000 00607	- <u>Three Chopt Barrington Hill to Gaskins</u>	\$ 196,789
	<p>The Virginia Department of Transportation (VDOT) has agreed to the use of Surface Transportation Program (STP) funds for the Three Chopt Road (Barrington Hills to Gaskins Road) project. This additional funding would be utilized to extend the western boundary of this project approximately 1,245 feet to better transition into existing improvements. No County matching funds are required.</p>	
0000 06476	- <u>Gaylord Road Drainage Improvements</u>	84,490
	<p>To appropriate funding for survey and engineering services to perform drainage improvement design along Gaylord Road, Girard Avenue, Parma Road, and a portion of the existing drainage channel within the rear yards between Gaylord Road and Freestone Avenue. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.</p>	
0000 00000	- <u>Tuckahoe Park Drainage Improvements Phase 2B</u>	72,680
	<p>To appropriate funding for the construction of the Phase 2B portion of the Tuckahoe Park which will include the necessary survey and engineering services to perform drainage improvement design along Comet Road. Funds are to come from the fund balance in the General Fund via an interfund transfer</p>	
	Total Public Works	\$ 353,959
Department 29 - Real Property		
29001	- Real Property	
0000 06551	- <u>Hooper Road Property</u>	\$ 110,000
	<p>This amendment will fund the purchase of the property located at 4003 Hooper Road that could be utilized for the future expansion of the Government Center. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.</p>	
Department 32 - Non-Departmental		
32001	- Non-Departmental	
0488 00000	- <u>Babe Ruth World Series</u>	\$ 45,000
	<p>This amendment will provide funding to the Glen Allen Youth Athletic Association for the application to host the Babe Ruth World Series in 2011. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects Fund.</p>	

**COUNTY OF HENRICO, VIRGINIA
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3003 06495 - Memorial Day Parade

17,000

This amendment will provide funding to the Lakeside Volunteer Rescue Squad for sponsorship of a Memorial Day parade. Funds are to come from the fund balance in the General Fund via an interfund transfer to the Capital Projects

Total Non-Departmental	\$ 62,000
Total CAPITAL PROJECTS FUND	\$ 866,859
Total Amendments/Appropriations	\$ 1,781,274

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



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

Agenda Item No. 34-09

Page No. 1 of 4

Agenda Title: RESOLUTION — POD-01-08 — Approval of a Revised Master Plan and Plan of Development for Twin Hickory Park and Western Maintenance Facility

<p>For Clerk's Use Only:</p> <p>Date <u>FEB 24 2009</u></p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Amended</p> <p><input checked="" type="checkbox"/> Deferred to <u>4/28/09</u></p>	<p>BOARD OF SUPERVISORS ACTION</p> <p>Moved by (1) <u>Mr. Glover</u> Seconded by (1) <u>Mr. Donati</u></p> <p>(2) _____ (2) _____</p> <p>REMARKS: _____</p> <p>_____</p> <p>_____</p>	<table border="0"> <tr> <td></td> <td align="center">YES</td> <td align="center">NO</td> <td align="center">OTHER</td> </tr> <tr> <td>Donati, J.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Glover, R.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> <tr> <td>Kaechele, D.</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>Thornton, F.</td> <td align="center">✓</td> <td align="center">—</td> <td align="center">—</td> </tr> </table>		YES	NO	OTHER	Donati, J.	✓	—	—	Glover, R.	✓	—	—	Kaechele, D.	✓	—	—	O'Bannon, P.	✓	—	—	Thornton, F.	✓	—	—
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O'Bannon, P.	✓	—	—																							
Thornton, F.	✓	—	—																							

WHEREAS, Sections 24-11(b) and 24-106 of the Henrico County Code require the submission of applications for plans of development for public facilities to the Board of Supervisors; and,

WHEREAS, an application has been submitted for the approval of POD-01-08, a revised master plan and plan of development for Twin Hickory Park to provide a Western Maintenance Facility for the Division of Recreation and Parks consisting of a 5,475 square foot maintenance building, a service yard, two parking areas and related site improvements; and

WHEREAS, the revision to POD-89-99 Northwest Park Master Plan deletes a previously proposed multi-use field and restroom building to accommodate the proposed maintenance facility and includes revisions to the park boundary to include an additional 1.1 acre parcel of land, revised trail locations, an updated library facility layout, and an expanded shelter area; and

WHEREAS, the 48.09 acre park property is located between Shady Grove Road and Twin Hickory Road, approximately 2,000 feet west of Nuckols Road on Parcels 744-771-3182 and 744-772-0941; is zoned A-1, Agricultural District; and is located in the Three Chopt District; and,

WHEREAS, the County Administration, including the Division of Recreation and Parks, the Department of Planning, the Department of Public Works, the Department of Public Utilities, the Division of Fire, the Division of Police, and the Office of Building Construction and Inspections, has reviewed the application along with the Virginia Department of Transportation and recommends approval subject to the staff recommendations and the staff plan dated **January 27, 2009**; and,

By Agency Head By County Manager

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Copy to: _____

Certified: _____
A Copy Teste: _____
Clerk, Board of Supervisors

Date: _____

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

Agenda Item No. 34-09

Page No. 2 of 4

Agenda Title: RESOLUTION — POD-01-08 — Approval of a Revised Master Plan and Plan of Development for Twin Hickory Park and Western Maintenance Facility

WHEREAS, on **January 27, 2009**, the Board of Supervisors held a public hearing to receive comments on the application for approval.

NOW, THEREFORE, BE IT RESOLVED that the Henrico County Board of Supervisors hereby approves the application, subject to the following conditions:

1. The Director of Public Utilities shall approve the construction plans for public water and sewer prior to beginning any construction of these utilities. The Department of Public Utilities shall be notified at least 24 hours prior to the start of any County water or sewer construction.
2. The parking lot shall be subject to the requirements of Section 24-98 of the Henrico County Code.
3. The parking spaces shall be marked on the pavement surface with four-inch wide white painted traffic lines. All lane lines and parking lines shall be white in color with the exception that those dividing traffic shall be yellow.
4. Sufficient, effective usable parking shall be provided. If experience indicates the need, additional parking shall be provided.
5. Curb and gutter and necessary storm sewer shall be constructed as shown on approved plans.
6. The plan of development shall be revised as annotated on the staff plan dated **January 27, 2009**, which shall be as much a part of this approval as if its details were fully described herein. Eight (8) sets of revised plans, including the detailed drainage, erosion control and utility plans shall be submitted by the design engineer who prepared the plans to the Department of Planning for final review. Upon notice from the Department of Planning that all comments have been addressed, twenty-one (21) sets of final plans for signature shall be submitted to the Department of Planning for approval signatures.
7. The Department of Public Works shall be notified at least 24 hours prior to the start of any construction.
8. A detailed landscaping plan shall be submitted to the Department of Planning for review and approval prior to the issuance of any occupancy permits.
9. All ground cover and landscaping shall be properly maintained in a healthy condition at all times. Dead plant materials shall be removed within a reasonable time and replaced during the normal planting season.
10. Prior to the approval of an electrical permit application and installation of the site lighting equipment, a plan including light spread and intensity diagrams and fixture specifications and mounting height details shall be submitted for Department of Planning review and approval. Non-recreational lighting poles should not exceed a maximum height of 25 feet.
11. All exterior lighting shall be designed and arranged to direct the light and glare away from nearby residential property and streets.

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

Agenda Item No. 34-09

Page No. 4 of 4

Agenda Title: RESOLUTION — POD-01-08 — Approval of a Revised Master Plan and Plan of Development for Twin Hickory Park and Western Maintenance Facility

24. The construction shall be properly coordinated to ensure that safe access, circulation and adequate parking is provided for the facility. A plan to indicate the phasing of improvements and the handling of traffic (construction and employees) shall be submitted to the Department of Planning prior to the issuance of a building permit.
25. The conceptual master plan, as submitted with this application, is for planning and information purposes only. All subsequent detailed plans of development and construction needed to implement this conceptual plan may be administratively reviewed and approved and shall be subject to all regulations in effect at the time such subsequent plans are submitted for review/ approval.

COMMENTS: The Director of Planning has reviewed the plans submitted by Rawlings Wilson & Associates and Austin Brockenbrough & Associates, LLP and recommends approval, and the County Manager concurs.

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

Agenda Item No. 34-09

Page No. 3 of 4

**Agenda Title: RESOLUTION — POD-01-08 — Approval of a Revised Master Plan and Plan of Development
for Twin Hickory Park and Western Maintenance Facility**

12. The site including the parking areas shall be kept clean of litter and debris on a daily basis. Trash container units/litter receptacles and recycling containers shall be maintained with scheduled regular pickups and shall be screened properly on all four sides. The gate(s) shall remain closed except when the receptacle(s) are being filled or serviced and shall be repaired or replaced as necessary. Details shall be included with the final site plan or required landscape plan review and approval.
13. Required fire lanes shall be marked and maintained in accordance with the Virginia Statewide Fire Prevention Code.
14. Traffic control signs shall be provided as indicated on the Planning staff plan. All signs shall be fabricated as shown in The National Manual on Uniform Traffic Control Devices for Streets and Highways and The Virginia Supplement to The Manual on Uniform Traffic Control Devices for Streets and Highways.
15. The assigned property number shall be displayed so it is easily readable from the street. If assistance is needed with the address, please contact the Department of Planning at 501-4284. The Planning Department must assign all property addresses.
16. The contractor shall have a set of plans approved by the Director of Public Works, Director of Public Utilities and the County Manager available at the site at all times when work is being performed. A designated responsible employee shall be available for contact by County inspectors.
17. The property shall be developed generally as shown on the plan filed with the case, and no major changes or additions to the layout shall be made without the approval of the Board of Supervisors.
18. Upon completion of the improvements and prior to the certification of the permanent occupancy permit, the engineer or land surveyor who prepared the POD plan shall furnish a statement to the effect that all construction, including water and sewer, is in conformance with the regulations and requirements of the POD.
19. The developer shall provide fire hydrants as required by the Department of Public Utilities and Division of Fire.
20. Insurance Service Offices (ISO) calculations should be included on the final construction plans for approval by the Department of Public Utilities prior to issuance of a building permit.
21. Any necessary offsite drainage easements must be obtained in a form acceptable to the County Attorney prior to final approval of the construction plans by the Department of Public Works.
22. Deviations from County standards for pavement, curb, or curb and gutter design shall be approved by the County Engineer prior to final approval of the construction plans by the Department of Public Works.
23. Vehicles shall be parked only in approved and constructed parking spaces.



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. **65-09**
Page No. 1 of 1

Agenda Title: Resolution – Authorization to Apply for and Accept \$700 in Grant Funding from the Radiological Preparedness and Response Program Administered by the Virginia Department of Emergency Management

For Clerk's Use Only: FEB 24 2009 Date: _____ <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	BOARD OF SUPERVISORS ACTION Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Donati</u> (2) _____ (2) _____ REMARKS: APPROVED	<table> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> <tr> <td>Donati, J.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Glover, R.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Kaechele, D.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>O'Bannon, P.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Thornton, F.</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </table>		YES	NO	OTHER	Donati, J.	✓			Glover, R.	✓			Kaechele, D.	✓			O'Bannon, P.	✓			Thornton, F.	✓		
		YES	NO	OTHER																						
	Donati, J.	✓																								
Glover, R.	✓																									
Kaechele, D.	✓																									
O'Bannon, P.	✓																									
Thornton, F.	✓																									

WHEREAS, the Division of Fire wishes to apply for and accept a grant provided by Virginia Dominion Power and administered by the Virginia Department of Emergency Management's Radiological Preparedness and Response Program; and

WHEREAS, this grant, which requires no local match, will be used by the Division of Fire to purchase weather radios for placement in public access areas of County buildings and to place weather monitoring equipment in the County's Emergency Operations Center.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Henrico County authorizes the County Manager to apply for and accept grant funding totaling \$700 from the Virginia Department of Emergency Management's Radiological Preparedness and Response Program.

Comments: The Fire Chief recommends approval of this Board paper; the County Manager concurs.

By Agency Head *Adrian U. Smith* ^{for} By County Manager *[Signature]*

Routing:
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 Copy to: _____

Certified: _____
 A Copy Teste: _____ Clerk, Board of Supervisors

Date: _____



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 06-09
Page No. 1 of 1

Agenda Title: Resolution – Authorization to Apply for and Accept Grant Funding from the Assistance to Firefighters Program Administered by the Department of Homeland Security to Purchase a Fire Extinguisher Training System

For Clerk's Use Only: FEB 24 2009
BOARD OF SUPERVISORS ACTION
Moved by (1) O'Bannon Secinded by (1) Donati
REMARKS: APPROVED
YES NO OTHER
Donati, J. YES
Glover, R. YES
Kaechele, D. YES
O'Bannon, P. YES
Thornton, F. YES

WHEREAS, the Division of Fire, Office of the Fire Marshal, wishes to apply for and accept a grant from the Assistance to Firefighters Grant program administered by the Department of Homeland Security; and

WHEREAS, this funding will be used to purchase a fire extinguisher training system so that the Division of Fire may carry out fire extinguisher training for the residential and the business communities of Henrico County.

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of Henrico County authorizes the County Manager to apply for and accept grant funding totaling \$12,409.21, of which 20% (\$2481.84) is a local match, from the Department of Homeland Security Assistance for Firefighters Grant Program.

Comments: The Fire Chief recommends approval of this Board paper; the County Manager concurs.

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

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Certified: A Copy Teste: Clerk, Board of Supervisors

Date:



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 67-09
Page No. 1 of 1

Agenda Title: Resolution - Award of Annual Contract - Electrical Engineering Design Services

Form containing Board of Supervisors Action details, including 'MOVED by' and 'SECONDED by' fields with handwritten names (Glover, Donati), a large 'APPROVED' stamp, and a voting table with columns for YES, NO, and OTHER.

WHEREAS, on October 31, 2008, six proposals were received in response to RFP #08-8522-10CS to provide electrical engineering design services on an annual basis; and

WHEREAS, based upon review and evaluation of the written proposals, the Selection Committee (consisting of Mr. Major Dement, Mr. Michael Verdú, Ms. Jaspreet Pahwa and Mrs. Cecelia Stowe) interviewed the following firms:

Hankins and Anderson, Inc.
Wiley & Wilson, Inc.

WHEREAS, the Selection Committee selected Hankins and Anderson, Inc. as the top ranked firm and negotiated a contract.

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

- 1. An annual contract to provide electrical engineering design services is awarded to Hankins and Anderson, Inc. for an initial term of one year, March 1, 2009 to February 28, 2010, with the option to renew the contract for two additional one-year terms...
2. The County Manager and Clerk are authorized to execute the contract in a form approved by the County Attorney.
3. The County Manager, or the Director of General Services as his designee, is authorized to execute all change orders within the scope of the project budget.

Comments: Funding to support the contract is available. The Director of General Services, the County Manager concurring, recommends approval of this Board paper.

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

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Clerk, Board of Supervisors
Date:



COUNTY OF HENRICO, VIRGINIA
 BOARD OF SUPERVISORS
 MINUTE

Agenda Item No. 6-8-09
 Page No. 1 of 1

Agenda Title: Resolution – Award of Annual Contract – Architectural and Engineering Services – Roofing Rehabilitation Projects

For Clerk's Use Only: Date: FEB 24 2009 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	<p>BOARD OF SUPERVISORS ACTION</p> Moved by (1) <u>Clover</u> Seconded by (1) <u>O'Bannon</u> (2) _____ (2) _____ REMARKS: APPROVED	<table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>Donati, J.</td> <td><input checked="" type="checkbox"/></td> <td>___</td> <td>___</td> </tr> <tr> <td>Glover, R.</td> <td><input checked="" type="checkbox"/></td> <td>___</td> <td>___</td> </tr> <tr> <td>Kaechele, D.</td> <td><input checked="" type="checkbox"/></td> <td>___</td> <td>___</td> </tr> <tr> <td>O'Bannon, P.</td> <td><input checked="" type="checkbox"/></td> <td>___</td> <td>___</td> </tr> <tr> <td>Thornton, F.</td> <td><input checked="" type="checkbox"/></td> <td>___</td> <td>___</td> </tr> </tbody> </table>		YES	NO	OTHER	Donati, J.	<input checked="" type="checkbox"/>	___	___	Glover, R.	<input checked="" type="checkbox"/>	___	___	Kaechele, D.	<input checked="" type="checkbox"/>	___	___	O'Bannon, P.	<input checked="" type="checkbox"/>	___	___	Thornton, F.	<input checked="" type="checkbox"/>	___	___
	YES	NO	OTHER																							
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Glover, R.	<input checked="" type="checkbox"/>	___	___																							
Kaechele, D.	<input checked="" type="checkbox"/>	___	___																							
O'Bannon, P.	<input checked="" type="checkbox"/>	___	___																							
Thornton, F.	<input checked="" type="checkbox"/>	___	___																							

WHEREAS, on October 31, 2008, seven proposals were received in response to RFP #08-8521-9CS to provide architectural and engineering services for roofing rehabilitation projects on an annual basis; and

WHEREAS, based upon review and evaluation of the written proposals, the Selection Committee (consisting of Mr. Michael Verdú, Mr. Edward Bass, Mr. Fred Drake and Mrs. Cecelia Stowe) interviewed the following firms:

Roof Consulting Services, Inc.
 MACTEC Engineering & Consulting, Inc.
 Heyward Boyd Architects, PC

WHEREAS, the Selection Committee selected **Roof Consulting Services, Inc.** as the top ranked firm and negotiated a contract.

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

1. An annual contract to provide architectural and engineering services for roofing rehabilitation projects is awarded to **Roof Consulting Services, Inc.** for an initial term of one year, March 1, 2009 through February 28, 2010, with the option to renew the contract for two additional one-year terms, in accordance with RFP #08-8521-9CS and **Roof Consulting Services, Inc.'s** October 31, 2008 proposal, January 30, 2009 letter, and January 30, 2009 fee schedule; and,
2. The County Manager and Clerk are authorized to execute the contract in a form approved by the County Attorney.
3. The County Manager, or the Director of General Services as his designee, is authorized to execute all change orders within the scope of the project budget.

Comments: Funding to support the contract is available. The Director of General Services, the County Manager concurring, recommends approval of this Board paper.

By Agency Head _____ & By County Manager _____

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 Clerk, Board of Supervisors

Date: _____



COUNTY OF HENRICO, VIRGINIA BOARD OF SUPERVISORS MINUTE

Agenda Item No. 69-09

Page No. 1 of 1

Agenda Title: **RESOLUTION – ACCEPTANCE OF ROADS**

For Clerk's Use Only:	BOARD OF SUPERVISORS ACTION	YES NO OTHER
Date: FEB 24 2009	Moved by (1) <u>Donati</u> Seconded by (1) <u>O'Bannon</u>	Donati, J. ✓ _____
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	REMARKS: APPROVED	Glover, R. ✓ _____
		Kaechele, D. ✓ _____
		O'Bannon, P. ✓ _____
		Thornton, F. ✓ _____

BE IT RESOLVED by the Board of Supervisors of the County of Henrico that the following named and described sections of roads are accepted into the County road system for maintenance.

Jenkins Bluff - Varina District

Jenkins Bluff Lane from Windsor Road to 0.48 Mi. N. of Windsor Road	0.48 Mi.
Jenkins Forest Lane from Jenkins Bluff Lane to 0.25 Mi. E. of Jenkins Bluff Lane	0.25 Mi.
Bing Court from Jenkins Forest Lane to 0.05 Mi. S. of Jenkins Forest Lane	0.05 Mi.
Forty Court from Jenkins Forest Lane to 0.04 Mi. N. of Jenkins Forest Lane	0.04 Mi.
Kimberly Jane Court from Jenkins Bluff Lane to 0.06 Mi. W. of Jenkins Bluff Lane	0.06 Mi.
Kelly Jane Court from Jenkins Bluff Lane to 0.07 Mi. W. of Jenkins Bluff Lane	0.07 Mi.

Total Miles **0.95 Mi.**

Brilland – Fairfield District

Brilland Court from Mountain Road to 0.28 Mi. E. of Mountain Road	0.28 Mi.
Brilland Springs Place from Brilland Court to 0.03 Mi. S. of Brilland Court	0.03 Mi.
Brilland Meadows Terrace from Brilland Court to 0.03 Mi. N. of Brilland Court	0.03 Mi.

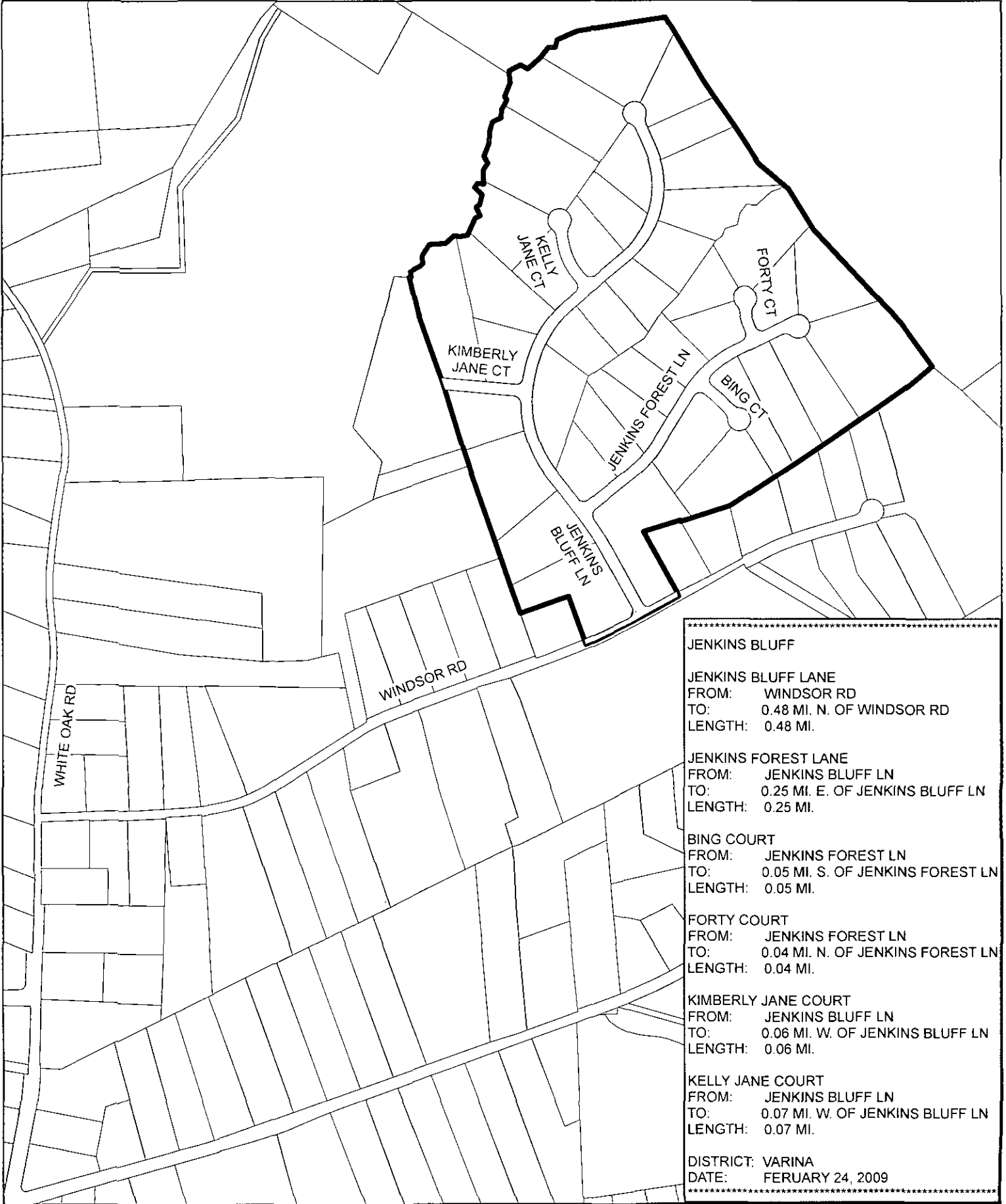
Total Miles **0.34 Mi.**

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

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Date: _____

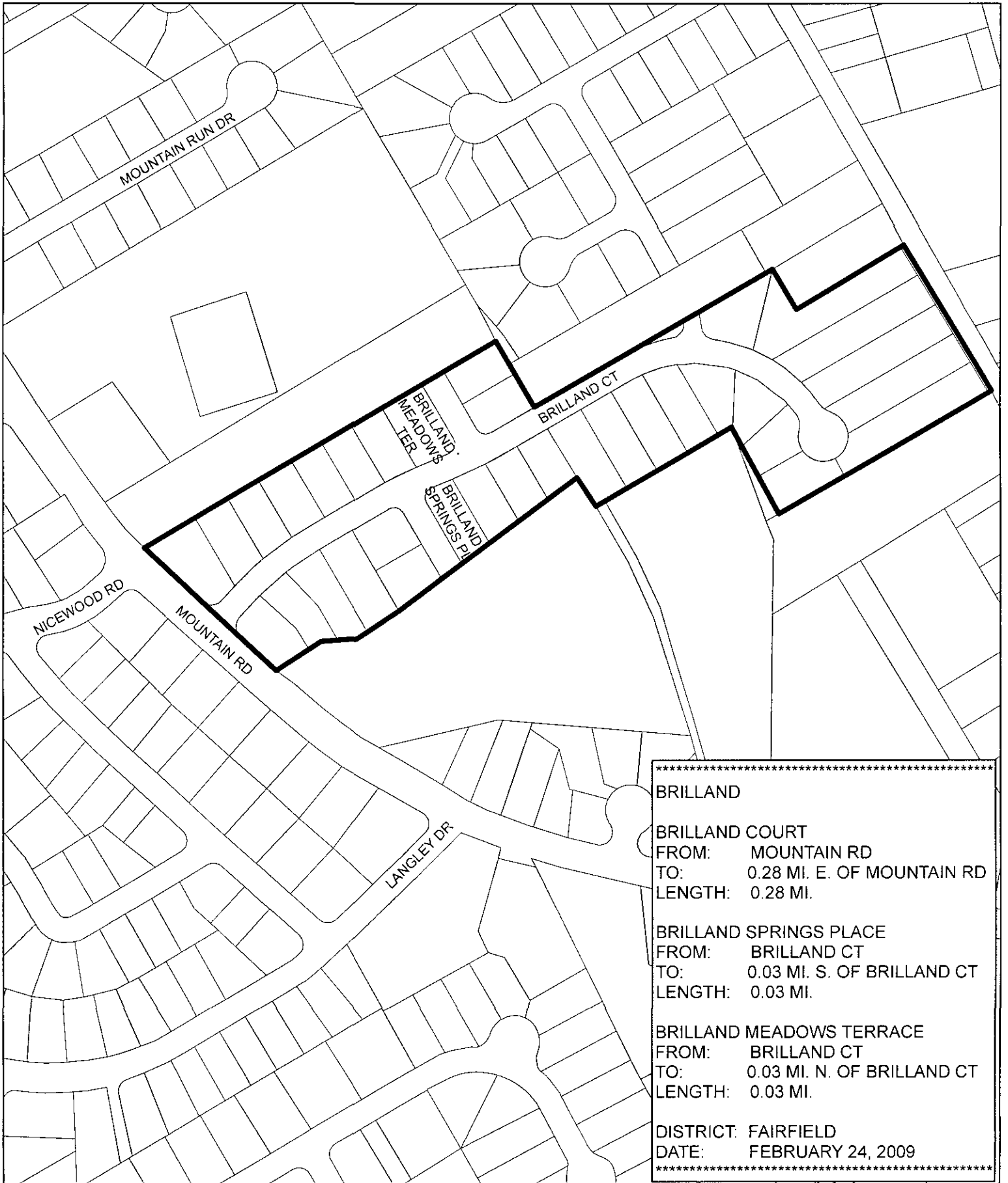
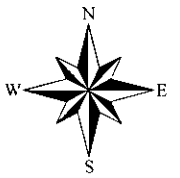
JENKINS BLUFF



JENKINS BLUFF	

JENKINS BLUFF LANE	
FROM:	WINDSOR RD
TO:	0.48 MI. N. OF WINDSOR RD
LENGTH:	0.48 MI.
JENKINS FOREST LANE	
FROM:	JENKINS BLUFF LN
TO:	0.25 MI. E. OF JENKINS BLUFF LN
LENGTH:	0.25 MI.
BING COURT	
FROM:	JENKINS FOREST LN
TO:	0.05 MI. S. OF JENKINS FOREST LN
LENGTH:	0.05 MI.
FORTY COURT	
FROM:	JENKINS FOREST LN
TO:	0.04 MI. N. OF JENKINS FOREST LN
LENGTH:	0.04 MI.
KIMBERLY JANE COURT	
FROM:	JENKINS BLUFF LN
TO:	0.06 MI. W. OF JENKINS BLUFF LN
LENGTH:	0.06 MI.
KELLY JANE COURT	
FROM:	JENKINS BLUFF LN
TO:	0.07 MI. W. OF JENKINS BLUFF LN
LENGTH:	0.07 MI.
DISTRICT: VARINA	
DATE: FEBRUARY 24, 2009	

BRILLAND



BRILLAND
BRILLAND COURT
FROM: MOUNTAIN RD
TO: 0.28 MI. E. OF MOUNTAIN RD
LENGTH: 0.28 MI.
BRILLAND SPRINGS PLACE
FROM: BRILLAND CT
TO: 0.03 MI. S. OF BRILLAND CT
LENGTH: 0.03 MI.
BRILLAND MEADOWS TERRACE
FROM: BRILLAND CT
TO: 0.03 MI. N. OF BRILLAND CT
LENGTH: 0.03 MI.
DISTRICT: FAIRFIELD
DATE: FEBRUARY 24, 2009
