

**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
SPECIAL MEETING  
June 25, 2013**

The Henrico County Board of Supervisors convened a special meeting on Tuesday, June 25, 2013, at 5:30 p.m., in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

**Members of the Board Present:**

David A. Kaechele, Chairman, Three Chopt District  
Patricia S. O'Bannon, Vice Chairman, Tuckahoe District  
Richard W. Glover, Brookland District  
Tyrone E. Nelson, Varina District  
Frank J. Thornton, Fairfield District

**Other Officials Present:**

John A. Vithoukas, County Manager  
Joseph P. Rapisarda, Jr., County Attorney  
J. T. (Tom) Tokarz, Deputy County Anomey  
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board  
Tanya B. Harding, Deputy Clerk to the Board/Administrative Assistant  
Joseph A. Casey, Deputy County Manager for Administration  
Jane D. Crawley, Deputy County Manager for Community Services  
Timothy A. Foster, Deputy County Manager for Community Operations  
Randall R. Silber, Deputy County Manager for Community Development  
C. Michael Schnurman, Legislative Liaison  
Wilbert J. (Bert) Childress, Technology Support Specialist, Manager's Office  
Tamra R. McKinney, Director of Public Relations & Media Services  
Douglas A. Middleton, Chief of Police  
David D. O'Kelly, Jr., Assistant Director of Planning  
Benjamin W. Blankinship, Principal Planner

Mr. Kaechele called the meeting to order at 5:32 p.m.

Mr. Vithoukas briefly referred to the two items item listed on this agenda.

**Update on the Department of General Services**

Mr. Vithoukas noted that this update pertained to a departmental reorganization that was appropriately timed to coincide with the appointment of a new director of general services, which

he would be announcing during the Manager's Comments section of the agenda at the 7:00 p.m. regular meeting. He recognized Mr. Casey, who in turn recognized John Neil as the newly named Director of General Services. Mr. Casey also recognized Purchasing Manager Cecelia Stowe and Human Resources Director Paula Reid, who along with Mr. Neal and Risk Manager Cindy Smith were integral to the discussions regarding reorganization.

Mr. Casey began a slide presentation by providing background information on the Department of General Services, which over the 40-year career of a prior department leader had evolved to nine service divisions covering a wide range of support services to the County's general government agencies and schools. After the retirement of the department's director and deputy director in 2011, the department's scope of services were reviewed and resulted earlier this year in the transfer of the Radio Shop to the Division of Police and the health insurance senior management specialist position to the Department of Finance. Mr. Casey next discussed a departmental scope of services review that was conducted in May and June 2013 during and after the transition of the most recent director. Based on this review, a recommended strategy was developed that will move the Purchasing Division from the Department of General Services to the Department of Finance and move the Risk Management Division from the Department of General Services to the Department of Human Resources. The relocation of the Purchasing Division will require a change to the County Code, which will be reviewed with the Board in a work session on July 23 and scheduled for a public hearing on August 13 without objection from the Board. The remaining General Services Department will design an appropriate reporting structure prior to September 1 upon the hiring of a new assistant director. Mr. Casey summarized the previous divisions and functions within the department and those that will remain after the reorganization. He concluded his presentation by noting the following projected outcomes of the reorganization: better aligned support organizations of General Services, Finance, and Human Resources; well-positioned senior leadership talent in each department to oversee divisional responsibilities; and a continued focus on low cost and high performing service goals.

Following Mr. Casey's presentation, he and Mr. Vithoukas responded to questions from Mr. Kaechele regarding the logistics of relocating the divisions that were formerly part of the Department of General Services. Mr. Vithoukas pointed out that that the relocations are not expected to result in any new capital costs. In response to concerns expressed by Mr. Thornton relating to the relocation of the Purchasing Division, Mr. Vithoukas noted that it is typical in other localities for purchasing and procurement functions to fall within the department of finance and he assured Mr. Thornton that the County's Small, Minority, and Women-owned Business (SWAM) purchasing program will continue to be a focal point and maintain high standards within Ms. Stowe's division. Mr. Vithoukas responded to questions from Mr. Kaechele pertaining to the responsibilities of the Department of General Services' Capital Projects Division.

#### **Proposed Ordinance Amendments Resulting from 2013 State Legislation**

Mr. Vithoukas recognized Mr. Rapisarda, who advised the Board that four bills from the 2013 state legislative session with an effective date of July 1, 2013, will require amendments to the Code of the County of Henrico. In response to a question from Mrs. O'Bannon, Mr. Rapisarda

explained why the code changes are necessary and the process followed by the County Attorney's Office in working with the affected County agencies on the corresponding ordinance amendments. Mr. Rapisarda began his slide presentation by explaining two changes to the County's zoning ordinance provisions that are required by House Bill 1419, which pertains to temporary family health care structures, also known as "med cottages." The new state legislative amendments will allow a married couple to reside in the structure when one spouse is mentally or physically impaired and the other requires assistance with one or more activities of daily living. They will also extend the timeframe in which the structure must be removed from 30 to 60 days after it was last occupied by a mentally or physically impaired person receiving services or in need of assistance. The County's Planning Commission has initiated the process for consideration of the required zoning ordinance amendments and will hold a public hearing on these amendments on July 11. A Board of Supervisors public hearing on the amendments will be scheduled for August 13. Mr. Blankinship responded to questions from the Board concerning the existing zoning requirements for these structures and the approximate cost of constructing the one such structure that currently exists in the Commonwealth (Fairfax County). In response to questions from Mr. Nelson, Mr. Rapisarda and Mr. Vithoulkas explained why the County goes through the code amendment process for state legislative mandates of this type.

Mr. Rapisarda continued his presentation by reviewing improvements to existing law resulting from House Bill 1562, which clarifies the distinction between dangerous and vicious dogs, expressly authorizes animal protection police or law enforcement officers to apply to a magistrate for a summons when the officer believes an animal within his jurisdiction is a vicious dog, and defines "serious injury" in the context of a dog attack. Mr. Rapisarda responded to questions from Mrs. O'Bannon relating to the scope of these amendments and whether they apply to exotic animals. Lt. Shawn Sears, the Division of Police's Animal Protection Section Supervisor, explained the distinction between dangerous and vicious dogs in response to a question from Mr. Kaechele. He also responded to a question from Mrs. O'Bannon pertaining to how the state code addresses dogs that kill livestock. In response to another question from Mr. Kaechele, Mr. Rapisarda reiterated how H.B. 1562 changes existing law. He pointed out that the timetable for this ordinance amendment is introduction of the ordinance on July 9 and a Board public hearing on August 13.

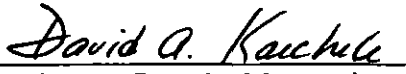
Mr. Rapisarda next reviewed House Bill 1649, which aids law enforcement by tightening laws regulating pawnbrokers and precious metals dealers. Specifically, the legislation requires pawnbrokers and precious metals dealers to maintain a digital form of identification used by their customers; requires that identification include a photograph of the customer; and prohibits a pawnbroker from pawning or accepting any goods if the original serial number on the good has been removed, defaced, or altered. The timetable for this ordinance amendment is introduction of the ordinance on July 9 and a Board public hearing on August 13. In response to a question from Mr. Vithoulkas, Mr. Rapisarda stated that there are six pawnbrokers currently operating in the County and that one application is pending. He and Col. Middleton responded to questions from the Board relating to existing regulations affecting pawnbrokers and precious metals dealers and the legal distinction between these two types of businesses. Mr. Rapisarda commented that the County has 92 licensed precious metals dealers.

Mr. Rapisarda concluded his presentation by reviewing House Bill 1395, which concerns abandoned motor vehicles that are taken into custody by a towing company called by a police department. Under current law, such vehicles may be sold by a towing company at public auction. This bill clarifies that the term "public auction" includes internet sales by auction. The timetable for this ordinance amendment is introduction of the ordinance on July 9 and a Board public hearing on August 13. Mr. Vithoukas reiterated that all of the proposed code changes will be heard by the Board on August 13.

The Board recessed for dinner at 6:22 p.m. and reconvened at 6:29 p.m.

Mr. Vithoukas reviewed the agenda for the 7:00 p.m. Board meeting. He identified the residents and businesses from each district that would be receiving Keep Henrico Beautiful awards, explained the Keep Henrico Beautiful Committee's role in selecting the award recipients, and elaborated on the procedure for presenting the awards. He commented on the resolution memorializing James L. Jenkins, and Mr. Lawrence confirmed that the last time the Board approved and presented a memorial resolution for an individual citizen was in 2005, for Fairfield District resident Warner Jones. Mr. Vithoukas suggested that the Board hold a consolidated public hearing for all three of the public hearing items listed on the agenda because they all arose from a plan of development submitted for Libbie Mill, formerly known as Staples Mill Center. After reviewing the four items on the general agenda, Mr. Vithoukas responded to questions from Mr. Kaechele and Mrs. O'Bannon concerning pending changes to GRTC Transit System routes and fees and noted that a future work session on this matter may be necessary. Mr. Vithoukas clarified that some GRTC routes were eliminated in the FY 2013-14 budget and that a proposed fee increase will have to be acted on separately by the Board before the end of the calendar year. There was further discussion between Mr. Vithoukas and Mrs. O'Bannon regarding the County's bus routes and its goal of capturing at least 20 percent of the cost of bus service through fares.

There being no further business, the meeting was adjourned at 6:43 p.m.

  
Chairman, Board of Supervisors  
Henrico County, Virginia