

**HENRICO COUNTY  
NOTICE OF SPECIAL MEETING  
BOARD OF SUPERVISORS**

Please take notice that a special meeting of the Board of Supervisors will be held on **Tuesday, March 26, 2019, at 5:00 p.m.** in the former Macy's South Building at Regency Square Mall, 1420 N. Parham Road, Henrico, Virginia 23229.

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

5:00 - 5:45 p.m.	Regency Square Mall/NOVA of Virginia Aquatics Update
5:45 - 6:00 p.m.	Regular Meeting Agenda Items



Barry R. Lawrence, CMC  
Clerk, Henrico County Board of Supervisors  
March 21, 2019

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**March 26, 2019**  
**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF MINUTES** - March 12, 2019, Regular and Special Meeting

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**PRESENTATIONS**

Proclamation - Crime Victims' Rights Week - April 7 - 13, 2019.

Proclamation - Volunteer Week - April 7 - 13, 2019.

Proclamation - Public Safety Telecommunicators Week - April 14 - 20, 2019.

Proclamation - Child Abuse Prevention Month - April 2019.

Proclamation - Keep Henrico Beautiful Month - April 2019.

**APPOINTMENTS**

81-19 Resolution – Appointment of Member – Board of Building Code Appeals.

82-19 Resolution - Appointment of Member - Keep Henrico Beautiful Committee.

83-19 Resolution - Appointment of Member - Henrico Area Mental Health and Developmental Services Board.

**PUBLIC HEARING ITEM**

84-19 Resolution - Signatory Authority - Exchange of Real Property - 2300 Westwood Avenue - Brookland District.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

85-19 Introduction of Ordinance - To Amend and Reordain the Following Sections of the Code of the County of Henrico Titled:  
20-414 "Enumerated; amount of license tax"  
20-416 "Scientific research and development services"  
20-446 "Enumerated; amount of license tax"

20-475 “Enumerated; amount of tax”  
 20-506 “Tax on owners and operators”  
 20-507 “Tax on promoters generally”  
 20-509 “Tax on promoters of athletic contests or races”  
 20-531 “Levy of tax; amount”  
 20-559 “Amount of tax”  
 20-560 “Speculative builders”  
 20-600 “Hotels”  
 20-601 “Restaurants, soda fountains and similar businesses”  
 20-624 “Small loan companies”  
 20-625 “Persons other than small loan companies lending money for  
 purchase of chattels secured by liens; purchasers of conditional  
 sales contracts”  
 20-626 “Other moneylenders”  
 20-627 “Persons making first mortgage loans or purchasing mortgage  
 notes”  
 20-648 “Amount of tax”  
 20-650 “Commission merchants”  
 20-691 “License required; tax basis”  
 20-692 “Amount of tax”  
 20-793 “Term defined; amount of tax”  
 20-818 “Amount of tax on persons furnishing water”  
 20-819 “Amount of tax on persons furnishing heat, light and power, and  
 gas”  
 and  
 20-821 “Amount of tax for telephone and telegraph businesses”

to Raise the Threshold and Deduction for Business License Taxes from \$300,000 to \$400,000.

- 86-19 Resolution - Award of Annual Contract for Subsurface Utility Designating and Locating Services.
- 87-19 Resolution - Award of Contract for Consulting Services - Employee Benefits Program.
- 88-19 Resolution - Signatory Authority - Subleases - Capital Region Workforce Partnership.
- 89-19 Introduction of Ordinance - To Amend and Reordain Subsection (a) of Section 23-361 Titled “Water service and volume charges,” and Subsection (a) of Section 23-362 Titled “Sewer service charges and rates” of the Code of the County of Henrico, to Change Utility Charges.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
March 26, 2019**

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**PRESENTATIONS**

**PROCLAMATION - Crime Victims' Rights Week - April 7 - 13, 2019.**

Crime Victims' Rights Week is an annual commemoration that acknowledges victims' rights and services. This year's national theme is "Honoring Our Past. Creating Hope for the Future," which celebrates past progress while looking into the future of crime victim services that are inclusive, accessible, and trauma-informed. This proclamation recognizes April 7 - 13, 2019, as Crime Victims' Rights Week in Henrico County; reaffirms the County's commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and expresses gratitude and appreciation for those community members, victims, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

**PROCLAMATION - Volunteer Week - April 7 - 13, 2019.**

The County of Henrico has an active and viable Volunteer Services Program, and the Board of Supervisors is continually attempting to improve and expand County services to citizens at the least possible cost. This proclamation recognizes April 7 - 13, 2019, as Volunteer Week in Henrico County and salutes and thanks the County's volunteers, who contributed 147,530 hours during 2018 at an estimated value of nearly four million dollars.

**PROCLAMATION - Public Safety Telecommunicators Week - April 14 - 20, 2019.**

The Communications Officers of the Henrico County Police Division serve the local community by answering calls for police, fire, and emergency medical services assistance and by ensuring that the appropriate response is dispatched as efficiently as possible. This proclamation recognizes April 14 - 20, 2019, as Public Safety Telecommunicators Week; encourages all Henrico citizens to make note of this special observance; and salutes the County's Communications Officers for their exemplary professionalism, service, and performance.

**PROCLAMATION - Child Abuse Prevention Month - April 2019.**

National Child Abuse Awareness Month is observed annually during the month of April to raise awareness of the importance of families and communities working together to prevent child abuse and neglect. Henrico County strives to develop strong local and regional partnerships among social service and law enforcement agencies, schools, religious and civic organizations, medical facilities, and businesses to implement comprehensive strategies and solutions in addressing this serious community problem. This proclamation recognizes April 2019 as Child Abuse Prevention Month in Henrico County and calls upon

Henrico citizens to participate in appropriate community programs and activities that help protect children from abuse and neglect.

**PROCLAMATION - Keep Henrico Beautiful Month - April 2019.**

The Keep Henrico Beautiful program and Keep Henrico Beautiful Committee of appointed volunteers were established in 1980 to develop and lead litter prevention activities and encourage participation of all Henrico County residents in litter prevention and recycling. The committee disseminates educational materials and sponsors programs, special events, and workshops to foster public awareness of the environment. Several thousand Henrico County residents now participate in litter prevention and recycling projects, including the “Because We Care” volunteer litter pick-up program, through their community associations, churches, scout troops, school clubs, civic groups, and businesses. This proclamation recognizes April 2019 as Keep Henrico Beautiful Month, urges all County residents to show their environmental stewardship by not littering and by recycling materials, and encourages the public to celebrate our clean county by joining the efforts to Keep Henrico Beautiful.

**APPOINTMENTS**

**RESOLUTION - Appointment of Member - Board of Building Code Appeals.**

This Board paper appoints the following person to the Board of Building Code Appeals for a term expiring December 31, 2023, or thereafter, when his successor shall have been appointed and qualified:

Residential Builder                      William Edward Goode, Jr.

**RESOLUTION - Appointment of Member - Keep Henrico Beautiful Committee.**

This Board paper appoints the following person to the Keep Henrico Beautiful Committee for a term expiring December 31, 2020, or thereafter, when his successor shall have been appointed and qualified:

Fairfield District                      John R. Dantzler

**RESOLUTION - Appointment of Member - Henrico Area Mental Health and Developmental Services Board.**

This Board paper appoints the following person to the Henrico Area Mental Health and Developmental Services Board for a term expiring December 31, 2021, or thereafter, when her successor shall have been appointed and qualified:

Fairfield District                      C. Diane Mosby

**PUBLIC HEARING ITEM**

**RESOLUTION - Signatory Authority - Exchange of Real Property - 2300 Westwood Avenue - Brookland District.**

This Board paper authorizes the Chairman to execute a deed of exchange for the exchange of property at 2300 Westwood Avenue.

The County owns 0.0482 acre and maintains a sanitary sewer pump station at 2300 Westwood Avenue. The adjoining land owner, SFG Net Lease TG Richmond, LLC (“SFG”) has asked the County to convey 0.021 acre of the County’s property to SFG. In turn, SFG is willing to exchange 0.120 acre of its property for 0.021 acre of the County’s property. As additional consideration, SFG will, at its expense, install a new entrance to the County’s pump station and construct a gravel drive to the pump station facilities, all on County property.

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

## **PUBLIC COMMENTS**

## **GENERAL AGENDA**

**INTRODUCTION OF ORDINANCE - To Amend and Reordain the Following Sections of the Code of the County of Henrico Titled:**

- 20-414“Enumerated; amount of license tax”**
- 20-416“Scientific research and development services”**
- 20-446“Enumerated; amount of license tax”**
- 20-475“Enumerated; amount of tax”**
- 20-506“Tax on owners and operators”**
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- 20-625“Persons other than small loan companies lending money for purchase of chattels secured by liens; purchasers of conditional sales contracts”**
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- 20-793“Term defined; amount of tax”**
- 20-818“Amount of tax on persons furnishing water”**
- 20-819“Amount of tax on persons furnishing heat, light and power, and gas”**
- and**
- 20-821“Amount of tax for telephone and telegraph businesses”**

**to Raise the Threshold and Deduction for Business License Taxes from \$300,000 to \$400,000.**

This Board paper introduces for advertisement and public hearing on April 23, 2019, an ordinance to increase the threshold for imposition of business licenses taxes from \$300,000 to \$400,000. Under the new threshold, businesses earning \$400,000 or less would not have to pay business license taxes to the County. Similarly, businesses making over \$400,000 would be able to deduct \$400,000 from their earnings before calculating the amount of their business license tax.

The Director of Finance recommends these changes, and the County Manager concurs.

**RESOLUTION - Award of Annual Contract for Subsurface Utility Designating and Locating Services.**

This Board paper would award an annual contract to InfraMap Corporation for subsurface utility designating and locating services.

Four proposals were received in response to RFP #18-1798-12JCK. Based upon review and evaluation of the proposals, the Selection Committee interviewed the following firms:

Cardno, Inc.  
InfraMap Corporation  
Johnson Mirmiran & Thompson, Inc. (JMT)

Based on the written proposals and interviews, the Committee members selected InfraMap Corporation as the top-ranked firm. The contract will be for a one-year term and may be renewed by the County for two additional one-year terms. Compensation for services shall be based on a unit cost rate schedule included in the contract. The project fees shall not exceed \$300,000 for any single project or \$1,500,000 in a one-year term.

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

**RESOLUTION - Award of Contract for Consulting Services - Employee Benefits Program.**

This Board paper would award an annual contract to Aon Consulting, Inc. to provide consulting services for the County's employee benefits program.

Three proposals were received in response to RFP #18-1773-10CHS. Based upon review and evaluation of the proposals, the Selection Committee interviewed the following firms:

Aon Consulting, Inc.  
USI Insurance Services National, Inc.  
Korn/Ferry International

Based on the written proposals and interviews, the Committee members determined Aon Consulting, Inc. was the top-ranked offeror and negotiated a fee schedule for the offeror's services. The contract will be for a two-year term ending February 28, 2021, and the County

may renew it for three additional one-year terms. Funding to support the contract is available.

The Directors of Human Resources and Finance and the Purchasing Director recommend approval, and the County Manager concurs.

**RESOLUTION - Signatory Authority - Subleases - Capital Region Workforce Partnership.**

This Board paper authorizes the County Manager to periodically execute sublease agreements with the Commonwealth, its agencies, and other political subdivisions of the Commonwealth for office space leased by the County, as the fiscal agent for the Capital Region Workforce Partnership, at 121 Cedar Fork Road in the Fairfield District, 203 East Cary Street in the City of Richmond, and 304 Turner Road in Chesterfield County. The Partnership provides training and services to residents of the Capital Region pursuant to the Workforce Innovation and Opportunity Act of 2014.

The Directors of the Capital Region Workforce Partnership and Real Property recommend approval of this paper; the County Manager concurs.

**INTRODUCTION OF ORDINANCE - To Amend and Reordain Subsection (a) of Section 23-361 Titled “Water service and volume charges,” and Subsection (a) of Section 23-362 Titled “Sewer service charges and rates” of the Code of the County of Henrico, to Change Utility Charges**

This Board paper introduces for advertisement and a public hearing on April 23, 2019, a proposed ordinance to change utility charges.

The ordinance would increase bimonthly service and volume charges for water and sewer. The total increase in water and sewer charges for the median residential account holder using 10 CCF of water every two months will be \$5.77, or approximately 10¢ per day. These changes would be effective July 1, 2019.

The changes are recommended to support annual operating and debt service costs and capital costs associated with water and sewer rehabilitation projects.

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